



April 21, 2023

Child Care Day Camp Manual Transmittal Letter No. 16

TO: All Child Care Day Camp Manual Holders

FROM: Matt Damschroder, Director

SUBJECT Child Day Camp Five-Year Review

Background:

The Ohio Department of Job and Family Services (ODJFS) has amended the following rules contained in Chapter 5101:2-18 of the Ohio Administrative Code (OAC) due to the five-year review. The rules have been amended to simplify language, add language recommendations from an interagency workgroup on inclusive practices, and add federal Child Care and Development Block Grant (CCDBG) requirements.

The following rules are effective beginning April 27, 2023.

5101:2-18-01 "Definitions for registered and approved child day camps" has been amended with the following changes:

- Corrected spelling of "certified"
- Added a definition for "authorized representative"
- Added "per section 5104.01 of the Revised Code" to the definition of "child care" to include reference to Ohio Revised Code (ORC)
- Added a definition for "corrective action plan"
- Clarified the definition of "child day camp administrator" by removing "individual who holds overall responsibility for the administration" and replacing with "person responsible for the daily operation"
- Clarified the "day camp owner" definition
- Added a definition for "modified diet"
- Clarified the "onsite" definition by removing unnecessary wording
- Corrected the wording in the definitions of "physician" and "physician's assistant"

5101:2-18-02 "Requirements for registered child day camps not seeking approval to provide publicly funded child care" is a new rule that replaces **rescinded rule 5101:2-18-02 "Requirements for child day camp registrations"** because the rule was changed to question and answer format.

The following changes were made:

- Clarified background check requirements, including listing specific staff members of registered child day camps who are required to get background checks, and re-wording some paragraphs to simplify language and for clarity
- Clarified that registered child day camps must comply with inspections by ODJFS to determine compliance with section 5104.013 of the Revised Code in new paragraph (E)(2)
- Moved paragraph (C) of rescinded rule 5101:2-18-02 to new paragraph (F) of this rule.

Appendix A to rule 5101:2-18-02 replaces **rescinded Appendix A to rule 5101:2-18-02** and outlines the rehabilitation standards for registered child day camps. No changes were made to the language of this appendix.

5101:2-18-03 "Approved child day camp registration and application" has been amended to include registration requirements for approved day camps previously included in rule 5101:2-18-02.

The following changes were made:

- Moved old paragraph (A) of this rule to new paragraph (D) of this rule
- Corrected the name of the required pre-camp orientation training
- Replaced a reference to a rescinded rule with the updated rule number
- Replaced a reference to the Child Care Information Data System (CCIDS) provider portal with the Ohio Child Licensing and Quality System (OCLQS)
- Relocated the requirements to maintain private pay rates from paragraph (H) of this rule to paragraph (J) of this rule
- Replaced references to an obsoleted form with the new electronic process

Appendix A to rule 5101:2-18-03 has been amended with the following changes:

- Removed revision dates from forms
- Replaced references to obsoleted forms with electronic processes
- Corrected language regarding the documentation needed when meals or snacks are provided by an off-site food processing requirement to align with requirements of the Ohio Department of Health (ODH) and the Ohio Department of Agriculture (ODA)
- Added the emergency and disaster plan as a document required at application
- Clarified the electronic process for requesting a background check

5101:2-18-04 "Compliance inspection and complaint investigation of an approved child day camp" has been amended to clarify the process for submitting a corrective action plan, and to clarify that additional inspections or compliance materials may be required when non-compliances are found.

5101:2-18-05 "Child day camp administrator requirements for an approved child day camp" has been amended with the following changes:

- Clarified child day camp administrator responsibilities to include a reference to the Revised Code, to clarify time on site requirements when more than one administrator is affiliated with the program and to clarify documentation requirements
- Created new paragraph (B) to group OPR and documentation requirements into one paragraph
- Added that child day camp administrators must create or update the approved child day camp's organizational dashboard in the OPR as we move toward paperless processes
- Added that child day camp administrators should ensure employees create or update their records in the OPR before their first date of hire and within five days of changes to positions or roles because we are moving toward paperless employee files
- Added that the approved child day camp's organizational dashboard must be updated within five days of a change for employees and child day camp staff members, including scheduled days and hours, group assignments, and end dates of employment because we are moving toward paperless employee files, training verifications and background check processes.

Appendix A to rule 5101:2-18-05 has been amended with the following changes:

- Replaced paragraphs with bulleted lists for readability
- Added that approved child day camp administrators must include suspension and expulsion policies to comply with CCDBG requirements
- Added that approved child day camp administrators must clarify the difference between "disenrollment" and "expulsion" based on recommendations from the Early Childhood Inclusion State Leadership Team
- Added ADA requirements based on recommendations from the Early Childhood Inclusion State Leadership Team
- Clarified administration of medication policy requirements
- Clarified transportation policy requirements
- Added that water activity/swimming policy must include the camp's policy for excluding children from water activities due to disability or difficulty of the activity, based on recommendations from the Early Childhood Inclusion State Leadership Team

Appendix B to rule 5101:2-18-05 has been amended to include the process for filing a discrimination complaint, and to remove a reference to early intervention services, since these services do not apply to school-age children.

5101:2-18-06 "Lead counselor, junior counselor, counselor-in-training and employee requirements in an approved child day camp" has been amended with the following changes:

- Updated URLs to websites
- Corrected the title of the required pre-camp orientation
- Removed paragraph (E)(5) which required staff members employed prior to the effective date of the rule to take the pre-camp orientation by July 1, 2018

5101:2-18-08 "Training and professional development requirements for an approved child day camp" has been amended to clarify that the first aid and CPR trainings are both to follow a curriculum that is appropriate to the age and developmental levels of the children in care, due to federal requirements.

Appendix A to rule 5101:2-18-08 has been amended to clarify that first aid classes are to follow a curriculum that is appropriate for the ages and developmental levels of the children in care.

5101:2-18-09 "Supervision of children and ratios for an approved child day camp" has been amended with the following changes:

- Clarified that the original written attendance records must be kept on file for one year
- Clarified the meaning of supervision

Appendix A to rule 5101:2-18-09 has no changes.

5101:2-18-10 "Emergency, disaster and health-related plans for an approved child day camp" has been amended with the following changes:

- Added that an emergency/lockdown drill must be conducted based on federal CCDBG requirements
- Added that the emergency and disaster plan must include details about emergency lockdowns based on federal CCDBG requirements
- Added that the emergency and disaster plan must include details about continuity of operations based on federal CCDBG requirements

Appendix A to rule 5101:2-18-10 has no changes.

5101:2-18-11 "Administering medication and caring for children with special health needs at an approved child day camp" has been amended with the following changes:

- Clarified that approved child day camps must document when children administer their own medication
- Moved paragraph (A)(7) to paragraph (A)(6) for clarification
- Added medical foods and topical products to paragraph (B) for clarification
- Clarified that a statement from a physician, physician's assistant, advanced practice registered nurse or certified nurse practitioner must be on file indicating that a child has been immunized or is in the process of being immunized based on ORC and federal CCDBG requirements

- Corrected the language in paragraph (C)(3) by removing "to prevent a disease on the appendix of this rule" and replacing with "against the diseases required by division 5104.014 of the Revised Code and found in appendix A to this rule" for clarity and consistency with ORC
- Clarified the procedures and requirements for written medical care plans
- Added that immunization records are subject to review by ODH for disease outbreak control and for immunization level assessment purposes
- Clarified child medical record retention requirements

Appendix A to rule 5101:2-18-11 has no changes.

5101:2-18-12: "Transportation and field trip safety for an approved child day camp" has been amended with the following changes:

- Added medication requirements to the list of reasons the medical health form is required on field trips
- Added that reasonable accommodations must be provided for children with special needs so that they are not excluded from trips, based on recommendations from the Early Childhood Inclusion State Leadership Team
- Clarified that an additional adult in a vehicle may be the driver, a parent or a volunteer
- Removed the requirement that valid driver's licenses must be checked and kept on file, because this is already required by the American Camp Association (ACA)
- Removed the requirement that the driver must be free of any substance which could impair driving abilities. This is regulated by the state highway patrol or other law enforcement agency
- Clarified that all passengers, including the driver, must follow the state of Ohio's child restraint law
- Removed a reference to an outdated form
- Clarified that transportation contracts must be kept on file for review
- Removed revision dates from forms
- Added safety inspection requirements for new vehicles bought directly from the dealer
- Added federal motor carrier safety administration (FMCSA) safety inspectors and the Ohio state highway patrol as qualified inspectors of vehicles
- Added that the approved child day camp must prepare buses before each trip following the Ohio Department of Education's (ODE) operational and safety rules of Chapter 3301-83 of the Administrative Code

Appendix A to rule 5101:2-18-12 has no changes.

5101:2-18-13: "Safe and sanitary equipment and environment in an approved child day camp" has been amended with the following changes:

- Removed paint "which contains lead or other poisonous materials" and replaced with "peeling or chipping" paint
- Removed the word "any" and replaced with "all" for clarity
- Added that children must be protected from vehicular traffic and bodies of water, based on CCDBG requirements
- Clarified that if a potential lead hazard is identified, ODJFS will make a referral to the appropriate agency
- Clarified that children may use cleaning equipment and cleaning agents with adult supervision
- Added lead poison hazard requirements for renovations and remodeling areas in which programming takes place
- Corrected misspellings

Forms:

JFS 00598 "Owner's Authorized Representative/Partnership for Child Care" is being made obsolete.

Implementation:

Beginning April 27, 2023, the information previously provided on the JFS 00598 will be added and updated in OCLQS.

Questions:

Please contact the Child Care Policy Help Desk at childcarepolicy@jfs.ohio.gov or 1-877-302-2347, option 4, if you have any questions.

5101:2-18-01 **Definitions for registered and approved child day camps.**

- (A) "Adult" means an individual who is at least eighteen years of age.
- (B) "Advanced practice registered nurse (APRN)" means a certified registered nurse anesthetist, clinical nurse specialist, ~~certified nurse-midwife~~ certified nurse midwife or certified nurse practitioner under Chapter 4723. of the Revised Code. This was previously called advanced practice nurse (APN).
- (C) "Approved child day camp" means a child day camp approved pursuant to section 5104.22 of the Revised Code.
- (1) Approved child day camps shall meet one of the following requirements:
- (a) Be accredited by the American camp association (ACA).
 - (b) Be accredited by any nationally recognized organization that accredits child day camps by using standards that the Ohio department of job and family services (ODJFS) has determined are substantially similar and comparable to those of the ACA.
- (2) Approved child day camps shall meet the requirements in sections 5104.21 and 5104.22 of the Revised Code, and Chapter 5101:2-18 of the Administrative Code.
- (D) "Authorized representative" means an individual employed by a child day camp that is owned by a person other than an individual and who is authorized by the owner to do all of the following:
- (1) Communicate on the owner's behalf.
 - (2) Submit child day camp registrations and applications for approval on the owner's behalf.
 - (3) Enter into provider agreements for publicly funded child care on the owner's behalf.
- ~~(D)~~(E) "Certified nurse practitioner (CNP)" means a registered nurse who holds a valid certificate of authority issued under Chapter 4723. of the Revised Code that authorizes the practice of nursing as a CNP in accordance with section 4723.43 of the Revised Code and rules adopted by the board of nursing.
- ~~(E)~~(F) "Child care" per section 5104.01 of the Revised Code means all of the following:

- (1) Administering to the needs of infants, toddlers, preschool-age children, and school-age children outside of school hours;
- (2) By persons other than their parents, guardians, or custodians;
- (3) For part of the twenty-four-hour day;
- (4) In a place other than a child's own home, except that an in-home aide provides child care in the child's own home;
- (5) By a provider required by Chapter 5104. of the Revised Code to be licensed or approved by the department of job and family services, certified by a county department of job and family services, or under contract with the department to provide publicly funded child care as described in section 5104.32 of the Revised Code.

~~(F)~~(G) "Child day camp" means a program in which only school-age children attend or participate, that operates for no more than twelve hours per day and no more than fifteen weeks during the summer. For purposes of this chapter, the maximum twelve hours of operation time does not include transportation time from a child's home to a child day camp and from a child day camp to a child's home.

~~(G)~~(H) "Child day camp administrator" means the ~~individual who holds overall responsibility for administration~~person responsible for the daily operation of the child day camp. The administrator and the owner may be the same person. The administrator is also a child day camp staff member.

~~(H)~~(I) "Child day camp owner" includes a person, ~~firm, organization, institution or agency who operates a child day camp~~ as 'person' is defined in section 1.59 of the Revised Code, or a government entity.

~~(I)~~(J) "Child day camp staff member" means an employee of an approved child day camp who is primarily responsible for the care and supervision of children. The administrator, authorized representative or owner may be a child day camp staff member when not involved in other duties.

(K) "Corrective action plan" describes the action taken by the program to correct a non-compliance finding by ODJFS. This plan does not confirm the program is in compliance with the rule, or negate the non-compliance finding. Corrective action plans are submitted in the Ohio child licensing and quality system (OCLQS) and are to be completed in their entirety to be approved.

~~(J)~~(L) "Employee" means a person who either:

- (1) Receives compensation for duties performed in an approved child day camp; or
- (2) Is assigned specific working hours or duties in an approved child day camp.

~~(K)~~(M) "Field trips" means infrequent or irregularly scheduled excursions from the camp.

~~(L)~~(N) "Hazardous weather conditions" means winds of twenty miles per hour or greater, continuous or heavy rain, hail, extreme temperatures, lightening or tornado warnings or watches within a twenty mile radius of a child day camp activity site.

~~(M)~~(O) "Medication" means any substance or preparation which is used to prevent or treat a wound, injury, infection, infirmity or disease. This includes medication that is over the counter, or prescribed or recommended by a physician or advance practice nurse certified to prescribe medication, and permitted by the parent for administration or application.

(P) "Modified diet" means any diet eliminating any one or more food groups.

~~(N)~~(Q) "Natural bodies of water" mean any river, stream, creek or spring or any natural or man-made lake or pond.

~~(O)~~(R) "On-site" means ~~to be at~~ a primary use space where regular child day camp programming takes place.

~~(P)~~(S) "Operate a child day camp" means to operate, establish, manage, conduct, or maintain a child day camp.

~~(Q)~~(T) "Parent" means the father or mother of a child, an adult who has legal custody of a child, an adult who is the guardian of the child, or an adult who stands in loco parentis with respect to a child, and whose presence in the home is needed as the caretaker of the child. Parent has the same meaning as "caretaker parent" as defined in section 5104.01 of the Revised Code.

~~(R)~~(U) "Physician" means a person issued a certificate to practice in accordance with Chapter 4731. of the Revised Code ~~or~~and rules adopted by the state medical board ~~or~~for a comparable body in another state.

~~(S)~~(V) "Physician assistant (PA)" means a person who has obtained a valid certificate to practice in accordance with Chapter 4730. of the Revised Code ~~or~~and rules adopted by the state medical board or a comparable body ~~or~~in another state.

~~(T)~~(W) "Primary use space" means any space, including buildings and/or tracts of land, that is used by the child day camp at least seventy per cent of the day for programming purposes involving the enrolled children. Primary use spaces do not include areas that

are not owned, rented or operated by the camp such as field trip locations or routine trip locations.

~~(U)~~(X) "Primitive campsite" means any outdoor space in a natural environment without access to electricity, water supply systems, central food service, sewage treatment facilities and/or housing.

~~(V)~~(Y) "Public children services agency (PCSA)" means an entity specified in section 5153.02 of the Revised Code that has assumed the powers and duties of the children services function prescribed by Chapter 5153. of the Revised Code for a county.

~~(W)~~(Z) "Registered child day camp" means a camp that has completed and submitted a registration and fee to ODJFS for the purpose of reporting the operation of a child day camp. Registered child day camps are assigned a registration number and are included in the ODJFS searchable database of child care providers in the state of Ohio. Registered child day camps shall abide by rule 5101:2-18-02 of the Administrative Code, but are not considered "approved child day camps" and are not required to abide by the rules in Chapter 5101:2-18 of the Administrative Code that refer to camps approved to provide publicly funded child care.

~~(X)~~(AA) "Routine trips" means repeated excursions off the child day camp premises which regularly occur on a previously scheduled basis with parental permission.

~~(Y)~~(BB) "School-age child" means a child who is enrolled in or is eligible to be enrolled in a grade of kindergarten or above but is less than fifteen years old or, in the case of a child who is receiving special needs child care, is less than eighteen years old.

~~(Z)~~(CC) "Special needs child care" means child care provided to a child who is less than eighteen years of age and either has one or more chronic health conditions or does not meet age appropriate expectations in one or more areas of development, including social, emotional, cognitive, communicative, perceptual, motor, physical, and behavioral development and that may include on a regular basis such services, adaptations, modifications, or adjustments needed to assist in the child's function or development.

~~(AA)~~(DD) "Specialized activities" means those camp program activities that meet one or more of the following:

- (1) Require a specialized skill set or knowledge.
- (2) Use equipment, animals or tools that require supervision by a person skilled in their use.
- (3) Involve the use of fire or the use of heat-producing equipment or substances.

- (4) Require injury-protection equipment, such as, but not limited to, helmets, goggles or padding.
- (5) Consist of specific sport related programs only, such as, but not limited to, baseball, lacrosse, soccer, etc.

Effective: 4/27/2023
Five Year Review (FYR) Dates: 2/9/2023 and 04/27/2028

CERTIFIED ELECTRONICALLY

Certification

04/17/2023

Date

Promulgated Under: 119.03
Statutory Authority: 5104.21, 5104.22
Rule Amplifies: 5104.01, 5104.21, 5104.22
Prior Effective Dates: 03/16/1993 (Emer.), 09/01/1993, 04/01/2009,
07/20/2014, 04/16/2018, 12/01/2019

5101:2-18-02

Requirements for registered child day camps not seeking approval to provide publicly funded child care.

(A) Which child day camps are to register with the Ohio department of job and family services (ODJFS)?

All child day camps are to annually register with ODJFS before beginning operations, unless the child day camp meets the exemption criteria in section 5104.21 of the Revised Code.

(B) How do child day camps register with ODJFS?

The child day camp is to complete and submit a registration and pay a registration fee online in the Ohio child licensing and quality system (OCLQS) at <https://oclqs.force.com> by March fifteenth annually.

(1) The fee for registration is twenty-five dollars per camp, not to exceed two hundred fifty dollars for all camps, pursuant to section 5104.21 of the Revised Code. The fee is nonrefundable and nonreturnable.

(2) The registration is effective for the period of March fifteenth of the current year through March fourteenth of the following calendar year.

(3) Registration of a child day camp after March fifteenth is effective from the date of registration through March fourteenth of the following calendar year.

(C) What happens if a child day camp fails to register with ODJFS, or knowingly provides false information to ODJFS?

If a child day camp that is to register under section 5104.21 of the Revised Code fails to register with ODJFS, or if a child day camp that files a registration form knowingly provides false or misleading information, the child day camp is to register correctly and pay a registration fee equal to three times the registration fee.

(D) What are the background check requirements for registered child day camps?

(1) All applicants, employees and child day camp staff members of the registered child day camp, including child day camp administrators and child day camp owners, are to request a bureau of criminal investigation (BCI) and a federal bureau of investigation (FBI) criminal records check pursuant to section 5104.013 of the Revised Code. The request is to be made at the time of initial application for employment, and every five years thereafter.

(2) A registered child day camp may employ an applicant, or continue to employ a child day camp staff member, an employee, and/or a child day camp

administrator, until the criminal records check is completed and the camp receives the result of the check. The camp is not to grant the individual sole responsibility for the care, custody or control of a child until the results of the criminal records check have been reviewed and it is determined that the individual is eligible for employment. If the results indicate that the individual is ineligible for employment, the camp is to immediately release the individual from employment.

- (3) The registered child day camp is to determine an individual ineligible for employment if the person has been convicted of or pleaded guilty to any of the violations described in division (A)(5) of section 109.572 of the Revised Code, unless the individual meets the rehabilitation criteria found in appendix A to this rule. If the individual, upon request, fails to provide the information necessary to complete the form or fails to provide impressions of the individual's fingerprints, the registered child day camp is to consider the failure a reason to determine an individual ineligible for employment. When the individual is determined ineligible, the registered child day camp is not to employ the individual or contract with another entity for the services of the individual.
- (4) Each registered child day camp is to pay the fee prescribed by BCI and FBI to BCI and FBI for each criminal records check conducted. A camp may charge an individual a fee for the costs it incurs in obtaining a criminal records check. The fee charged is not to exceed the fees the camp pays under this rule. If a fee is charged, the camp is to notify the applicant at the time of the applicant's initial application for employment of the amount of the fee and that, unless the fee is paid, the camp will not consider the applicant for employment.
- (5) Criminal records check results are confidential and not public records and are not to be made available to any person other than the person who is the subject of the criminal records check, or the person's representative, the director of job and family services, the child day camp administrator, and any court, hearing officer, or other necessary individual involved in a case dealing with a denial or revocation of registration related to the criminal records check.

(E) When may registered child day camps be inspected by ODJFS?

- (1) The director of job and family services may periodically conduct a random sampling of registered child day camps pursuant to section 5104.21 of the Revised Code to determine compliance with section 5104.013 of the Revised Code.
- (2) All registered child day camps are to comply with any inspection conducted by ODJFS.

(F) What are registered child day camps to provide to the parents of children who participate in the camp?

A child day camp administrator or a designated staff member is to provide the parents of each child who attends or participates in the registered child day camp with the telephone numbers of the county department of health or local health district and the public children services agency of the county in which the child day camp is located, and a statement that the parents may use these telephone numbers to make a complaint regarding the child day camp.

Replaces: 5101:2-18-02
Effective: 4/27/2023
Five Year Review (FYR) Dates: 04/27/2028

CERTIFIED ELECTRONICALLY

Certification

04/17/2023

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04/16/2018, 12/01/2019

Standards for Rehabilitation

An applicant, employee, or administrator of a registered child day camp who has a prohibited offense shall meet the following standards for rehabilitation:

1. If the offense was a misdemeanor:
 - a. At least three years have elapsed from the date the individual was fully discharged for imprisonment, probation or parole, unless the records were sealed.
 - b. All fines imposed by the court as part of the sentence have been paid in full.
2. If the offense was a felony:
 - a. At least 10 years have elapsed since the individual was fully discharged from imprisonment, probation or parole, unless the records were sealed.
 - b. All fines imposed by the court as part of the sentence have been paid in full.
 - c. The felony was not one of the following:

R.C. 2903.01—Aggravated Murder

R.C. 2903.02—Murder

R.C. 2903.11—Felonious Assault

R.C. 2903.12—Aggravated Assault

R.C. 2903.13—Assault

R.C. 2905.01—Kidnapping

R.C. 2907.02—Rape

R.C. 2907.03—Sexual Battery

R.C. 2907.12—Felonious Sexual Penetration (as this former section of law existed)

R.C. 2907.321—Pandering Obscenity Involving a Minor

R.C. 2907.322—Pandering Sexually Oriented Matter Involving a Minor

R.C. 2907.323—Illegal Use of a Minor in Nudity-Oriented Material of Performance

R.C. 2909.02—Aggravated Arson

R.C. 2909.03—Arson

R.C. 2919.22—Endangering Children

R.C. 2919.25—Domestic Violence

Or an existing or former offense of any municipal corporation, this state, or any other state, or the United States that is substantially equivalent to any of these offenses.

3. The victim of the offense (misdemeanor or felony) was not one of the following:
 - a. Under 18 years of age.
 - b. Functionally impaired as defined in section 2903.10 of the Revised Code.
 - c. Intellectually disabled or developmentally disabled as defined in section 5123.01 of the Revised Code.
 - d. Mentally ill as defined in section 5122.01 of the Revised Code.
 - e. 60 years of age or older.
4. The following additional factors shall also be considered:
 - a. The age of the person at the time of the offense.
 - b. The nature and seriousness of the offense.
 - c. The time elapsed since discharge from imprisonment, probation or parole.
 - d. Whether the person is a repeat offender.

5101:2-18-03

Application for approved child day camps
Approved child day camp registration and application.

(A) ~~What is the application process to establish or operate an approved child day camp?~~

~~The owner or owner's representative shall:~~

- ~~(1) Obtain accreditation by the American camp association (ACA) or any nationally recognized organization that accredits child day camps by using standards that the Ohio department of job and family services (ODJFS) has determined are substantially similar and comparable to those of the ACA.~~
- ~~(2) Complete a professional registry profile for the child day camp owner through the Ohio professional registry (OPR) at <https://login.ocerra.org/opr>.~~
- ~~(3) Complete the required pre-camp orientation training in the OPR. The orientation training shall have been taken within two years prior to the application date.~~
- ~~(4) Complete and submit a registration pursuant to rule 5101:2-18-02 of the Administrative Code.~~
- ~~(5) Complete and submit the application for an approved child day camp online in the Ohio child licensing and quality system (OCLQS) at <https://oclqs.force.com>.
 - ~~(a) The application is considered complete when the applicant has uploaded all documentation outlined in appendix A of this rule.~~
 - ~~(b) The application must be completed by April fifteenth of the year the camp wishes to be approved to receive public funds. Completed applications received by ODJFS after April fifteenth may not be approved by the beginning of that summer.~~
 - ~~(c) Any application submitted without complete and accurate information will need to be amended with complete and accurate information before being approved.~~~~
- ~~(6) Comply with an initial pre-approval inspection by ODJFS.~~

(A) Which child day camps are to register with the Ohio department of job and family services (ODJFS)?

All child day camps are to annually register with ODJFS before beginning operations, unless the child day camp meets the exemption criteria in section 5104.21 of the Revised Code.

(B) How do child day camps register with ODJFS?

The child day camp is to complete and submit a registration and pay a registration fee online in the Ohio child licensing and quality system (OCLQS) at <https://oclqs.force.com> by March fifteenth annually.

(1) The fee for registration is twenty-five dollars per camp, not to exceed two hundred fifty dollars for all camps, pursuant to section 5104.21 of the Revised Code. The fee is nonrefundable and nonreturnable.

(2) The registration is effective for the period of March fifteenth of the current year through March fourteenth of the following calendar year.

(3) Registration of a child day camp after March fifteenth is effective from the date of registration through March fourteenth of the following calendar year.

(C) What happens if a child day camp fails to register with ODJFS, or knowingly provides false information to ODJFS?

If a child day camp that is to register under section 5104.21 of the Revised Code fails to register with ODJFS, or if a child day camp that files a registration form knowingly provides false or misleading information, the child day camp is to register correctly and pay a registration fee equal to three times the registration fee.

(D) What is the application process when a registered child day camp wants to be approved to provide publicly funded child care (PFCC)?

The registered child day camp owner or the owner's authorized representative is to:

(1) Obtain accreditation by the American camp association (ACA) or any nationally recognized organization that accredits child day camps by using standards that the Ohio department of job and family services (ODJFS) has determined are substantially similar and comparable to those of the ACA.

(2) Complete a professional registry profile for the child day camp owner through the Ohio professional registry (OPR) at <https://ocrra.org>.

(3) Complete the pre-camp and staff orientation training for approved child day camp owners, administrators and child day camp staff members in the OPR. The orientation training is to have been taken within two years prior to the application date.

(4) Complete and submit the application for an approved child day camp online in the Ohio child licensing and quality system (OCLQS) at <https://oclqs.force.com>.

(a) The application is considered complete when the applicant has uploaded all documentation outlined in appendix A to this rule.

(b) The application is to be completed by April fifteenth of the year the camp wishes to be approved to provide PFCC. Completed applications received by ODJFS after April fifteenth may not be approved by the beginning of that summer.

(c) Any application submitted without complete and accurate information will need to be amended with complete and accurate information before being approved.

(5) Comply with an initial pre-approval inspection by ODJFS.

~~(B)~~(E) How long is a child day camp approved?

A child day camp shall be approved until March fourteenth of the following year, unless one of the following occurs:

- (1) The approval is terminated for noncompliance with section 5104.21 or 5104.22 of the Revised Code or Chapter 5101:2-16 or 5101:2-18 of the Administrative Code.
- (2) The approved child day camp fails to maintain accreditation by the ACA or similar accrediting body approved by ODJFS.
- (3) The camp changes ownership or the primary use space as defined in rule 5101:2-18-01 of the Administrative Code is moved to a new address.
- (4) The approved child day camp notifies ODJFS in writing of its voluntary withdrawal from the approval process.

~~(C)~~(F) What are the requirements once an approval has been issued?

At the time the child day camp receives its approval, the child day camp shall complete and submit a provider agreement and all information required pursuant to ~~rule 5101:2-16-44~~rule 5101:2-16-09 of the Administrative Code in ~~the provider portal~~ at <http://jfs.ohio.gov/edc/CCIDS.stm> OCLQS. This information shall be submitted before the first day publicly funded child care services are provided.

~~(D)~~(G) What are the requirements to renew an approval for a child day camp?

- (1) Prior to ~~the expiration of the current approval period~~ March fourteenth of the following year, the child day camp shall complete and submit an application and registration in OCLQS.
 - (2) Approvals shall be renewed without a pre-approval inspection unless:
 - (a) The child day camp moves to a new primary use space as defined in rule 5101:2-18-01 of the Administrative Code.
 - (b) The child day camp changes ownership.
 - (c) The child day camp does not complete and submit an application and registration in OCLQS by March fifteenth of the following year.
 - (3) Approvals that have been renewed shall have at least one unannounced inspection by ODJFS per camp season.
- ~~(E)~~(H) What if the child day camp loses its ACA accreditation or its accreditation by any nationally recognized organization that has been approved by ODJFS?
- (1) The approved child day camp shall notify ODJFS within twenty-four hours of losing its accreditation.
 - (2) Approval shall be removed pursuant to paragraph ~~(F)~~(I) of this rule.
- ~~(F)~~(I) What happens if approval is denied or removed by ODJFS?
- (1) If ODJFS denies or removes an approval for non-compliance of section 5104.21 of the Revised Code, Chapter 5101:2-16 of the Administrative Code or Chapter 5101:2-18 of the Administrative Code, the child day camp may not provide publicly funded child care services.
 - (2) If an approval is removed, another approval shall not be issued to the owner of the child day camp until the child day camp complies with those sections and rules, or for a period of two years from the date the approval was removed, whichever period is longer.
- ~~(G)~~(J) What information ~~shall~~ is the child day camp to keep current in OCLQS?
- (1) Mailing address.
 - (2) Telephone number.
 - (3) Email address.

(4) Days and hours of operation.

(5) Services offered.

(6) Name of administrator.

(7) Name of program.

(8) Private pay rates.

~~(H) What information shall the child day camp keep current in the provider portal?~~

~~Private pay rates shall be kept current in the provider portal.~~

~~(K) What if the individual listed as an owner on the JFS-00598 "Owner's Authorized Representative/Partnership Form for Child Care" (rev. 10/2015) in OCLQS changes?~~

~~The approved child day camp shall complete an updated JFS-00598 and submit online at <https://ocls.force.com> to update the information in OCLQS within thirty days of the change.~~

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Required Documents for an Application for an Approved Child Day Camp

The following documents are to be submitted online in the Ohio Child Licensing System (OCLQS) at <https://ocqls.force.com>:

- Written documentation of current accreditation by the American camp association (ACA) or any nationally recognized organization that accredits child day camps by using standards that the Ohio department of job and family services (ODJFS) has determined are substantially similar and comparable to those of the ACA.
- Name of the child day camp administrator(s).
- If the child day camp is owned by a corporation or a partnership, the names, titles, and current addresses of all owners are to be listed in OCLQS.
- Articles of incorporation, if applicable.
- JFS 01282 "Plan of Operation for Child Day Camp" and any necessary attachments.
- Fire inspection approval by the state fire marshal or local fire safety inspector for any building(s) identified as primary use spaces in the JFS 01282.
- Documentation of building approval issued by either the Ohio department of commerce or local certified building authority for any building(s) identified as a primary use space in the JFS 01282. Note: Approval will not be issued until the final Certificate of occupancy is issued by either the Ohio department of commerce or local certified building authority.
- Valid food service operation license, permitting the preparation and serving of food, or exemption status, from the local health department having jurisdiction. And, if meals or snacks are provided by an off-site food processing establishment, a copy of the registration with the Ohio department of agriculture (ODA).
- Written information for parents and employees as required in rule 5101:2-18-05 of the Administrative Code.
- Emergency and disaster plan as required in rule 5101:2-18-10 of the Administrative Code.

Note: Fingerprints for the bureau of criminal investigation (BCI) and federal bureau of investigation (FBI) criminal records checks for the owner(s) and administrator(s) shall be requested at the time of application in accordance with rule 5101:2-18-07 of the Administrative Code. The request for a background check is to be submitted in the Ohio Professional Registry (OPR) pursuant to rule 5101:2-18-07 of the Administrative Code.

5101:2-18-04

Compliance inspection and complaint investigation of an approved child day camp.

(A) How many inspections are required for approved child day camps?

- (1) At least one inspection prior to the initial issuance of a child day camp approval.
- (2) The camp shall comply with at least one inspection each summer the camp renews after the initial issuance of approval.
- (3) Any complaint investigations involving the child day camp.

(B) Will inspections be announced or unannounced?

All inspections may be unannounced.

(C) What is required of an approved child day camp for an inspection and/or complaint investigation?

The approved child day camp shall allow the Ohio department of job and family services (ODJFS) to:

- (1) Complete an inspection of all areas where children have access, and all areas used to verify compliance with Chapter 5101:2-18 of the Administrative Code and Chapter 5104. of the Revised Code.
- (2) Review required records and documentation, including any documentation required for accreditation by the American camp association (ACA) or any nationally recognized organization that accredits child day camps by using standards that ODJFS has determined to be substantially similar to those of the ACA.
- (3) Document findings in writing or in photographs or by any other means.
- (4) Interview or take statements from any of the following:
 - (a) Building inspectors, fire department inspectors, sanitarians, public health or other state or local officials.
 - (b) Neighbors.
 - (c) Parents and relatives of children enrolled at the approved child day camp.
 - (d) Staff of the public children services agency (PCSA).
 - (e) Anyone mentioned by the complainant.

Required Documents for an Application for an Approved Child Day Camp

The following documents are to be submitted online in the Ohio Child Licensing System (OCLQS) at <https://ocqls.force.com>:

- Written documentation of current accreditation by the American camp association (ACA) or any nationally recognized organization that accredits child day camps by using standards that the Ohio department of job and family services (ODJFS) has determined are substantially similar and comparable to those of the ACA.
- Name of the child day camp administrator(s).
- If the child day camp is owned by a corporation or a partnership, the names, titles, and current addresses of all owners are to be listed in OCLQS.
- Articles of incorporation, if applicable.
- JFS 01282 "Plan of Operation for Child Day Camp" and any necessary attachments.
- Fire inspection approval by the state fire marshal or local fire safety inspector for any building(s) identified as primary use spaces in the JFS 01282.
- Documentation of building approval issued by either the Ohio department of commerce or local certified building authority for any building(s) identified as a primary use space in the JFS 01282. Note: Approval will not be issued until the final Certificate of occupancy is issued by either the Ohio department of commerce or local certified building authority.
- Valid food service operation license, permitting the preparation and serving of food, or exemption status, from the local health department having jurisdiction. And, if meals or snacks are provided by an off-site food processing establishment, a copy of the registration with the Ohio department of agriculture (ODA).
- Written information for parents and employees as required in rule 5101:2-18-05 of the Administrative Code.
- Emergency and disaster plan as required in rule 5101:2-18-10 of the Administrative Code.

Note: Fingerprints for the bureau of criminal investigation (BCI) and federal bureau of investigation (FBI) criminal records checks for the owner(s) and administrator(s) shall be requested at the time of application in accordance with rule 5101:2-18-07 of the Administrative Code. The request for a background check is to be submitted in the Ohio Professional Registry (OPR) pursuant to rule 5101:2-18-07 of the Administrative Code.

Required Documents for an Application for an Approved Child Day Camp

The following documents shall be submitted online in the Ohio Child Licensing System (OCLQS) at <https://ocls.force.com>:

- Written documentation of current accreditation by the American camp association (ACA) or any nationally recognized organization that accredits child day camps by using standards that the Ohio department of job and family services (ODJFS) has determined are substantially similar and comparable to those of the ACA.
- Name of the child day camp administrator(s).
- JFS 00598 "Owner's Authorized Representative/Partnership for Child Care" (rev. 10/2015) [if the day camp is owned by a corporation or partnership].
- Articles of incorporation, if applicable.
- JFS 01282 "Plan of Operation for Child Day Camp" (4/2018) and any necessary attachments.
- Fire inspection approval by the state fire marshal or local fire safety inspector for any buildings identified as primary use spaces in the JFS 01282.
- Documentation of building approval issued by either the Ohio department of commerce or local certified building authority for any building identified as a primary use space in the JFS 01282. Note: Approval will not be issued until the final Certificate of occupancy is issued by either the Ohio department of commerce or local certified building authority.
- Valid food service operation license, permitting the preparation and serving of food, or exemption status, from the local health department having jurisdiction or from the Ohio department of health or the Ohio department of agriculture.
- Written information for parents and employees as required in rule 5101:2-18-05 of the Administrative Code.

Note: Fingerprints for the bureau of criminal investigation (BCI) and federal bureau of investigation (FBI) criminal records checks for the owner(s) and administrator(s) shall be requested at the time of application in accordance with rule 5101:2-18-07 of the Administrative Code. The JFS 01175 "Request for a Background Check for Child Care" (10/2017) or the OPR system generated equivalent shall be submitted pursuant to rule 5101:2-18-07 of the Administrative Code.

- (f) Law enforcement personnel.
- (g) Current and past child day camp employees.
- (h) Other witnesses.

(D) What are additional requirements for an approved child day camp as a result of an inspection and/or complaint investigation?

The approved child day camp shall:

- (1) ~~Provide materials~~ Complete and submit a corrective action plan in the Ohio child care licensing and quality system (OCLQS) addressing the non-compliances detailed in the inspection report within the time frame requested in the inspection report.
- (2) Not misrepresent, falsify or withhold information from ODJFS.

(E) Will an approved child day camp have additional inspections based on non-compliances found?

All non-compliances may lead to additional inspections by ODJFS or compliance materials submitted.

~~(E)~~ (F) What if the approved child day camp does not agree with ODJFS findings?

The approved child day camp shall:

- (1) Complete and submit a JFS 01283 "Request for Review for an Approved Child Day Camp" ~~(4/2018)~~ with any applicable documentation.
- (2) ~~The request and documentation shall be submitted~~ Submit the request and documentation within seven business days from the receipt of the inspection report.

~~(F)~~ (G) Are child day camp inspection records available to the public?

- (1) Inspections may be viewed at <http://childcaresearch.ohio.gov/>.
- (2) An individual may submit a written request to ODJFS for a copy of the child day camp's record.

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5101:2-18-05 **Child day camp administrator requirements for an approved child day camp.**

(A) What are the ~~duties~~ responsibilities of the child day camp administrator ~~of~~ in an approved child day camp?

The child day camp administrator shall:

- (1) Be responsible for the daily operation of the approved child day camp and for maintaining compliance with Chapter 5104. of the Revised Code and Chapter 5101:2-18 of the Administrative Code.
- (2) Be on-site a minimum of one-half of the hours that the approved child day camp is in operation during the week, or forty hours per week, whichever is less. If there is more than one child day camp administrator, at least one child day camp administrator is to meet this requirement.
- (3) Be on-site at least twenty hours per week during the hours of seven a.m. to six p.m., Monday through Friday, for approved child day camps that are in operation on the weekends and/or evenings/overnights, as well as during the week. If there is more than one child day camp administrator, at least one must meet this requirement.
- (4) Be responsible for the creation, maintenance and implementation of the policies and procedures detailed in appendix A to this rule. ~~Nothing, ensuring that nothing~~ in these policies ~~shall conflict~~ conflicts with Chapter 5104. of the Revised Code or Chapter 5101:2-16 or 5101:2-18 of the Administrative Code. ~~Make available a~~ Make available a copy of these policies and procedures ~~shall be available~~ at the primary use space.
- (5) Provide the parents and all employees with the policies and procedures listed in appendix A to this rule.
- (6) Provide the information in appendix B to this rule to the parent(s) of children enrolled at the approved child day camp.
- ~~(7) Have available on-site a written list of all employees and child day camp staff members, including their dates of hire, positions, scheduled hours, and the names of the groups for which child day camp staff members are responsible.~~
- ~~(8) Complete a professional registry profile for the child day camp administrator through the Ohio professional registry (OPR) at <https://login.occrra.org/opr>.~~
- ~~(9) Ensure that each employee and child day camp staff member is registered in the OPR by the first day of employment.~~

~~(10)~~(7) Ensure that observations are completed for all junior counselors by a child day camp staff member that is in a supervisory role, pursuant to ~~paragraph (B)~~ ~~(3)~~ of rule 5101:2-18-06 of the Administrative Code.

~~(11)~~(8) Have a file available on-site for each enrolled child by the child's first day of attendance which shall include:

(a) The child's name, ~~age~~ and birthdate.

(b) Emergency contact names and telephone numbers.

(c) The name, address and telephone number of the child's primary care physician.

(d) A medical care plan if necessary pursuant to ~~paragraph (C)~~ of rule 5101:2-18-11 of the Administrative Code.

~~(12)~~(9) Ensure that no administrator, employee, or child day camp staff member discriminates in the enrollment of children upon the basis of race, color, religion, sex, disability, or national origin.

(10) Cooperate with other government agencies as necessary to maintain compliance with Chapter 5101:2-18 of the Administrative Code.

(B) What are the Ohio professional registry (OPR) and documentation responsibilities for a child day camp administrator in an approved child day camp?

The child day camp administrator is to:

(1) Create or update their individual professional registry profile in the OPR at <https://ocerra.org>.

(2) Create or update the approved child day camp's organization dashboard in the OPR for each approved child day camp in which they are employed as an administrator.

(3) Ensure that all employees and child care staff members complete the following in the OPR:

(a) Create or update their individual profile in the OPR.

(b) Create an employment record in the OPR for the approved child day camp on or before their first day of employment, including date of hire.

- (c) Update changes to positions or roles in the OPR within five calendar days of the change.
 - (4) Update the approved child day camp's organization dashboard in the OPR within five calendar days of a change for employees and child day camp staff members of the program, including:
 - (a) Scheduled days and hours.
 - (b) Group assignments, if applicable.
 - (c) The end date of employment.
 - (5) Maintain records on-site for each current employee and child day camp staff member as outlined in Chapter 5101:2-18 of the Administrative Code, if not yet verified in the OPR.
 - (a) Make employment records available upon request by ODJFS for at least three years after each person's departure, if not verified in the OPR.
 - (b) Keep employment records confidential except when made available to ODJFS for the purpose of administering Chapter 5104. of the Revised Code and Chapter 5101:2-18 of the Administrative Code.
- ~~(B)~~(C) What if a child day camp administrator is not on the premises?
- (1) A child day camp staff member who is at least eighteen years of age shall be designated as the person in charge and be on the premises.
 - (2) The designated person in charge shall handle all emergencies and have access to all records required by Chapters 5101:2-16 and 5101:2-18 of the Administrative Code.

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Written Information for Parents and Employees

Written information is to be developed and provided to parents and employees that include policies and procedures of the approved child day camp containing, at a minimum, the following:

General Information

1. Approved child day camp name, address, email address and telephone number.
2. Administrator hours of availability and contact number.
3. A campsite map, if applicable, that identifies boundaries for indoor and outdoor activity.
4. Description of the approved child day camp program philosophy.
5. Days and hours of operation, scheduled closings and basic daily schedule.
6. Staff/child ratios.
7. Meals and snacks provided.
8. If the camp travels to different sites, a copy of the schedule with the name, address and phone number of each site and how to contact staff in case of emergency.
9. Opportunities for parent involvement in approved child day camp activities.
10. Opportunities for parents to meet with counselors regarding their child.
11. Payment schedule, overtime charges and registration fees as applicable.

Approved Child Day Camp Policies and Procedures

1. Enrollment including required enrollment information.
2. Care of children without immunizations.
3. Attendance policy:
 - Procedures for arrival and departure.
 - Program's absent day policy.
 - Releasing child to persons other than the parent.
 - Releasing the child according to a custody agreement.
 - Follow up when a child scheduled to arrive from another program or activity does not arrive.
4. Supervision and child guidance.
5. Suspension and expulsion policies, including defining the difference between disenrollment and expulsion.
6. Compliance with the Americans with Disabilities Act (ADA), including:
 - Administering medication to children with disabilities.
 - Administering care procedures and access to therapies and/or therapists as necessary for children with disabilities.
7. Parent provided food and the approved child day camp dietary policy, if applicable. If all of the food is parent provided, the policy shall also include if the child day camp supplements food when the parent does not provide sufficient food for the day.
8. Management of illness policy, including:
 - Isolation precautions.
 - Symptoms for discharge and return.
 - Notification to parent of ill child.
9. Summary of procedures taken in the event of an emergency, serious illness or injury.

10. If the child day camp has its own epinephrine autoinjectors (EpiPens) for use in emergency situations pursuant to section 5101.76 of the Revised Code, the camp shall have written procedures regarding who can administer them, when they should be administered and how each administration will be documented.
11. Administration of medication and topical products policy, including:
 - Medical foods.
 - Modified diets.
 - Whether children are permitted to carry their own medication and ointment.
12. Transportation policy for:
 - Field trips.
 - Emergencies, including if the child day camp will provide child day camp services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.
13. Water activities/swimming, including policy on assessing the difficulty of the water activity and how children with disabilities or limited swimming ability may participate in water activities and/or be protected from accidental access to water if necessary.
14. Policies and procedures on operation and/or closing due to weather or any other factors.
15. Situations that may require disenrollment of a child.
16. Procedure for parents or employees to follow when needing assistance in resolving problems related to the approved child day camp.

Approved Child Day Camp Parent Information

The day camp is approved by the Ohio department of job and family services (ODJFS) to provide publicly funded child day camp services.

The toll-free telephone number 1-877-302-2347, option 4 may be used to report a suspected violation of approved child day camp laws or administrative rules. The rules governing approved child day camps are available for review at camp headquarters.

Administrators, employees and child day camp staff members, are required, under section 2151.421 of the Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the approved child day camp shall be permitted unlimited access to the camp during all hours of operation for the purpose of contacting their children, evaluating the care provided by the camp or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the administrator of his/her presence.

Each parent of an enrolled child shall be given the administrator's hours of availability and contact information.

Information about the child day camp staff to child ratios shall be given to each enrolled parent.

Approved child day camp inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from ODJFS. Inspection reports and complaint investigation reports are also available online at <http://childcaresearch.ohio.gov/>.

It is unlawful for the child day camp to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity child day camp service providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child day camp approval requirements as well as how to apply for child care assistance and Medicaid health screenings for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

5101:2-18-06

Lead counselor, junior counselor, counselor-in-training and employee requirements in an approved child day camp.

(A) What are the requirements for a lead counselor in an approved child day camp?

A lead counselor is considered a child day camp staff member as defined in rule 5101:2-18-01 of the Administrative Code. A lead counselor shall:

- (1) Be at least eighteen years of age.
- (2) Comply with the background check requirements pursuant to rule 5101:2-18-07 of the Administrative Code.
- (3) Complete a professional registry profile through the Ohio professional registry (OPR) at ~~https://login.ocerra.org/opr~~<https://ocerra.org> by the first day of employment.

(B) What are the requirements for a junior counselor in an approved child day camp?

A junior counselor is considered a child day camp staff member as defined in rule 5101:2-18-01 of the Administrative Code. A junior counselor shall:

- (1) Be at least sixteen years of age.
- (2) Be at least two years older than the group of children with whom they are working.
- (3) Demonstrate the ability to handle groups of children independently through observations by staff in supervisory roles.
- (4) Comply with the background check requirements pursuant to rule 5101:2-18-07 of the Administrative Code.
- (5) Complete a professional registry profile through the ~~Ohio professional registry (OPR) at https://login.ocerra.org/opr~~OPR by the first day of employment.

(C) What are the requirements for a counselor-in-training in an approved child day camp?

A counselor-in-training shall be considered a child in care and shall:

- (1) Be at least twelve years of age and no more than fifteen years of age.
- (2) Be part of a structured volunteer program at the camp that offers leadership and work experience opportunities for older school-agers.
- (3) Be included in staff/child ratios as a child, not a child day camp staff member.

- (4) Not be left alone with children.
- (5) Not be considered an employee or child care staff member, and not subject to the background check requirements in rule 5101:2-18-07 of the Administrative Code.

(D) What are the requirements for an employee in an approved child day camp?

An employee at an approved child day camp is not considered a child day camp staff member and cannot be left alone with children. An employee shall:

- (1) Be at least fifteen years of age.
- (2) Comply with the background check requirements pursuant to rule 5101:2-18-07 of the Administrative Code.
- (3) Complete a professional registry profile through ~~the Ohio professional registry (OPR)~~ at <https://login.ocerra.org/opr> ~~OPR~~ by the first day of employment.

(E) What are the orientation requirements for child day camp staff members, including administrators, in an approved child day camp?

- (1) All child day camp staff members including administrators shall complete ~~an~~ the online pre-camp and staff orientation training for approved child day camp owners, administrators and child day camp staff members prescribed by ODJFS within thirty days of starting employment, unless the staff member has documentation of completion of the training after the effective date of this rule.
- (2) Completion of training shall be documented with verification from the OPR.
- (3) The online orientation may be used for up to five hours of professional development for child day camp staff members pursuant to rule 5101:2-18-08 of the Administrative Code.
- (4) Child day camp staff members may be used in ratio, but may not have sole care of the children until the pre-camp orientation is completed.
- ~~(5) Any staff members including administrators employed prior to the effective date of the rule shall complete training by July 1, 2018.~~

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5101:2-18-08

Training and professional development requirements for an approved child day camp.

(A) What are the health training requirements for an approved child day camp?

- (1) All child day camp staff members are to be currently trained in first aid and cardiopulmonary resuscitation (CPR). Both the first aid and the CPR trainings are to be appropriate for the age and developmental levels of the children in care.
 - (a) First aid and CPR trainings are to be completed within the first thirty days of hire.
 - (b) Until all required individuals are current in the trainings, at a minimum, the child day camp is to have at least one trained child day camp staff member on-site (in each building or on the grounds) during all hours of operation who meets this requirement.
- (2) An approved child day camp shall have at least one child day camp staff member on-site (in each building or on grounds) during all hours of operation who is currently trained in management of communicable disease (more than one person may be used to meet this requirement).
- (3) All child day camp staff members are to be currently trained in child abuse and neglect recognition and prevention. The child abuse and neglect recognition and prevention training shall be completed within thirty days of hire.
 - (a) If the child day camp provides training in child abuse and neglect recognition and prevention and meets the American camp association (ACA) requirements, it can be taken in place of the Ohio department of job and family (ODJFS) training.
 - (b) Until all required individuals are current in this training, at a minimum, the child day camp is to have at least one trained child day camp staff member on-site (in each building or on the grounds) during all hours of operation who meets this requirement.
- (4) Trainings are to meet course and trainer requirements in appendix A to this rule.
- (5) If a child day camp staff member meets the trainer requirements in appendix A to this rule for a health training, that person is considered to meet the health training requirement for that health training pursuant to paragraphs (A)(1) and (A)(2) of this rule.

(6) Audiovisual or electronic media training are not to be used to meet the CPR training requirement pursuant to paragraph (A)(1) of this rule unless there is also an in-person training component.

(B) What are the ongoing professional development training requirements for the administrator and child day camp staff members ?

Complete a minimum of five clock hours of professional development training each fiscal year in any of the categories approved by the ACA or similar camp accrediting body approved by ODJFS. The fiscal year is defined as July first through June thirtieth.

(C) What verification is needed on file at the approved child day camp to document the completed training?

(1) The health trainings shall be documented by one of the following:

- (a) Verification from the Ohio professional registry (OPR).
- (b) Training cards or certificates issued by the training organization.
- (c) The JFS 01276 "Health Training Documentation for Child Care".

(2) The on-going professional development shall be documented by one of the following:

- (a) Verification from OPR.
- (b) Transcript of completion of college courses from an accredited university, college or technical college.
 - (i) One quarter credit hour equals ten clock hours of training.
 - (ii) One semester credit hour equals fifteen clock hours of training.
- (c) Certificates indicating continuing education units (CEU). One CEU equals ten clock hours of training.
- (d) Certificates issued by ACA or a similar camp accrediting body approved by ODJFS.
- (e) The JFS 01307 "Professional Development Documentation for Child Care."
- (f) Certificates issued by Ohio child welfare training centers.

- (3) An approved child day camp administrator or owner shall, within five business days, provide current staff with copies of their training documentation upon request or upon separation from employment for any records not verified in the OPR.

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Health Training Courses

Course Content for First Aid

1. May include cardiopulmonary resuscitation (CPR) training
2. Follows a curriculum that is appropriate for the age and developmental levels of the children in care
3. Is valid for the number of years indicated on the JFS 01276 "Health Training Documentation for Child Care", card or certificate provided by the training organization
4. Covers the following topics:
 - Abrasions, lacerations and bleeding, including nosebleed
 - Burns
 - Fainting
 - Poisoning, including swallowed, skin or eye contact, and inhaled
 - Puncture wounds, including splinters
 - Injuries, including insect, animal, and human bites
 - Poison control
 - Shock
 - Seizure care
 - Musculoskeletal injury (such as sprains, fractures)
 - Dental and mouth injuries/trauma
 - Head injuries, including shaken baby syndrome/abusive head trauma
 - Allergic reactions
 - Asthmatic reactions
 - Eye injuries
 - Loss of consciousness
 - Electric shock
 - Drowning
 - Heat-related injuries, including heat exhaustion/heat stroke
 - Cold related injuries, including frostbite
 - Moving and positioning injured/ill persons
 - Illness-related emergencies (such as stiff neck, inexplicable confusion, sudden onset of blood-red or purple rash, severe pain, temperature and looking/acting severely ill)
 - Standard Precautions

Course Content for CPR

1. Follows a curriculum that is appropriate for the age and developmental levels of the children in care
2. Is valid for the number of years as indicated on the JFS 01276 "Health Training Documentation for Child Care", card or certificate provided by the training organization

Course Content for Management of Communicable Disease

Appendix A to Rule 5101:2-18-08

1. Follows the curriculum prescribed by the Ohio Department of Job and Family Services (ODJFS)
2. Is valid for three years

Course Content for Child Abuse and Neglect Recognition and Prevention

1. The Ohio department of job and family services child abuse and neglect training which is valid for two years, OR
2. Course created that covers the following topics which is valid for three years:
 - Ohio law and rules pertaining to child abuse and neglect, including definitions, reporting and confidentiality requirements and the requirement to report suspected abuse or neglect by child day camp staff members if observed or suspected
 - Physical and behavioral indicators of child abuse and neglect
 - Details on reporting, including penalty, immunity and how and to whom to report
 - Race, equity, and diversity including how implicit biases may impact reporting
 - The investigatory role of the children's protective services agency
 - The sharing of information and the role of law enforcement, licensing and the courts in reports of child abuse and neglect
 - Helping families who have occurrences of abuse or neglect
 - Prevention of child abuse and neglect in the child day camp, including: staff supervision and training, policies and procedures and appropriate discipline

Health Training Approved Trainers

First Aid Trainers

1. Currently certified first aid trainer
2. Licensed physician, physician's assistant (PA), advanced practice registered nurse (APRN), certified nurse practitioner (CNP), or registered nurse (RN)
3. Emergency medical services instructor
4. Licensed athletic trainer

CPR Trainers

1. Currently certified CPR instructor
2. Emergency medical services instructor

Management of Communicable Disease Trainers

1. Licensed physician, PA, APRN, CNP, or RN
2. Emergency medical services instructor
3. Current trainer employed by local health department

Child Abuse and Neglect Recognition and Prevention Trainers

1. Authorized trainer for a public children services agency (PCSA)
2. Person with at least an associate's degree in social work, child development or related field from accredited college and two years of experience professionally assessing child abuse and neglect for a PCSA or an agency contracted by a PCSA or providing counseling to abused children or training others in child abuse prevention or the combination of experience and training
3. Licensed physician, PA, APRN, CNP, or RN with two years of experience professionally assessing child abuse and neglect or providing counseling to abused children or training others in child abuse prevention or the combination of experience and training

5101:2-18-09

Supervision of children and ratios for an approved child day camp.

(A) What are the requirements for staff/child ratios for an approved child day camp?

- (1) The approved child day camp shall ensure that the following day camp staff members/child ratios are maintained at all times:
 - (a) For children five to eleven years of age, a one to eighteen staff to child ratio is required.
 - (b) For children eleven to eighteen years of age, a one to twenty staff to child ratio is required.
- (2) Approved child day camp staff members shall not be counted in the staff/child ratio when engaged in duties or activities that interfere with supervision of children.
- (3) Children shall be organized and assigned to a group.
 - (a) A child with special needs shall be included in the group that best meets the child's developmental needs.
 - (b) Specific child day camp staff members shall be assigned and responsible for the care and supervision of the children in their group on a daily basis.

(B) What are the requirements for approved child day camps to keep an attendance record?

- (1) The program shall have written documentation of the following:
 - (a) The name and birth date of the child.
 - (b) The assigned group for the child.
 - (c) The child's weekly schedule.
 - (d) Each child shall be checked in upon arrival at camp and checked out when leaving for the day.
- (2) Attendance documentation for each day shall be kept in a place where child day camp staff have easy access at all times.
- (3) The original ~~Written~~ written attendance records shall be kept on file at the approved child day camp for a period of one year.

- (4) Each group shall have a method for tracking the children in the group. This tracking method shall ensure that child day camp staff members know the whereabouts of the children they are responsible for at all times.

(C) What are the requirements for supervision by approved child day camp staff members?

Each child day camp staff member shall:

- (1) Leave no child unsupervised. Supervision means the child day camp staff members have knowledge of a child's needs and accountability for his or her care at all times, including, but not limited to, developmental and behavioral needs and parental preferences. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately.
- (2) Ensure all children are within sight or hearing of child day camp staff members at all times. Within sight or hearing means without the use of mechanical devices such as video cameras or walkie talkies. The use of mirrors to view children in another area does not meet the supervision requirements of this rule.
- (3) Not be under the influence of any substance that impairs the child day camp staff member's ability to supervise children and/or perform duties. Illegal drugs and substances shall not be on the premises. Alcohol shall only be kept in areas not approved or used for children.
- (4) Have immediate access at all times to a working telephone on the premises that is capable of receiving incoming calls and making outgoing calls.
- (5) Only release a child to the parent or to a person who has previously been approved by the parent.
- (6) Not permit children to be exposed to inappropriate language or media.

(D) What child guidance techniques shall be used in the approved child day camp?

- (1) All child day camp staff members, including administrators and owners, shall follow appendix A to this rule regarding guidance techniques to be used with children.
- (2) The approved child day camp shall communicate and consult with the parent prior to implementing a specific behavior management plan. This plan shall be in writing and signed by the parent and shall be consistent with the requirements of this rule.

(E) What are the child abuse and/or neglect reporting requirements?

If the owner, administrator, employee or child day camp staff member suspects that a child has been abused or neglected, he or she shall immediately notify the public children services agency (PCSA).

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Allowable Discipline Techniques

The following techniques or practices may be used by child day camp staff as a means to guide or discipline children. Any technique or practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident.

1. Setting clear limits.
2. Redirecting to an appropriate activity.
3. Showing positive alternatives.
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior.
6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
7. Separation from the situation, if used, shall last no more than one minute per each year of age of the child. Upon the child's return to the activity, child day camp staff shall review the reason for the separation and discuss the expected behavior with the child.
8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

Prohibited Discipline Techniques

The following techniques or practices shall not be used by child day camp staff members as a means to control or discipline children:

1. Abuse, endanger or neglect children.
2. Utilize cruel, harsh, unusual, or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children.
5. Use physical restraints on a child.
6. Restrain children by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
 - o Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
 - o Prone restraint includes physical or mechanical restraint.
7. Place children in a locked room or confine children in any enclosed area.
8. Confine children to equipment, such as a chair with straps, for the purpose of immobilizing them and preventing them from engaging in freedom of movement.
9. Humiliate, threaten or frighten children.
10. Subject children to profane language or verbal abuse.
11. Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.
12. Punish children for failure to eat or sleep or for toileting accidents.
13. Withhold any food (including snacks and treats), beverages or water, rest or toilet use.
14. Punish an entire group of children due to the unacceptable behavior of one or a few.
15. Isolate and restrict children from any or all activities for an extended period of time.

5101:2-18-10 **Emergency, disaster and health-related plans for an approved child day camp.**

(A) What are the general emergency, disaster and health requirements for an approved child day camp?

The approved child day camp shall develop a written emergency and disaster plan and train child day camp staff members and employees on each plan annually. Written documentation of this training is to be kept on-site.

(1) The plan is to include procedures that will be used to prepare for and respond to the following types of emergency or disaster situations:

- (a) Weather emergencies and natural disasters which include severe thunderstorms, tornadoes, flash flooding or earthquakes.
- (b) Emergency outdoor or indoor lockdown or evacuation due to threats of violence which includes active shooter, bioterrorism or terrorism.
- (c) Emergency or disaster evacuations due to hazardous materials and spills, gas leaks or bomb threats.
- (d) Outbreaks, epidemics or other infectious disease emergencies.
- (e) Loss of power, water or heat.
- (f) Other threatening situations that may pose a health or safety hazard to the children at the day camp.
- (g) Conduct monthly fire and weather emergency drills.
- (h) Conduct an emergency/lockdown drill at least once each year when the camp is open and serving children.

(2) The emergency and disaster plan are to include details for:

- (a) Shelter in place, lockdown, or evacuation, how the approved child day camp will care for and account for the children until they can be reunited with the parent.
- (b) Assisting children with special needs and/or health conditions.
- (c) Reunification with parents.

- (i) Emergency contact information for the parents and the approved child day camp.
 - (ii) Procedures for notifying and communicating with parents regarding the location of the children if evacuated.
 - (iii) Procedures for communicating with parents during loss of communication, including loss of phone service or internet availability.
- (d) The location of supplies and procedures for gathering necessary supplies for children if required to shelter in place.
 - (e) What to do if a disaster occurs during the transport of children or when on a field trip or routine trip.
 - (f) Making the plan available to all child day camp staff members and employees.
 - (g) Training of staff or reassignment of staff duties as appropriate.
 - (h) Updating the plan on a yearly basis.
 - (i) Contact with local emergency management officials.
 - (j) Continuity of operations, including how the approved child day camp would provide essential services and continue to function in an extended emergency.

(B) What is a serious incident?

- (1) Death of a child at the approved child day camp.
- (2) An incident, injury or illness that requires professional medical consultation or treatment for a child.
- (3) An unusual or unexpected incident which jeopardizes the safety of a child, child day camp staff member, or employee of an approved child day camp.

(C) What does the approved child day camp do if there is a serious incident?

The approved day camp is to:

- (1) Log in to Ohio child licensing and quality system (OCLQS) at <https://oclqs.force.com> by the next business day to report the incident as described in

paragraph (B) of this rule. This notification does not replace reporting to the public children services agency (PCSA) if there are any concerns of child abuse and/or neglect as required by rule 5101:2-18-09 of the Administrative Code.

- (2) Notify in writing the parents of the child(ren) involved in the serious incident. A copy of the completed serious incident report in OCLQS may be given to the parent or the person picking up the child to meet this notification requirement.
 - (3) If a child is transported by anyone other than a parent for emergency treatment the child's health and medical records required by rule 5101:2-18-11 of the Administrative Code are to accompany the child. The child day camp administrator or a child day camp staff member is to stay with the child until the parent assumes responsibility for the child's care.
- (D) What are the communicable disease requirements for an approved child day camp?
- (1) Any child enrolled and attending the child day camp with signs or symptoms of illness listed in appendix A to this rule is to be immediately isolated and discharged to their parent or guardian or person designated by the parent or guardian.
 - (2) The JFS 08087 "Communicable Disease Chart" is to be displayed in the size available in the Ohio department of job and family services (ODJFS) forms central in order for individuals to easily read, identify and respond to communicable diseases.

Child day camp staff members and employees are to:
 - (a) Follow the requirements listed on the JFS 08087.
 - (b) If the communicable disease is required to be reported to the local health department, the child day camp is to report the communicable disease to ODJFS in accordance with paragraph (B) to this rule by the end of the next business day.
 - (3) No later than the end of the next business day, the child day camp is to notify parents when their child has been exposed to a communicable disease listed on the JFS 08087.
 - (4) The child day camp is to release employees and staff members who have a communicable disease or who are unable to perform their duties due to illness.
- (E) What are the specific procedures the approved day camp needs to follow for standard precautions?

- (1) Blood spills shall be treated cautiously and decontaminated promptly. Disposable vinyl gloves shall be worn during contact with blood or bodily fluids which contain blood, such as vomit or feces in which blood can be seen.
- (2) Surfaces contaminated with blood or bodily fluids containing blood shall first be cleaned with hot, soapy water and then sanitized with an appropriate bleach solution which is prepared on a daily basis according to product guidelines, or other acceptable disinfectant solution which is environmental protection agency (EPA) rated as hospital disinfectant with a label claim for mycobactericidal activity.
- (3) Disposal of materials that contain blood requires a sealable, leakproof plastic bag or double bagging in plastic bags that are securely tied.
- (4) Non-disposable items, such as clothing that contains blood, shall be placed in a sealable, leakproof plastic bag or double bagged in plastic bags that are securely tied and sent home with the child.
- (5) Sharp items used for procedures on children with special care needs, such as lancets for finger sticks or syringes, require a disposable container called a "sharps container." This is a container made out of durable, rigid material which safely stores the lancets or needles until they are disposed of properly. Sharps containers are to be stored out of the reach of children.

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Appendix A to Rule 5101:2-18-10

Caring for Sick Children

A child is considered to be sick when demonstrating any of the following symptoms:

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

When caring for sick children, the approved child day camp shall.

- Isolate the sick child away from other children, in another room or portion of a room, but within sight and hearing at all times.
- Provide the sick child with a cot or mat and make comfortable.
- Notify the child's parent(s) immediately to arrange discharge and if the child's condition worsens during isolation.
- Sanitize the thermometer after each use.

5101:2-18-11

Administering medication and caring for children with special health needs at an approved child day camp.

(A) What are the requirements for administration of prescription medications and non-prescription medications by an approved child day camp?

The approved child day camp is to:

- (1) ~~The approved child day camp shall ensure~~ Ensure that prescription medication is stored in the original container with the prescription label that includes the child's full name, a current dispensing date within the previous twelve months, and exact dosage and directions for use.
- (2) ~~The approved child day camp shall not~~ Not administer any medication or topical product for any period of time beyond the date indicated by the physician, physician's assistant, advanced practice nurse certified to prescribe medication, or licensed dentist, on the prescription label, for twelve months from the date on the form, or after the expiration date on the medication, whichever comes first.
- (3) ~~The approved day camp shall ensure~~ Ensure that non-prescription medications are stored in the original container with a manufacturer's label containing directions based on the age and/or weight of the child.
- (4) ~~Nonprescription~~ Ensure medication dosages administered ~~shall do~~ not exceed prescribed dosages or the manufacturer's recommended dosages.
- (5) ~~Prior to administering any non-prescription or prescription medication, the approved child day camp shall have~~ Have written permission from the parent for each medication to be administered prior to administering any non-prescription or prescription medication.
- (6) ~~The approved child day camp shall document~~ Document each administration, including a child's self-administration, of medication or application of topical product, unless the topical product is a non-prescription item including bug spray, sunscreen, hand sanitizer and lip balm. ~~on a~~ Ensure the form that documentation includes:
 - (a) The child's name.
 - (b) The child's date of birth.
 - (c) The medication name.
 - (d) The medication dosage.

- (e) The date the medication was administered.
- (f) The time the medication was administered.
- (g) The signature of the person administering the medication.

~~(7) Non-prescription topical products, including bug sprays, sunscreens, hand sanitizer and lip balm, are exempt from the requirement in paragraphs (A)(3) and (A)(4) of this rule.~~

~~(8)(7) School-age~~ Allow school-age children ~~are permitted~~ to carry their own emergency medication as long as written permission from the parent is completed and on file at the approved day camp.

~~(9)(8) School-age~~ Allow school-age children ~~are permitted~~ to carry and use their own topical products including bug sprays, lip balm and sunscreen.

(B) What are the requirements for storing medication, medical foods and topical products at an approved child day camp?

The approved child day camp shall:

- (1) Safely store all medication, medical foods, and topical products immediately upon arrival at the approved child day camp. Ensure the medication, medical food, or topical product is stored per the requirements on the label in the original container with the child's name affixed.
- (2) Keep medication, medical foods, and topical products out of reach of children, unless a school-age child is permitted to carry their own emergency medication and written permission from the parent is on file at the approved child day camp.
- (3) Refrigerate, in a separate container, medications, medical foods or topical products immediately upon arrival at the approved child day camp, if needed.
- (4) Ensure that medications, medical foods, or topical products are accessible to employees at all times, including on field trips and when children are off-site.
- (5) Ensure that medications, medical foods and topical products are removed from the approved child day camp when no longer needed or expired.

(C) What are the requirements for immunization records at an approved child day camp?

- (1) A child who is not enrolled in a public or nonpublic school is to have a record of immunizations on file within thirty days of the child's first day of attendance.

(2) The immunization record is to contain the following information:

- (a) The child's name and birth date.
- (b) Each immunization the child has had, specifying the month, day and year ~~for the prevention of the diseases listed on appendix A to this rule~~ of each immunization.
- (c) A statement from the physician, as defined in Chapter 4731. of the Revised Code, physician's assistant (PA), advanced practice registered nurse (APRN), or certified nurse practitioner (CNP) that the child has been immunized or is in the process of being immunized against the diseases outlined in division 5104.014 of the Revised Code and found in appendix A to this rule

(3) If a child has not received an immunization(s) ~~to prevent a disease on the appendix of this rule~~ against the diseases outlined in division 5104.014 of the Revised Code and found in appendix A to this rule, then one or both of the following is to be on file:

- (a) A statement from the physician, ~~as defined in Chapter 4731. of the Revised Code, physician's assistant (PA), advanced practice registered nurse (APRN), or certified nurse practitioner (CNP)~~ PA, APRN, or CNP that an immunization against the disease is medically contraindicated for the child or is not medically appropriate for the child's age.
- (b) A statement from the child's parent that they have declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

(D) What if a child has a special need or health condition?

(1) A written medical care plan shall be used for children with a condition or diagnosis that requires specific care and/or intervention by child day camp staff. The written plan shall include the following:

- (a) The symptoms the staff should monitor which may require staff to take action.
- (b) Administering procedures which require staff to be trained on those procedures.
- (c) Avoiding specific food(s), environmental conditions or activities.

(d) Permission for the child to carry and administer their own emergency medication, if applicable.

(2) The approved child day camp ~~shall~~ is to:

(a) ~~Ensure the parent completes and signs a~~ that there is a completed written medical care plan for each condition per child.

~~(b) Review the written medical care plan for completeness and ensure the medical care plan is signed by an administrator or designee.~~

~~(c)~~ (b) Implement and follow all requirements of each child's medical care plan.

(c) Ensure that all child day camp staff members who are trained to perform the medical procedure have signed the medical care plan.

(d) Ensure that there is at least one child care staff member caring for the child at all times who has signed the medical care plan on the child's condition. This includes on-site at field trips.

~~(d) Ensure the medical care plan is signed by any trained child day camp staff member who is providing care to the child.~~

~~(e) Maintain a current medical care plan for any child who requires one.~~ Keep the medical care plan in a location that can be easily and quickly accessed at all times, including on field trips and when the child is off-site being removed from the approved child day camp if there is an emergency where the children need to be moved to another location.

(3) The written medical care plan shall be on file with the approved child day camp by the first day of attendance or upon confirmation of a health condition.

(4) If the approved child day camp suspects that a child has a health condition, the camp may require a physician's statement within a designated timeframe.

(5) Only staff members trained ~~by the parent or a certified professional~~ on the child's needs and required procedures shall be permitted to perform medical procedures or other action needed for a health condition or a special need.

~~(6) There shall be a trained staff member on-site at all times whenever a child who has a health condition is present.~~

(E) What information regarding children's medical records can be shared?

Children's medical records shall be kept confidential, but shall be available to the Ohio department of job and family services (ODJFS) for the purpose of administering Chapter 5104. of the Revised Code and Chapter 5101:2-18 of the Administrative Code. The immunization records are to be subject to review by the Ohio department of health (ODH) for disease outbreak control and for immunization level assessment purposes.

(F) How long are child records to be kept on file by the approved child day camp?

All child medical statements, as well as all written permission from parents or physicians are to be kept on file for twelve months from the date the form is signed or updated, whichever is later, even if the child no longer attends the approved child day camp or the form is no longer needed for the child.

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Diseases for Immunizations

1. Chicken pox.
2. Diphtheria.
3. Haemophilus influenzae type b.
4. Hepatitis A.
5. Hepatitis B.
6. Influenza (if seasonal vaccine is available).
7. Measles.
8. Mumps.
9. Pertussis.
10. Pneumococcal disease.
11. Poliomyelitis.
12. Rotavirus.
13. Rubella.
14. Tetanus.

5101:2-18-12 **Transportation and field trip safety for an approved child day camp.**

(A) What shall be available on all trips, including routine walking trips?

The approved child day camp ~~shall~~ is to:

- (1) Have written and signed permission from the parent before transporting or escorting a child away from the primary use spaces of the approved child day camp for field trips and routine trips as detailed in appendix A to this rule. The permission slips shall be kept on file at the approved day camp for one year.
- (2) Have the information pursuant to ~~paragraphs (A)(11)(a), (A)(11)(b) and (A)(11)(c)~~ of rule 5101:2-18-05 of the Administrative Code for each child on the trip, except routine walks.
- (3) Have the written medical form pursuant to ~~paragraph (C)~~ of rule 5101:2-18-11 of the Administrative Code for any child who has a health condition which could require medications, special procedures or precautions during the course of the trip. The approved child day camp shall also take supplies needed to provide such treatment.
- (4) Have a working cellular phone or other means of immediate communication. Cellular phones shall not be used by a driver while the vehicle is in motion.
- (5) Ensure that the child day camp staff member responsible for each child on the field trip maintains a written record of which vehicle each child is being transported in and the cellular phone number of the adult in that vehicle who could be contacted in an emergency.
- (6) Ensure that a person trained in cardiopulmonary resuscitation (CPR) and first aid in accordance with rule 5101:2-18-08 of the Administrative Code shall be present in the vehicle for routine trips and field trips and at the destination on all field trips. More than one person may be used to meet this requirement.
- (7) Ensure that if the vehicle used to transport children is manufactured with seat belts, they shall be utilized by all the adults and children in the vehicle, and no more than one person shall be strapped in each seat belt. Children or adults shall not be permitted to stand in a moving vehicle, sit on the floor or ride in a vehicle where all seats are not securely anchored.
- (8) Ensure that reasonable accommodations are provided for children with special health needs, so that children are not excluded from trips because of a special health need.

- (B) What are the ratio and supervision requirements for trips, including routine walking trips?

The approved child day camp is to:

- (1) ~~The~~Meet the staff/child ratio requirements of rule 5101:2-18-09 of the Administrative Code ~~shall be met~~ on field trips and routine trips. Children shall be assigned to specific child day camp staff members for all field trips.
- (2) ~~An~~Ensure an additional adult ~~shall be~~is present in the vehicle for every ten children, or the driver ~~shall have~~has a means of immediate communication, such as a cellular phone, to summon an additional adult. The additional adult in the vehicle may be the driver, parent or volunteer.
- ~~(3) The additional adult in the vehicle may be the driver, parent or volunteer.~~
- ~~(4)~~(3) TheEnsure the staff/child ratio requirements of rule 5101:2-18-09 of the Administrative Code ~~shall be~~are met while children are being transported if public transportation is being utilized.
- ~~(5)~~(4) AnEnsure that an adult ~~must be~~is present in the vehicle any time children are in the vehicle. At no time are children to be left unattended.
- ~~(6)~~(5) The vehicle shall be checkedCheck the vehicle at completion of each trip to ensure that no child has been left in the vehicle.
- ~~(7)~~(6) DuringEnsure that during routine walking trips or walking field trips, an additional adult ~~shall be~~is present for every ten school-age children.

- (C) What are the requirements for drivers who are used in the staff/child ratio or are child day camp staff members?

The driver shall:

- (1) Be at least eighteen years old.
- (2) On routine trips, be an employee or child day camp staff member with the exception of contracted transportation services.
- ~~(3) Hold a currently valid driver's license required for the type of vehicle driven in accordance with Ohio law.~~
 - ~~(a) A copy of each driver's current driver's license shall be kept on file at the approved child day camp.~~

- ~~(b) The approved child day camp is responsible for assuring that the copy of the driver's license on file is kept current.~~
- ~~(4)~~(3) Never leave children alone in a vehicle, including leaving children in the vehicle when it is being refueled, except when a trip is of such a length as to require refueling after starting with a full tank.
- ~~(5) Be free from the influence of any substance which could impair driving abilities.~~
- ~~(6)~~(4) Meet the requirements of an employee or child day camp staff member as required in rule 5101:2-18-06 of the Administrative Code.
- ~~(7)~~(5) Adhere to Ensure that all passengers, including the driver, follow the state of Ohio's child restraint law found in section 4511.81 of the Revised Code when transporting children enrolled in the approved child day camp.
- ~~(8)~~(6) Not allow children under twelve years of age to ride in the front seat of any vehicle.
- ~~(9)~~(7) Be trained utilizing the American camp association (ACA) training for drivers standards and the ACA accident procedures standards if the driver is an employee of the approved child day camp.
- (a) A trained driver is not required when public transportation is being utilized, or if the driver is a contracted driver.
- (b) Training for transportation shall be completed at least annually for all drivers and shall be documented and kept on file at the approved child day camp in the employee's or the child day camp staff member's file for review by ODJFS.
- ~~(10)~~(8) Contracted drivers are not used in staff/child ratios and are not employees of the child day camp. For these drivers, the administrator ~~shall secure and keep on file at the approved child day camp a JFS 01266 "Contracted Driver Qualifications Statement for Child Care" (rev. 12/2016) that has been completed at least annually by the driver's employer~~ is to keep the transportation contract on file for review.

(D) What are the vehicle requirements for the approved child day camp?

Any vehicle operated by the child day camp or driven by a child day camp staff member to transport children for routine trips or field trips shall be mechanically safe at all times.

(E) When shall vehicles used for transporting children be inspected?

- (1) The approved child day camp shall maintain documentation that staff have performed weekly inspections followed by any necessary repairs or other appropriate actions, for the following items:
 - (a) A visual inspection of the vehicle's tires for wear and adequate pressure.
 - (b) A visual inspection for working headlights and taillights, signals, mirrors, wiper blades and dash gauges.
 - (c) An inspection for properly functioning child and driver restraints.
 - (d) An inspection for properly functioning doors and windows.
 - (e) An inspection for, and cleaning of, debris from the vehicle's interior.
- (2) The child day camp shall require providers of transportation services to maintain documentation that the transportation services staff have performed the required weekly inspections and necessary repairs or other appropriate actions required by paragraph (E)(1) of this rule.

(F) What are the requirements for the vehicle safety inspection?

- (1) The safety inspection shall be performed within the month prior to seasonal use. A new vehicle purchased directly from the dealer is to have the safety check completed before one year from the date of purchase. The bill of sale from the vehicle purchase is to be maintained on file at the approved child day camp to verify compliance.
- (2) The safety inspection shall be performed by an automotive service excellence (ASE) certified mechanic, federal motor carrier safety administration (FMCSA) safety inspector, or the Ohio state highway patrol.
 - (a) A vehicle sticker issued from the Ohio state highway patrol indicating the vehicle has passed a school bus or personal vehicle inspection may be used to meet this requirement.
 - (b) School buses and multifunction school activity buses which are inspected and licensed by the Ohio state highway patrol are exempt from the seasonal safety check required in this rule. The approved child day camp is to prepare the buses before each trip following the Ohio department of education's operational and safety rules of Chapter 3301-83 of the Administrative Code.

- (3) Verification of the safety check shall be documented on the JFS 01230 "Vehicle Inspection Report for Child Care Centers," ~~(rev. 12/2016)~~. This verification shall include notation and correction of any safety violation and shall be maintained on file at the approved child day camp for review by ODJFS.

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Written Permission When Children are Transported

Routine Trips

Written permission from parents shall include:

- The child's name.
- The destination(s) of the trip(s).
- The signature of the parent.
- The date on which the permission was signed.
- A statement notifying parents on how their children will be transported.

The written permission shall be valid for the routine trip(s) for one camp season unless withdrawn by the parent.

Field Trips

Written permission from the parent shall include:

- The child's name.
- The date(s) and destination(s) of the trip.
- The departure(s) and return time(s) of the trip(s).
- The signature of the parent.
- The date on which the permission was signed.
- A statement notifying parents how their child will be transported.

5101:2-18-13

Safe and sanitary equipment and environment in an approved child day camp.

(A) What are the safe equipment requirements for an approved child day camp?

The approved child day camp is to:

- (1) ~~Equipment, Ensure that~~ materials and furniture shall be sturdy, safe and easy to clean and maintain. They ~~shall~~ are also to be free of sharp points ~~on~~ or corners; splinters or protruding nails; loose or rusty parts; peeling or chipping paint ~~which contains lead or other poisonous materials~~; or other hazardous features.
- (2) ~~Furniture, Ensure that~~ equipment and materials which are not usable due to breakage or being a hazard ~~shall be~~ are removed immediately and stored away from children until repaired or replaced.
- (3) ~~Any, Ensure that all~~ children's equipment ~~shall be~~ is used in accordance with the manufacturer's guidelines.
- (4) ~~If the child day camp offers specialized activities as defined in rule 5101:2-18-01 of the Administrative Code that require safety gear, the~~ Ensure that safety gear required for an activity ~~should be~~ is appropriately sized and designed specifically for the activity being conducted.
- (5) ~~Air, Ensure that air~~ conditioners, heat pumps, electric fans and space heaters ~~shall be~~ are mounted or placed out of the reach of children or have safeguards which prevent children from being injured.

(B) What are the safe environment requirements for an approved child day camp?

- (1) Illegal drugs and substances shall not be on the premises. Alcohol shall be inaccessible to children and shall only be kept in areas not approved or used by children.
- (2) Buildings used by children shall maintain an indoor temperature of at least sixty-five degrees Fahrenheit. If a building used by children exceeds eighty-five degrees Fahrenheit, ventilation that produces air movement, or air conditioning, shall be provided.
- (3) Children shall be protected from any items and conditions which threaten their health, safety and well being, including but not limited to: electrical cords, extension cords, lead hazards, asbestos, wells, vehicular traffic, bodies of water, employee's personal belongings and other environmental hazards and dangerous situations. If a potential lead hazard is identified, the Ohio

department of job and family services (ODJFS) will make a referral to the appropriate agency.

- (4) Cleaning agents and all other chemical substances shall be stored in a designated area in their original containers and/or clearly labeled. Children may use cleaning equipment, supplies, and cleaning agents with adult supervision.
 - (5) Specialized activity equipment that is potentially hazardous in nature, such as, but not limited to, bows and arrows, air guns, sharp tools etc, shall be stored in a location that is locked and inaccessible to children when the equipment is not in use.
 - (6) Children shall not have access to specialized activity areas unless supervised by qualified child day camp staff members.
 - (7) Safety zones and boundaries shall be required for all specialized activities, as necessary. All persons who may be close to the area for any reason must be aware of and oriented to the safety zones and boundaries. Camps may use posted signs or warnings, physical barriers, or specific scheduling procedures to control access to these areas.
 - (8) Renovations and remodeling to areas in which programming takes place and children have access is to be conducted in a safe manner to ensure that lead poison hazards are not introduced into the environment as required by Chapter 3742. of the Revised Code.
- (C) What are the swimming and water safety requirements for an approved child day camp?
- (1) All swimming sites shall meet all state and local guidelines for environmental health inspections. Inspection reports for on-site and private pools shall be on file at the approved child day camp.
 - (2) An approved child day camp shall have one lifeguard present for every thirty-five children when children are involved in a water activity for on-site and private pools over eighteen inches in depth.
 - (3) Activities in bodies of water eighteen inches or more in depth, including natural bodies of water as defined in rule 5101:2-18-01 of the Administrative Code, shall be supervised by people who are currently certified as lifeguards or water safety instructors by the "American Red Cross" or an equivalent water safety program, as determined by the American camp association (ACA) or ~~the Ohio department of job and family services (ODJFS)~~ ODJFS. If the lifeguard is a child day camp staff member, they shall not be counted as a child day camp staff member in the staff/child ratio.

- (4) Child day camp staff members shall be actively supervising children pursuant to rule 5101:2-18-09 of the Administrative Code and shall be able to clearly see all parts of the swimming area.
 - (5) When children are engaged in water activities, supervision of children shall include a minimum of two child day camp staff members, one of whom is eighteen years of age or older.
- (D) What are the requirements for animals owned or utilized for programming by the approved child day camp?

The approved child day camp is to:

- (1) ~~Pets~~Permit pets and animals ~~shall be permitted~~ if they present no apparent threat to the safety or health of the children.
 - (2) ~~All~~Ensure that pets and animals that are owned by the approved child day camp, live at any approved child day camp primary use spaces, or are utilized by the approved child day camp for program activities, ~~shall be~~are properly housed, cared for, licensed and ~~innoculated~~inoculated. All local and state ordinances governing the keeping of animals (exotic or domesticated) shall be followed and updated as required. Verification of license and compliance with local and state requirements and ~~innoculations~~inoculations, for each animal requiring such license or ~~innoculations~~inoculations, or regulated by local or state government, shall be on file at the approved child day camp.
 - (3) ~~Children shall~~Ensure that children feed or care for animals under the supervision of child day camp staff members.
 - (4) ~~Children shall~~Ensure that children are not be directly exposed to animal urine or feces inside buildings or in outdoor play areas.
- (E) What are the requirements to provide and maintain a clean environment, furniture, materials and equipment in an approved child day camp?
- (1) Flush toilets and bathroom sinks, if available, shall be in good working condition. Toilet tissue, liquid soap, running water, individually assigned towels, disposable towels or air dryers shall be provided in all bathrooms. If programming activities take place at a primitive campsite as defined in rule 5101:2-18-01 of the Administrative Code, or if portable bathrooms are used, waterless hand sanitizing products may be provided instead of running water and liquid soap.
 - (2) Equipment, furnishings and materials shall be kept clean and in good repair.

- (3) Accumulated trash and garbage shall be stored away from the outdoor and/or indoor camp activity areas and shall not be accessible to the children.
- (4) Buildings and areas used by children shall be cleaned daily and kept in a sanitary condition at all times.
- (5) If the water at the child day camp's primary use area(s) is not publicly supplied, the child day camp shall contact the Ohio environmental protection agency (EPA) to determine if it qualifies as a public water system.
 - (a) If the water supply qualifies as a public water system, the child day camp shall comply with Ohio EPA standards.
 - (b) If the water supply does not qualify as a public water system, the child day camp shall contact the local health department to have the water tested and follow any additional requirements requested by the health department. A copy of the water test shall be retained at the approved child day camp and be made available upon request.
 - (c) If child day camp activities take place at a primitive campsite as defined in rule 5101:2-18-01 of the Administrative Code, appropriate water purification methods based on advice from local officials shall be used before water from natural sources may be consumed by children.
- (6) On-site sewage disposal systems shall not present a public health hazard.

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