



**Child Care Center Manual Procedure Letter No. 45
Family Child Care Manual Procedure Letter No. 38
Child Care In-Home Aide Manual Procedure Letter No. 17**

**TO: All Child Care Center Manual Holders
All Family Child Care Manual Holders
All Child Care In-Home Aide Manual Holders**

FROM: Matt Damschroder, Director

**SUBJECT: Accommodations for Toddler Requirements in Emergency
Preparedness and Response Plan**

Background:

The Child Care and Development Block Grant (CCDBG) requires child care programs to have a plan for the evacuation needs of vulnerable children in the event of an emergency. Currently, Ohio Department of Job and Family Services (ODJFS) child care centers, family child care (FCC) Type A and Type B home providers, and certified in-home aides are required to develop a written emergency/disaster plan and train child care staff members and employees on the plan annually. Licensing rules outline the specific required elements of the written plan including accommodations for infants and children with special needs.

Updated Policy:

ODJFS licensed child care centers, FCC home providers, and certified IHA providers will be required to include information on assisting toddlers in their written emergency/disaster plans in addition to accommodations for infants and children with special needs and/or health conditions.

Implementation:

Programs will be assessed on this new requirement beginning on March 1, 2024.

Rules 5101:2-12-16, 5101:2-13-16 and 5101:2-14-07 will be revised in the future.

Questions:

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