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5101:2-18-01 Definitions.

(A) "Child day camp" means a program that meets all of the following:

(1) A program in which only school children attend or participate. "School children" means children who are enrolled in, or are eligible to be enrolled in, a grade of kindergarten or above, but are less than eleven years old, or children who are at least eleven years old, but are less than fifteen years old. "Eligible to be enrolled in a grade of kindergarten or above" means children who meet local school district requirements for kindergarten entrance.

(2) A program that operates for no more than seven hours per day.

(a) For purposes of this chapter, the maximum seven hours of operation 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 and does not include transportation to and from pick up and delivery sites which are not the child's home.

(b) A program that schedules one or more overnight activities in conjunction with its day camp operation is a child day camp for purposes of sections 5104.21 and 5104.22 of the Revised Code and rules adopted pursuant to these sections.

(c) A camp that serves children for more than twenty-four consecutive hours that also serves school children who attend seven or less hours per day is a child day camp for purposes of sections 5104.21 and 5104.22 of the Revised Code and rules adopted pursuant to these sections.

(3) A program that operates only during one or more public school district's regular vacation periods or for no more than fifteen weeks during the summer, and;

(4) A program that operates outdoor activities for each child who attends or participates in the program for a minimum of fifty percent of each day that children attend or participate in the program, except for any day when hazardous weather conditions prevent the program from operating outdoor activities for a minimum of fifty per cent of that day.

(B) "Approved child day camp" means a child day camp approved pursuant to section [5104.22](#) of the Revised Code.

(C) "Child day camp administrator" means the individual who holds overall responsibility for administration of the program operations. These responsibilities may be delegated to other staff when applicable.

(D) "Child day camp owner" includes a person, firm, organization, institution, or agency who operates a child day camp.

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

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

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5101:2-18-02 Exemptions.

(A) A person, firm, institution, organization, or agency operating any of the following programs is exempt from the provisions of sections 5104.21 and 5104.22 of the Revised Code and rules promulgated pursuant to sections 5104.21 and 5104.22 of the Revised Code.

(1) A child day camp that operates for two or less consecutive weeks and for no more than a total of two weeks during each calendar year;

(2) Supervised training, instruction, or activities of children that is conducted on an organized or periodic basis no more than one day a week and for no more than six hours duration and that is conducted in specific areas, including, but not limited to, art; drama; dance; music; gymnastics, swimming, or another athletic skill or sport; computers; or an education subject;

(3) Programs in which the department determines that at least one parent, custodian, or guardian of each child attending or participating in the child day camp is on the child day camp activity site and is readily accessible at all times, except that a child day camp on the premises of a parent's, custodian's, or guardian's place of employment shall be registered in accordance with section [5104.21](#) of the Revised Code. Parent's place of employment does not include a camp in which a parent of a school child enrolled in the camp also has duties in that program.

(4) Child day camps funded and regulated or operated and regulated by any state department other than the department of job and family services, when the department of job and family services has determined that the rules governing the child day camp are equivalent to or exceed the rules adopted pursuant to sections 5104.21 and 5104.22 of the Revised Code.

(B) A person, firm, organization, institution, or agency operating a child day camp that is exempt under this rule from registering as a child day camp as outlined in section [5104.21](#) of the Revised Code may elect to register. All requirements of section [5104.21](#) of the Revised Code and the rules adopted pursuant to section [5104.21](#) of the Revised Code shall apply to any exempt child day camp that elects to register.

5101:2-18-03 Procedures and registration.

(A) The department of job and family services shall register child day camps and enforce sections 5104.21 and 5104.22 of the Revised Code and the rules contained in Chapter 5101:2-18 of the Administrative Code. No person, firm, organization, institution, or agency shall operate a child day camp without annually registering with the department.

(B) Effective March 15, 1993, every person, firm, organization, institution, or agency that operates a child day camp shall annually register with the director of the department of job and family services on the JFS 01258 application for child day camp registration form. The form shall be considered filed with the department as of the date the registration form is postmarked. Registration forms received by means other than the postal service shall be considered received when time-date stamped in the department of job and family services. Any receipted registration forms submitted without complete and/or accurate information must be amended with complete and/or accurate information before registration is considered complete.

(C) The fee to register a child day camp is twenty-five dollars and is nonrefundable and nonreturnable. No organization that operates, or owner of, child day camps shall pay a fee that exceeds two hundred fifty dollars for all of its child day camps. The fee must be submitted with the registration form.

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(D) A child day camp administrator or his representative shall provide the parents of each school child who attends or participates in that child day camp with the telephone numbers of the county department of health and the county 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.

(E) If a child day camp that is required to register under section [5104.21](#) of the Revised Code fails to register with the department or if a child day camp that files a registration form knowingly provides false or misleading information on the registration form, the department shall require the child day camp to register correctly and to pay a registration fee that equals three times the registration fee as set forth in section [5104.21](#) of the Revised Code.

(F) The department of job and family services will send renewal notices during the month of January to all currently registered child day camps. Every owner of a currently registered child day camp shall register with the Ohio department of job and family services by March fifteenth of each year. Upon receipt of the registration form and fee, the department will register the child day camp for an effective period of March fifteenth through March fourteenth of the following calendar year. Registration of new child day camps issued after March fifteenth shall be effective from the date of registration through March fourteenth.

5101:2-18-04 Application and fees for child day camp funding approval.

(A) The Ohio department of job and family services (ODJFS) shall inspect and approve registered child day camps to enable camps to receive public moneys pursuant to sections 5104.30 to 5104.39 of the Revised Code and Chapter 5101:2-16 of the Administrative Code.

(B) To be approved for public funding, a program must meet the definition of a child day camp as stated in division (MM) of section [5104.21](#) of the Revised Code and must be registered according to section [5104.22](#) of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

(C) Effective September 1, 1993, child day camps seeking eligibility to receive public moneys pursuant to sections 5104.30 to 5104.39 of the Revised Code shall submit an application to the ODJFS and comply with the rules set forth in Chapter 5101:2-18 of the Administrative Code.

(1) Every person, firm, organization, institution, or agency that operates a child day camp that seeks public moneys shall file an application and fee with the department. The application shall be considered to be filed with the department as of the date the application is postmarked. Applications received by means other than the postal service shall be considered received when time-date stamped in the child day care licensing section, Ohio department of job and family services. Any receipted application submitted without complete information must be amended with complete information.

(2) The child day camp shall file with the department a site plan and descriptive plan of operation on the form provided by the department. The site plan and descriptive plan of operation shall serve as the applicant's written plan of intended compliance with section [5104.22](#) of the Revised Code and Chapter 5101:2-18 of the Administrative Code. Funding approval inspections will not be conducted until an applicant has submitted such plans with the department and has participated in an application taking interview with the department.

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(D) Upon filing of the application, the applicant shall agree to cooperate with the department's review of the camp and meet all the requirements of sections 5104.21 and 5104.22 of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

(E) An annual fee of five hundred dollars shall be paid at the time of application for the inspection and approval of a child day camp. The camp shall sign and annually submit to the department a self-attesting compliance statement prescribed by the department verifying the camp's compliance with section [5104.22](#) of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

(1) Any application submitted without a fee payment shall be considered invalid and will be returned to the applicant for resubmission.

(2) Fee payments submitted with an application shall not be credited or transferred to any other application.

(3) Fee payments submitted without an application shall be returned to the applicant for resubmission.

(4) Fee payments shall not be refundable. Fee payments submitted shall be immediately deposited in the general revenue fund.

(F) The application:

(1) Shall be valid only for the owner and address as specified on the application. Changes in owner or address shall require an initial application and fee to be filed with the department.

(2) Shall be amended by the applicant without fee payment by filing a corrected application with the department in cases of change of administrator or changes in the camp's name.

(3) Shall be considered valid for a period of not more than one year from its filing with the department. Once an application is determined to be invalid, another application and fee shall be required to be submitted to the department.

(G) The department shall provide at no charge to each applicant, a copy of Chapter 5101:2-18 of the Administrative Code.

5101:2-18-05 Compliance review.

(A) (1) Upon the filing of an application for funding approval, and after the application taking interview, the department shall inspect the operation of the child day camp to determine whether or not the requirements of section [5104.22](#) of the Revised Code and Chapter 5101:2-18 of the Administrative Code are met.

(B) (1) Every person, firm, organization, institution, or agency shall cooperate with the department or any state or local official when performing duties required of him by section [5104.22](#) of the Revised Code by:

(a) Providing access to the camp site at any time during operation. Inspections may be conducted without prior notice.

(b) Providing access to pertinent records upon request.

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(c) Providing any other information or documentation as is necessary to determine compliance with section [5104.22](#) of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

(C) The department shall approve a child day camp for no longer than two years and shall inspect an approved child day camp no less than biennially.

(D) The department shall determine that the camp is in substantial compliance with all requirements by:

(1) Review of the camp's site plan and descriptive plan of operation submitted at the time of initial application;

(2) Onsite observation of the operational format of the camp; and

(3) Review of any other submitted documentation as required by Chapter 5101:2-18 of the Administrative Code.

(E) "Substantial compliance" means meeting requirements determined by the department to be health and safety issues and noncompliance which would result in potential risks to campers in care.

(F) The department shall provide a written inspection report to the applicant and/or the administrator within a reasonable time after each inspection. The report shall include:

(1) A statement of the alleged violation(s);

(2) What must be done to correct the violation(s); and

(3) The date by which the correction(s) must be completed.

(G) The compliance review completed by the department shall be available to any person who submits a written request to the department.

(H) The department of job and family services shall investigate and may inspect any camp upon receipt of any complaint that the camp is out of compliance with the requirements of section [5104.22](#) of the Revised Code or Chapter 5101:2-18 of the Administrative Code.

(I) When the department determines that an approved camp is not in substantial compliance with section [5104.22](#) of the Revised Code or Chapter 5101:2-18 of the Administrative Code, the department shall terminate the child day camp's approval until the child day camp complies with those sections and rules or for a period of two year, whichever period is less.

5101:2-18-06 Issuance and renewal.

(A) The department shall issue funding approval to a child day camp when the department determines the applicant to be in substantial compliance with section [5104.22](#) of the Revised Code and Chapter 5101: 2-18 of the Administrative Code.

(B) Funding approval shall be valid for two years, unless:

(1) It is denied or terminated for substantial noncompliance with section [5104.22](#) of the Revised Code or Chapter 5101: 2-18 of the Administrative Code;

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(2) The applicant notifies the department of its voluntary withdrawal from the funding approval program; or

(3) The camp changes owners or moves to a new address.

(C) The approval for funding shall be valid only for the applicant and address designated on the approval.

(D) Any approved child day camp which submits a renewal application for funding approval shall be issued funding approval for a period of two years from the date of expiration of the previous approval when the department has determined that the camp is in substantial compliance with section [5104.22](#) of the Revised Code and Chapter 5101: 2-18 of the Administrative Code.

5101:2-18-07 Complaint investigation.

(A) The department shall investigate and may inspect any child day camp approved for funding by the department upon receipt of any complaint that the camp is not in substantial compliance with section [5104.22](#) of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

(B) The department shall complete a report of each complaint investigation at the conclusion of the investigation. The report shall be kept on file at the department of human services.

(C) The department shall forward to the camp owner a summary letter which outlines the allegations, the results of the investigation, and expectations for corrections of any violations of the requirements. Copies of the summary letters shall be kept on file at the department of human services.

(D) The department shall immediately notify the local public children services agency upon receipt of a complaint when complaint allegations include child abuse or child neglect, and shall send to the public children services agency a follow-up letter which includes:

(1) A summary of the allegations;

(2) The department's plans for investigation of alleged noncompliance with requirements of section [5104.22](#) of the Revised Code or Chapter 5101:2-18 of the Administrative Code; and

(3) A request for clarification of joint or parallel investigatory roles.

(E) The department shall notify the county department of job and family services with whom the camp is contracted to provide child care services pursuant to sections 5104.30 to 5104.39 of the Revised Code and Chapter 5101:2-16 of the Administrative Code when a complaint is made against a camp.

5101:2-18-08 Denial and termination.

(A) If the department determines that the child day camp is not in substantial compliance with section [5104.22](#) of the Revised Code and Chapter 5101:2-18 of the Administrative Code, the department shall deny or terminate approval of the applicant. The department shall deny or terminate the child day camp's approval until the child day camp complies with section [5104.22](#) of the Revised Code and Chapter 5101:2-18 of the Administrative Code or for a period of two years, whichever period is longer. The department shall notify the applicant in writing of the basis of the denial or termination.

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(B) Approval for funding may be terminated for:

- (1) Substantial noncompliance with sections 5104.21 and 5104.22 of the Revised Code or Chapter 5101:2-18 of the Administrative Code;
- (2) Failure to cooperate with the department in the funding approval process; or
- (3) Misrepresentation or withholding of information.

(C) The department shall notify in writing the county department of job and family services with whom the camp is contracted to provide child care services pursuant to sections 5104.30 to 5104.39 of the Revised Code and Chapter 5101:2-16 of the Administrative Code when a camp's funding approval is terminated.

5101:2-18-09 Environmental health inspections.

(A) The child day camp shall contact in writing the local fire, health and law enforcement departments to notify them of the dates of camp operation and the numbers of campers and staff participating in the camp program. A copy of the written contact shall be on file at the camp and shall be available for review by the department.

(B) The child day camp shall meet all state or local guidelines for environmental health inspections such as, but not limited to, water safety and supply, sewage disposal, toilet and handwashing facilities, and food preparation. Verifications of any required inspections shall be on file at the camp and shall be available for review by the department.

5101:2-18-10 Camp personnel.

(A) "Support personnel" means any camp staff member who provides services to the site other than activity programming or supervision of campers including positions such as maintenance, food service, drivers and office workers.

(B) "Program personnel" means any staff member directly involved in camp programming and camper supervision who either receives compensation for duties performed in a camp or a person who is assigned specific working hours or duties in a camp. The administrator shall show documentation of the following for all program personnel:

(1) All program personnel shall complete the annual preservice requirements specified in rule 5101:2-18-11 of the Administrative Code.

(2) All program personnel shall sign a prescribed ODHS form attesting that they have not been convicted of or pleaded guilty to any offense set forth in division (A)(1) of section [5104.09](#) of the Revised Code and that no child has been removed from their home pursuant to section [2151.353](#) of the Revised Code.

(3) All program personnel shall secure three references from persons not related to the applicant. The references shall include the names, addresses, and telephone numbers of the persons making the statements, and shall attest to the suitability of the individual to work with children. References may include reference letters, completed reference forms, or documentation of telephone contacts.

(4) All required documentation shall be on file at the camp for review by the department.

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(C) "On site camp administrator" means the program personnel staff member responsible for the overall operation of the child day camp and for implementing the plan for compliance with section [5104.22](#) of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

(1) The administrator or his/her designee, who meets the qualifications of this rule, shall exercise functions and duties that show the individual to be in charge of, directing, and conducting the day-to-day operations of the camp.

(2) The administrator or his/her designee shall be on site at all times the camp is in operation.

(3) In the absence of the administrator or his/her designee, another camp staff member present at the camp shall be named to assume the duties of the administrator relative to any emergency at the camp.

(4) The administrator shall have at least a high school education, two camp seasons of experience for a total of at least ten weeks and shall hold a bachelor's degree from an accredited college, university, or technical college, or a current camp director certification from the "American Camping Association".

(a) High school education shall be verified by providing to the department:

(i) A copy of a high school diploma or transcript of a high school curriculum recognized by the state board of education or the appropriate agency of another state as equivalent to a high school education; or

(ii) A copy of a certificate verifying passage of a test of "General Educational Development" recognized by the state board of education or the appropriate agency of another state as equivalent to a high school education; or

(iii) A copy of other written evidence accepted by the department as evidence of completion of a high school education.

(b) Two camp seasons of experience for a total of at least ten weeks shall be verified by:

(i) An affidavit from past child day camp employers or from other documented evidence available. Copies of these verifications shall be on file at the camp.

(ii) Camp experience does not include experience as a camper-in-training or junior leader.

(c) Evidence of a bachelor's degree shall be a copy of a diploma or a transcript indicating the completion of a bachelor's degree.

(d) Evidence of camp director certification from the "American Camping Association" shall be a copy of the certificate of completion issued by the "American Camping Association."

(5) The on site administrator may be counted as program personnel only when he/she is primarily responsible for the care and supervision of a specific group of campers. While acting as a program staff member, the administrator may not be engaged in duties other than being responsible for care and supervision of the campers.

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(D) "Senior leader" means the program personnel staff member providing direct onsite supervision to campers. The senior leader shall have at least a high school education as verified in paragraph (C)(4)(a) of this rule.

(E) "Activity leader" means the program personnel staff member providing direct, onsite leadership at any program activity.

(1) The activity leader shall have at least a high school education as verified in paragraph (C)(4)(a) of this rule and;

(2) Show documentation of certification, training or experience in the specialized activity area.

(3) The activity leader may be counted in ratios for general activities but may not be included in ratios for specialized activities specified in rule 5101: 2-18-13 of the Administrative Code.

(F) "Junior leader" means the program personnel staff member who is under the age of eighteen but is not less than sixteen years of age.

(1) A junior leader may be included in the staff/camper ratio if the requirements of paragraph (B) of this rule are met.

(2) Junior leaders may not be left alone with camper(s).

(3) The junior leader shall be at least two years older than the camper group with whom they are working.

(G) "Camper in training (CIT)" means a camper in a camp leadership program.

(1) A camper in training may not be included in staff/camp ratios.

(2) A camper in training is not required to meet the requirements of paragraph (B) of this rule.

(H) Each camp shall have job descriptions for all support and program personnel categories that accurately reflect the physical and mental abilities necessary to carry out the required job duties and responsibilities. A copy of each job description shall be on file at the camp for review by the department.

(I) The child day camp shall have emergency information on file at the camp for all support and program personnel. The information shall be available for review by the department and shall include at least the following:

(1) Full name of staff member;

(2) Home address and telephone number;

(3) Name, address and telephone number including business phone(s) of at least two persons to contact in case of emergency; and

(4) Name and telephone number of staff member's physician or health care facility.

5101:2-18-11 Personnel training.

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(A) All program personnel shall annually complete preservice training before the individual begins working with campers.

(1) Preservice training shall include, but is not limited to:

(a) Developmental stages of school children;

(b) Behavior management which includes review of the discipline policy as outlined in rule 5101:2-18-22 of the Administrative Code;

(c) Supervision of children as outlined in rule 5101:2-18-12 of the Administrative Code;

(d) Medical emergency procedures as outlined in rule 5101:2-18-23 of the Administrative Code;

(e) Safety regulations as outlined in rule 5101:2-18-21 of the Administrative Code;

(f) Goals, objectives and activities of camp program as outlined in rule 5101:2-18-13 of the Administrative Code;

(g) General first aid and health care procedures as outlined in rule 5101:2-18-15 of the Administrative Code;

(h) Field trip safety as outlined in rule 5101:2-18-14 of the Administrative Code; and

(i) Review of personnel job descriptions as outlined in rule 5101:2-18-10 of the Administrative Code.

(2) The required preservice training hours shall be based on the length of the camp season.

(a) Eighteen hours of preservice is required for camps whose season is longer than four weeks in duration, of which six hours or more are to be conducted on the camp site.

(b) Five hours of preservice is required for camps whose season is shorter than four weeks, of which three or more are to be conducted on the camp site.

(3) Written documentation of preservice training content and length of training shall be kept on file at the camp for review by the department.

(4) Each trained person shall sign a statement verifying the completion of the required preservice training. The signed statement shall be available for review by the department.

(5) All program personnel shall receive a copy of Chapter 5101:2-18 of the Administrative Code.

(6) The child day camp shall provide vehicle safety preservice training to all camp personnel who drive vehicles for the purpose of transporting campers as outlined in rule 5101:2-18-25 of the Administrative Code.

(B) Each child day camp shall have on site and readily available at all times, at least one personnel staff member for every seventy-five campers, who has current training in first aid and cardiac pulmonary resuscitation (CPR). The camp health manager as required in rule 5101:2-18-15 of the Administrative Code shall have current training in prevention, recognition, and management of communicable diseases.

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(1) The courses shall be provided in accordance with a course outline provided by the Ohio department of health, by a currently authorized "American Red Cross" instructor, a course provided by the "American Heart Association" or by a licensed physician or a registered nurse.

(2) For each trained person, there shall be on file at the camp for review by the department, a statement signed by the trainer, on the form prescribed by the department verifying the training.

(3) Any trainer who provides training required in this rule shall submit to the department, upon request, a course outline and/or verification of trainer qualifications.

(C) Each child day camp shall have on site and readily available at all times, at least one program staff member who has completed a course in child abuse recognition and prevention which is approved by the department of job and family services.

(1) The instruction shall include, but is not limited to, the following subject areas:

(a) Revised Code sections and Administrative Code rules pertaining to child abuse and neglect including definition, reporting, and confidentiality requirements;

(b) The physical and behavioral indicators of child abuse and neglect, both intrafamilial and out of home;

(c) Reporting, when to, how to, to whom, immunity, penalty for failure to report and system development for the camp;

(d) Investigation and the role of the public children services agency;

(e) Information sharing concerning the disposition of report to reporting source, licensing agency, law enforcement agency, central registry, and court;

(f) Helping families who have problems with child abuse and neglect;

(g) Prevention of child abuse and neglect in camps, including staff training, staff supervision, policies and procedures, and handling of discipline.

(2) For each trained person, there shall be on file at the camp for review by the department, a statement signed by the trainer, on the form prescribed by the department verifying the training.

(3) Any trainer who provides training required in this rule shall submit to the department, upon request, a course outline and/or verification of trainer qualifications.

(4) The training shall be valid for three years from the date of the training. An individual who has completed an approved course in child abuse recognition and prevention shall update the training by either repeating the original course or by completing a review course which shall be valid for three years from the date of completion and which meets the following requirements:

(a) The review course shall be at least three hours in length; and

(b) The course content shall include all subject areas specified in paragraph (C)(1) of this rule.

5101:2-18-12 Camp supervision.

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(A) The child day camp shall provide program staff to give continuity of care and supervision to campers. There shall be at all times, at least one program staff member who has responsibility for no more than ten campers. If the group includes campers under the age of six, there shall be at least one program staff member who has responsibility for no more than every six campers. A daily attendance record for each camper shall be kept by the program staff member responsible for the camper. The record shall be kept on file at the camp and shall specify:

- (1) The names and date of birth of campers in the group;
- (2) The name(s) of program personnel responsible for the group's activities; and
- (3) The days of each camper's attendance.

(B) Each camp shall have a written supervision plan which describes its procedures for compliance with this rule and assures that program staff responsible for a group of campers know the whereabouts of each camper in the group at all times the camp is in operation.

(C) Whenever there are ten or fewer children present with one program staff member, there shall be at least one additional program staff member of the premises who may be summoned in case of an emergency.

(D) There shall be at least one program staff member, notwithstanding the activity leader, for all specialized activities as specified in rule 5101:2-18-13 of the Administrative Code.

(E) The camp shall have written procedures governing the arrival and departure of campers to assure that program staff are aware of each camper's presence at the camp.

(F) No camper shall be left alone or unsupervised at any time.

(G) Enough program staff shall be physically present with each group of campers to maintain ratios outlined in this rule.

(H) Current personnel information shall be maintained by the camp and shall be available for review by the department in order for the camp to show compliance with ratio requirements. The camp shall maintain at the camp a personnel record chart which includes at least the following information:

- (1) The name of each program staff member;
- (2) The designated group of campers or program activities for which each program staff member is responsible; and
- (3) Any hour(s) during which any programs staff are engaged in camp activities with campers, but not including time spent in activities such as but not limited to, cooking, cleaning, office work, breaks or lunch periods.

5101:2-18-13 Camp program.

(A) The child day camp shall establish a planned program of activities based on the developmental stage of campers in care.

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(B) The child day camp shall have written program goals, objectives and a written weekly program which include, but are not limited to, the following:

- (1) The development of an appreciation of the outdoors;
- (2) The development of ecologically responsible practices;
- (3) Program activities that provide campers with progression, challenge and success;
- (4) A balance of quiet and active activities suitable to the age and abilities of the children in care.
- (5) Opportunities for practice in decision making in program activities;
- (6) Individual, small and large group activities and;
- (7) A minimum of fifty per cent outdoor activities which are structured and unstructured.

(C) "General activities" are defined as individual events, classes, or instructional periods occurring under staff leadership or supervision that provide opportunities for recreational or educational participation by campers that do not require special technical skills, safety equipment, or safety regulations.

(1) Program activities may include, but are not limited to:

- (a) Arts and crafts
- (b) Field sports/games
- (c) Nature studies

(2) The child day camp shall have written plans for the supervision and safety of campers participating in any general activities.

(D) "Specialized activities" are defined as activities that require special technical skills, safety equipment, safety regulations, or any activity that involves fire or heat-producing equipment.

(1) Specialized activities may include, but are not limited to:

- (a) Target sports
- (b) Gymnastics
- (c) Motorized vehicle activities
- (d) Bicycling
- (e) Rock climbing and spelunking
- (f) Rope course activities
- (g) Horseback riding

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(h) Aquatics

(i) Hiking

(j) Cookouts

(2) Camps offering specialized activities shall provide written evidence of the following for each specialized activity:

(a) Current leader certification and or documented and verified training and experience in the specialized activity;

(b) Safety regulations and emergency procedures to be followed;

(c) Identification and management of environmental and other hazards related to the activity and participants;

(d) Camper eligibility for participation in the activity;

(e) Camper orientation to establish safety and emergency regulations prior to participation;

(f) Staff/camper ratios and supervision plan;

(g) Maintenance log of all equipment used for each activity which assures that equipment that is not in good repair be marked unusable and be removed from service or made inaccessible to campers immediately; and

(h) Location of first aid supplies at each specialized activity site.

(3) In addition to the requirements of paragraph (D)(2) of this rule, camps offering aquatic activities, any activity occurring in or near water over twenty-four inches deep, which include, but are not limited to, swimming, fishing, rafting, boating, sailboarding, scuba diving, innertubing, canoeing, sailing, water skiing, and water park activities, shall meet the following requirements:

(a) Each aquatic activity shall be guarded by a program staff member who meets the following:

(i) Holds one of the following current certifications:

"American Red Cross" lifeguard training or YMCA lifeguard, or lifeguard BSA, or "Royal Lifesaving Bronze Medallion," or equivalent certification as verified by the department of health.

(ii) Has documented evidence of skill in rescue and emergency procedures specific to the aquatic area and activities guarded.

(iii) Is trained and supervised to enforce safety regulations, provide necessary instructions, and identify and manage environmental and other hazards related to the aquatic activity.

(b) Documentation of training and evidence of skill shall be on file at the camp for review by the department.

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(c) At least one program staff member who is currently trained in first aid and cardiac pulmonary resuscitation (CPR) as required in rule 5101:2-18-11 of the Administrative Code shall be present at each aquatic location or facility.

(d) Each aquatic activity site shall adhere to the number of lifeguards required to be on duty as outlined in Chapter 3701-31 of the Revised Code. In addition to the required number of lifeguards, staff/camper ratios outlined in rule 5101:2-18-12 of the Administrative Code shall be maintained at all times.

(e) All campers participating in aquatic activities shall be evaluated and classified as either swimmers or nonswimmers and be assigned to equipment, facilities and activities equivalent to camper's individual abilities. The camp shall have a written plan to evaluate and classify each camper. The plan shall be on file at the camp for review by the department.

(f) Rescue equipment, in working condition, shall be onsite and accessible at each aquatic activity site.

(g) Camps using staffed public facilities shall secure in writing that persons guarding the facilities have the qualifications outlined in section (3)(a) of this rule. Written evidence shall be on file at the camp for review by the department. When camps are using a staffed public facility, lifeguards provided by the facility shall not be included in the staff/camper ratios.

(E) The parent or guardian of a child enrolled in the camp and all camp personnel shall receive a written description of the program goals and objectives and weekly program on or before the first day of camp as required in rule 5101: 2-18-19 of the Administrative Code.

(F) The department shall evaluate the camp for compliance with this rule by actual observation of the program and activities and by review of the camp's written program goals, objectives and written weekly program.

5101:2-18-14 Field trips.

(A) "Field trips" mean excursions, including special outings, away from the camp.

(B) The maximum number of campers per camp program staff as outlined in rule 5101: 2-18-12 of the Administrative Code shall be met at all times on field trips, including transportation to and from the destination(s). The person driving the vehicle shall not be included in the staff/camper ratio.

(C) The camp shall have a written field trip plan for each field trip that includes, but is not limited to:

(1) Safety regulations, including vehicle safety, search and rescue procedures, and practices when campers mingle with the public as outlined in rule 5101: 2-18-21 of the Administrative Code;

(2) Emergency procedures;

(3) Roster of participants and accompanying personnel staff members;

(4) Departure and return time(s);

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- (5) Inclement weather plans;
 - (6) Routes to be taken;
 - (7) Communication plan with designated person on the camp site;
 - (8) List of destination(s), address(es) and telephone number(s) of destination(s); and
 - (9) Orientation of campers prior to each field trip.
- (D) For field trips, the camp shall have written and signed permission from the parent or guardian before transporting or escorting a camper to or from the camp site.
- (1) Written permission from the parent or guardian for each field trip shall include:
 - (a) The child's name;
 - (b) The date of the field trip;
 - (c) List of destination(s) and times scheduled for the trip;
 - (d) The signature of the parent or guardian; and
 - (e) The date the permission form was signed.
 - (2) The following shall be available on all field trips:
 - (a) First aid supplies as specified in rule 5101:2-18-17 of the Administrative Code;
 - (b) The emergency transportation authorization for each camper and camp personnel on the field trip as specified in rules 5101:2-18-23 and 5101:2-18-10 of the Administrative Code;
 - (c) Health record for each camper on the field trip as specified in rule 5101:2-18-20 of the Administrative Code; and
 - (d) Written field trip plan in case of emergency as required in paragraph (C) of this rule.
 - (3) For every seventy-five campers, a person trained in first aid shall be present at all times at field trips destination(s).
 - (4) Whenever campers are transported by vehicles on field trips:
 - (a) At no time are campers to be left alone unattended in a vehicle.
 - (b) Seat belts or child restraint systems shall be used in accordance with state laws or regulations.
- (E) Food on field trips shall be stored in accordance with food safety requirements as outlined in rule 5101:2-18-24 of the Administrative Code.

5101:2-18-15 Health care.

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(A) Each child day camp shall have on site and readily available at all times, at least one camp staff member for every seventy-five campers on the camp site, who has completed a course in first aid, cardiac pulmonary resuscitation (CPR), and in prevention, recognition, and management of communicable diseases as outlined in rule 5101:2-18-11 of the Administrative Code.

(B) Each child day camp shall designate a camp health manager who is on site when campers are present and has primary responsibility for the implementation of the health care plan as outlined in this rule.

(1) The camp health manager shall be currently certified in first aid, CPR, prevention, recognition, and management of communicable disease and child abuse recognition and prevention and shall complete the preservice training requirements outlined in rule 5101:2-18-11 of the Administrative Code, unless the health care manager is a registered nurse or physician.

(2) The camp health manager shall supervise any camper isolated due to an illness until the camper is discharged.

(C) A written health record for each camper shall be secured from the parent or guardian of the camper on or before the first day of camp as required in rule 5101:2-18-20 of the Administrative Code.

(D) The department of job and family services shall provide the child day camp with the Ohio department of health "Communicable Disease Chart" which shall be stored with the first aid supplies and available at all times to program staff members at the camp.

(E) Each child day camp shall have a written health plan which includes procedures concerning the management of communicable disease and first aid.

(1) The health care plan shall be available to all parents or guardians of the campers in the camp as required by rule 5101:2-18-19 of the Administrative Code and reviewed with camp personnel during preservice training as required in rule 5101:2-18-11 of the Administrative Code.

(2) The health care plan shall be reviewed at least every two years by a licensed physician or registered nurse. Written documentation of such review shall be on file at the camp for review by the department.

(3) The health care plan shall include at least the following information:

(a) The responsibilities of the health care manager and all other camp staff providing health care or first aid to campers.

(b) The list of symptoms for which a camper shall be isolated or discharged from the camp.

(c) Procedures for isolating and discharging an ill camper.

(d) The camp's procedures for readmitting a child who has recovered from illness.

(e) Location of Ohio department of health "Communicable Disease Chart."

(f) The camp's procedures for administration of medications to any camper at the camp as outlined in rule 5101:2-18-16 of the Administrative Code.

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- (g) A list of all camp personnel trained in first aid, CPR, communicable disease and child abuse recognition and prevention.
- (h) Agreements with medical personnel, hospitals and providers of medical care.
- (i) Location of first aid supplies, plan for its periodic review and other medical equipment.
- (j) Procedures for occupational exposure to blood or other potentially infectious materials.
- (4) The written health plan shall be on file at the camp for review by the department.

5101:2-18-16 Medication.

(A) The child day camp shall set its own policy regarding whether the camp passes prescription or nonprescription medications. "Medication" is defined as any substance or preparation containing active chemical ingredients for the purpose of prevention or treatment of a wound, injury, infection, infirmity, or disease.

(B) Prescription medications and nonprescription medications requiring physician or dentist instruction(s) shall be administered to campers only by a licensed physician, dentist, registered nurse or by the health care manager in accordance with written instructions from the child's parent or guardian.

(C) In order to administer prescription medication, nonprescription medication which requires physician or dentist instructions, any other nonprescription medications, or nonprescription topical ointments, creams, or lotions, the child day camp:

(1) Must have written instructions from the parent or guardian which include:

(a) Child's name;

(b) Current date;

(c) Name of medication;

(d) Amount of dosage;

(e) Time to be administered; and

(f) Whether or not the camper may self administer the medication or self apply a topical ointment, cream or lotion with adult supervision.

(2) Shall not administer a dosage which exceeds the manufacturer's recommended dosage without written physician instructions.

(D) All written instructions shall be valid for six months unless a shorter time period is designated by the physician, dentist, or parent or guardian.

(E) Nonprescription and prescription medication shall be in the original container with the original label attached and labeled with the camper's name.

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(F) Medication shall be kept in a safe location and shall be inaccessible to campers. A medication requiring refrigeration shall be refrigerated immediately upon arrival at the camp and shall be stored so as not to contaminate food or other items.

(G) The child day camp may administer syrup of ipecac to a camper only when following verbal instructions of the poison control center or a licensed physician. Documentation of the administration of syrup of ipecac, as required in rule 5101:2-18-23 of the Administrative Code, shall be on file at the camp for review by the department.

(H) The child day camp shall maintain a written record of the date, time, and amount of each prescription or nonprescription medication is given to each camper except for nonprescription topical ointments, creams or lotions.

(I) Written instructions of the physician, dentist, parent or guardian, and the record completed by the camp staff member responsible for administering the medication shall be on file at the camp for a period of one year, and shall be available for review by the department.

5101:2-18-17 First aid supplies.

(A) First aid supplies shall be readily available at all times the camp is in operation.

(1) Each camp shall have at all times, when campers are present, at least one first aid supply container for every seventy-five campers which is a closed, but not locked container accessible to program staff members at all times and inaccessible to campers.

(2) First aid supplies shall contain, at a minimum;

(a) Adhesive tape.

(b) Roller bandages.

(c) Individually wrapped sterile gauze squares in assorted sizes.

(d) Band-aids.

(e) Clean cotton towels or sheeting, approximately twenty-four by thirty-six inches.

(f) One pair of scissors.

(g) Assorted sizes of safety pins.

(h) One working flashlight.

(i) One thermometer.

(j) Two dated one-ounce bottles of syrup of ipecac.

(k) One measuring tablespoon or dosing spoon (for administering syrup of ipecac).

(l) Tweezers (for removing ticks).

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(m) Powdered milk for dental first aid (for mixing with water to make a liquid solution) and a container for mixing, or a can of evaporated milk and a can opener.

(n) A supply of disposable latex gloves.

(o) Coins for using a telephone in case of an emergency.

(p) A copy of the Ohio department of health "Communicable Disease Chart" as required in rule 5101:2-18-15 of the Administrative Code.

(q) One bottle of factory sealed water.

(3) First aid supplies shall be reviewed and replaced regularly by a camp staff member.

(B) First aid supplies shall be available for use at all times including field trips as outlined in rule 5101: 2-18-14 of the Administrative Code and during specialized activities as outlined in rule 5101: 2-18-13 of the Administrative Code.

(C) First aid supplies shall be available for review by the department.

5101:2-18-18 Care of campers with disabilities or special health conditions.

(A) Any camp providing for the needs of a camper with disabilities or special health conditions shall do so in accordance with a written medical/physical care plan for the care of the camper.

(1) "A camper with disabilities" is a child who has a physical or mental impairment that substantially limits one or more major life activities.

(2) "A camper with special health conditions" is a child who needs special treatment for health related conditions such as, but not limited to, asthma, attention deficit disorder, diabetes, and seizures.

(B) The written medical/physical care plan for the care of campers with disabilities or special health conditions shall:

(1) Be written and approved by the camper's physician or a registered nurse in consultation with the camper's parent or guardian, the camp administrator, camp personnel staff member with primary responsibility for the activities and care of the camper, and other diagnostic or social agencies involved in the care of the camper.

(2) Be signed and dated by the camper's physician or a registered nurse, the parent or guardian, the camp administrator and camp personnel staff member with primary responsibility for the activities and care of the camper, and any diagnostic or social agencies involved in the care of the camper.

(C) Only persons trained by a physician or registered nurse to attend to disabilities or health conditions requiring special procedures for a camper shall be permitted to perform such procedures after the procedure is delegated to them according to law and rules. There shall be a trained person on site at all times whenever the camper who is disabled or requires special treatment is present.

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(D) There shall be on file at the camp a statement which identifies the camper, the nature of the required special procedure, the person attending to the camper and verification that the person has been trained by and had the performance of the procedure delegated to them by a physician or a registered nurse. The statement:

(1) Shall be signed and dated by the parent and shall serve to confer parental permission for the named person(s) to perform the special procedures described;

(2) Shall be signed and dated by the camper's physician or a registered nurse who trained and delegated to the named person(s) to attend to the disability or health conditions requiring special procedures;

(3) Shall be signed and dated by the person(s) trained and shall serve to confirm that the person(s) accept(s) responsibility for performing the required special procedure, as needed, and;

(4) Shall be signed and dated by the camp administrator.

(E) The written medical/physical care plan and the signed statement of training shall be on file at the camp for review by the department.

(F) The changing and storing of diapers for all nontoilet-trained campers shall be handled in conformity with the following methods:

(1) Changing of diapers for all nontoilet-trained campers shall occur in a space that contains a handwashing facility.

(2) Hands of the adult caring for the camper shall be washed with soap and water after each diaper change.

(3) The diaper changing area used shall be disinfected after each diaper change with a germicidal agent. If the diaper changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with a germicidal agent.

(4) Any product used during diaper changing which is used on more than one camper shall be used in such a way that the container does not touch the camper. Any product obtained from a common container and applied to a camper shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with a germicidal agent when soiled.

(5) A clean supply of diapers shall be available at all times and shall be stored in a designated area.

(6) Soiled diapers or clothing shall not be rinsed at the camp, but shall be placed directly into a plastic container or bag, sealed tightly and stored away from the camper's belongings. Soiled diapers to be disposed of or cleaned by the camp shall be placed in common plastic-lined, covered container which shall be emptied, cleaned, and disinfected with a germicidal agent daily or more frequently as needed.

5101:2-18-19 Admission procedures.

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(A) The onsite administrator shall supply the parent(s) or guardian with written information concerning the program and activities of the camp on or before the first day of camp. This information shall include, but is not limited to:

(1) A statement which includes the following information:

(a) The camp's name, address, and telephone number;

(b) Statement of registration and approval for funding;

(c) That the laws and rules governing the operation of the camp are available at the camp for review upon request;

(d) That the administrator and each person of the camp are required under Section [2151.421](#) of the Revised Code to report their suspicions or knowledge of child abuse or child neglect; and

(e) That any custodial parent, custodian or guardian of a camper enrolled in a camp shall be permitted unlimited access to the camp during its hours of operation for the purposes of contacting their children or evaluating the premises. Upon entering the premises, the custodial parent, custodian, or guardian shall notify the administrator of his presence.

(2) A description of the camp's program goals and objectives and weekly written program, as developed according to rule 5101: 2-18-13 of the Administrative Code.

(3) A description of the camp's program including, at a minimum:

(a) Days and hours of operation;

(b) The maximum number of campers per camp staff member;

(c) A sample of the daily program schedule for the camp; and

(d) Types of general and specialized activities offered by the camp.

(4) A description of the camp's procedures concerning:

(a) Behavior management of campers as outlined in rule 5101: 2-18-22 of the Administrative Code;

(b) The serving of meals, as outlined in rule 5101:2-18-24 of the Administrative Code;

(c) Emergency procedures as outlined in rule 5101:2-18-23 of the Administrative Code;

(d) Safety procedures as outlined in rule 5101:2-18-21 of the Administrative Code;

(e) Management of illness and medications as outlined in rules 5101:2-18-15 and 5101:2-18-16 of the Administrative Code;

(f) Camp fees;

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(g) The release of a camper from the camp to any person(s) other than the custodial parent or guardian;

(h) The transportation of campers including field trips as outlined in rule 5101:2-18-14 of the Administrative Code, and transportation of a camper to a source of emergency medical care as outlined in rule 5101:2-18-23 of the Administrative Code; and

(i) The camp's plan for the supervision of campers as required in rule 5101:2-18-12 of the Administrative Code.

(B) A copy of all written information required to be given to the parent or guardian shall be available for review by the department.

5101:2-18-20 Camper's records.

(A) The onsite administrator of each child day camp shall maintain enrollment, health and attendance records for all campers attending the camp. All records shall be secured from the parent or guardian on or before the first day of camp. The records shall be maintained at the camp and shall be available for review by the department.

(1) Enrollment records for campers shall include at least the following information:

(a) The name, address, and birthdate of each camper.

(b) The date of admission of each camper.

(c) The names, home addresses, home telephone numbers of each parent or guardian.

(d) The names, work addresses, work telephone numbers, or name and address and location and telephone number where each parent or guardian may be reached during the hours the camp is in operation.

(e) The names, addresses, telephone numbers and relationship to each camper of at least two persons who could be contacted by the camp in the event of an emergency if the parent or guardian cannot be reached.

(2) A written health record shall be secured from the parent or guardian and shall include at least the following information:

(a) A list of any medications or modified diets currently being administered to the camper.

(b) A list of all allergies and any special precautions or treatment indicated for these allergies.

(c) A list of any health problems and any history of hospitalization.

(d) A list of any physical or mental disabilities.

(e) A list of any diseases the camper has had.

(f) The name, address, and telephone number of the camper's physician or clinic and dentist.

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(g) An emergency transportation authorization as required in rule 5101: 2-18-23 of the Administrative Code.

(3) A daily attendance record for each camper shall be kept by the program staff member responsible for the camper. The record shall be kept on file at the camp and shall specify:

(a) The names and date of birth of campers in the group;

(b) The name(s) of program personnel responsible for the group's activities; and

(c) The hour and days of each camper's attendance.

(B) The child day camp administrator shall secure written medical/physical care plans for the care of campers with disabilities or special health conditions in accordance with rule 5101: 2-18-18 of the Administrative Code.

(C) The child day camp shall require the parent or guardian to review and update information required by this rule as needed and at least annually.

5101:2-18-21 Safety.

(A) A program staff member in charge of a camper or group of campers shall be responsible for their safety.

(B) All campers shall be supervised as outlined in rule 5101: 2-18-12 of the Administrative Code.

(C) The child day camp shall not abuse or neglect children and shall protect campers from abuse and neglect while in the camp's care.

(D) A camp staff member shall immediately notify the local public children's services agency when the camp staff member suspects that a camper has been abused or neglected.

(E) For use in emergencies, camp staff members shall have access at all times to a communication method such as, but not limited to, a telephone, walkie talkie or pager.

(F) The child day camp shall have written safety regulations and emergency procedures that shall include at least the following:

(1) Vehicle safety requirements as outlined in rule 5101: 2-18-25 of the Administrative Code;

(2) Search and rescue procedures for lost or missing persons;

(3) Plan for the care of campers in case of inclement weather or emergency situations;

(4) Procedures governing arrival and departure of campers to assure that a camp staff member is aware of each camper's presence at the camp; and

(5) Practices to be used when campers mingle with the public that include:

(a) The supervision of campers;

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(b) Safety instructions for campers in case campers are separated from the group or are approached by a stranger;

(c) Safety while on public transportation, walking on public streets, and using public restrooms; and

(d) Procedures for responding to the intrusion of unauthorized persons onto the campsite and review of security concerns.

(G) The child day camp shall conduct a written assessment of its operation to identify and reduce potential health and safety risks to campers and staff. The written assessment shall include, but is not limited to:

(1) Identification of:

(a) Natural hazards specific to the camp site;

(b) Man-made hazards specific to the camp site;

(c) Operation of facilities and/or equipment;

(d) Disasters such as fire, flood, tornado, hurricane;

(e) Conduct of campers and staff.

(2) Procedures implemented to reduce risks associated with identified health and safety concerns including:

(a) Camp safety regulations for identified areas;

(b) Methods to control access to identified hazardous areas;

(c) Identification of how and when campers and/or staff will be trained to deal with identified risks.

(3) Emergency procedures to respond to identified risks or situations identified in section (G)(1) of this rule.

(H) The child day camp shall provide documentation that it is carrying liability insurance or documentation that the camp is self insured. The documentation shall be on file at the camp for review by the department.

(I) Water bottles used for storage of drinking water shall be clearly marked and distinguishable by shape, color, or style from bottles containing non-consumable liquids. Bottles containing non-consumable liquids shall also be clearly labeled with their contents.

(J) Equipment and materials used by the child day camp shall be sturdy, safe and maintained. Equipment and materials which are not usable due to breakage or hazards shall be marked and removed immediately or made inaccessible to campers.

(K) Lawn mowers, hedge clippers and other machinery shall not be used in the immediate area where campers are present.

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(L) Pets or animals shall be permitted if they present no apparent threat to the safety or health of the campers. All pets shall be properly housed, cared for, and inoculated. Verification of inoculations for each pet requiring such inoculations shall be on file at the camp for review by the department. Campers shall feed or care for animals under the supervision of a program staff member.

(M) Use of aerosols, herbicides and pesticides shall be prohibited when campers are in attendance at the camp.

(N) Accumulated trash and garbage shall be stored in a designated area and shall not be accessible to the campers.

(O) Any weapons, firearms and ammunition on the campsite shall be stored in a locked area.

(P) Gas and liquid flammables, explosives, and poisonous materials shall be stored in covered containers that are plainly labeled, stored away from food and handled only by persons trained or experienced in their safe use.

(Q) Power tools used on the campsite shall be equipped with proper safety devices, in good repair and operated by only those persons trained or experienced in their safe use.

(R) The camp shall have a policy that prohibits smoking in food preparation and service areas, and in dining facilities during meal periods and shall designate smoking areas that are away from campers and nonsmokers.

(S) Preservice training requirements of rule 5101: 2-18-11 of the Administrative Code shall include all areas outlined in this rule.

5101:2-18-22 Behavior management of campers.

(A) A program staff member in charge of a camper or group of campers shall be responsible for ensuring that developmentally appropriate child guidance and management techniques are followed at all times.

(B) Discipline shall be constructive and educational in nature, and shall include such measures as redirection, problem solving and shall involve the camper in resolution of the situation.

(C) The camp's actual methods of managing camper's behavior shall apply to all persons on the premises and shall be restricted as follows:

(1) There shall be no corporal punishment or any cruel, harsh, or unusual punishment such as, but not limited to, punching, pinching, shaking, spanking, or biting.

(2) No discipline technique shall be delegated to a camper in training or any other camper.

(3) No physical restraints shall be used to confine a camper.

(4) No camper shall be placed in a locked room or confined in an enclosed area.

(5) No camper shall be humiliated or subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.

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- (6) Discipline shall not be imposed on a camper for failure to eat, sleep or for toileting accidents.
 - (7) Techniques of discipline shall not humiliate, shame, or frighten a camper.
 - (8) Discipline shall not include withholding food, rest or toilet use.
 - (9) Separation, when used as discipline, shall be brief and appropriate to the camper's age and circumstances, and the camper shall be within sight and hearing of a program staff member.
 - (10) The camp shall not abuse or neglect campers and shall protect campers from abuse while in the camp's care.
- (D) The camp shall have written procedures which describe the camp's philosophy of child management and the specific methods of managing camper's behavior at the camp. The written procedures shall be on file at the camp for review by the department.
- (E) Preservice training requirements of rule 5101: 2-18-11 of the Administrative Code shall include all areas outlined in this rule.

5101:2-18-23 Medical emergency procedures.

- (A) The child day camp shall have a written plan for medical emergencies. The written plan shall require immediate notification of the parent or guardian in the event of any accident, injury or illness that requires medical treatment and shall include plans for the transportation of the camper to the source of medical care treatment, if necessary.
- (B) The written plan shall be reviewed annually by a licensed physician or registered nurse. Documentation of such review shall be available for review by the department.
- (C) The medical emergency plan shall state, at a minimum, the following information:
- (1) The camp's name, address, and telephone number.
 - (2) The location of the first aid supplies.
 - (3) The current emergency telephone numbers for the emergency squad, the fire department, the hospital, the poison control center, the local public children's services agency, and the police department.
 - (4) The names of camp staff trained to administer first aid and cardiac pulmonary resuscitation (CPR) as required in rule 5101: 2-18-11 of the Administrative Code and the hours they are on at the camp site.
 - (5) The location of camper's records required by rule 5101:2-18-20 of the Administrative Code.
 - (6) General instructions to camp staff in case of emergency, including the supervision of campers during the emergency.
 - (7) General instructions to camp staff in case of illness, accident or injury of campers.
 - (8) Location of vehicle used for transportation and location of the keys.

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(D) The camp shall obtain written emergency transportation authorization from the parent or guardian on or before the first day of attendance for each camper. The emergency transportation authorization shall include, but is not limited to:

(1) The camper's name, address, home telephone number and the parent or guardian's home and work addresses and home and work telephone numbers, or where and how the parent or guardian can be contacted each day the camper is in care at the camp;

(2) The names, addresses, and telephone numbers of the camper's dentist, dental office, or clinic and the camper's physician or clinic; and

(3) The names, addresses, telephone numbers and relationships to each camper of at least two persons to be contacted in the event of an emergency if the parent or guardian cannot be contacted.

(4) A section to be signed by the parent or guardian granting consent to transport the camper to a designated source or sources of emergency medical care.

(E) The camper's record as required by 5101: 2-18-20 of the Administrative Code shall be transported with the camper to the source of emergency assistance.

(F) When the administrator or camp staff member accompanies a camper to a source of emergency care, the administrator or camp staff member shall remain with the camper until the camper's parent or guardian assumes responsibility for the camper's care.

(G) When an accident or injury occurs that requires professional medical treatment or involves a head injury, or any other incident that necessitates administration of syrup of ipecac, the camp shall prepare a report on a form that includes at least the following information:

(1) The name and address of the camp;

(2) Name and birthdate of camper;

(3) The date and time the incident occurred;

(4) The name(s) of the camp staff member(s) responsible for the camper at the time of the incident;

(5) A summary of circumstances surrounding the incident;

(6) The name of any witness to the incident;

(7) Actions taken by the camp staff; and

(8) The signature of the person who completed the form.

(H) Completed reports, as outlined in paragraph (G) of this rule, shall be on file at the camp for review by the department. A copy of the report shall be given to the parent or guardian on the day of the incident, and the child day camp shall contact the parent or guardian by telephone or other communication methods on the day of the incident.

5101:2-18-24 Food preparation.

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(A) Any camper who is in attendance for four or more hours shall be served a meal. Any child day camp that provides overnight activities for campers shall provide at least two additional meals for each night the campers are in attendance.

(B) Child day camps that prepare food for campers or use a catering service for food preparation shall secure a food service license from the board of health of the health district in which the camp is located or the state department of health.

(C) Child day camps that use campfires or other methods of cooking foods outdoors shall follow the requirements for specialized activities as outlined in rule 5101: 2-18-13 of the Administrative Code.

(D) If the child day camp permits parents to provide food for camper meals, the following requirements shall be met:

(1) The camp shall have written procedures which address the camp's method of providing a meal(s) to a camper who comes to the camp without a meal(s) and which ensures that all campers are provided with a meal(s).

(2) The camp shall provide all parents or guardians with written information on guidelines for packing sack lunches.

(3) The camp shall have a plan for storage of food which meets the requirements of Chapter 3732. of the Revised Code, and any relevant regulations adopted by the public health council.

(E) There shall be on file at the camp for review by the department, a copy of all written information provided to parents concerning meals, food preparation, and food storage.

5101:2-18-25 Vehicle safety and driver training.

(A) The child day camp shall have a written vehicle safety plan which includes, but is not limited to:

(1) A plan for the control of vehicle traffic on the camp site;

(2) Procedures for notifying parents or guardians in case of an emergency or changes that would affect the child's arrival at pick up/drop off times or locations;

(3) Camper safety rules for vehicle travel; and

(4) Safety regulations for transporting passengers.

(5) The written vehicle safety plan shall be on file at the camp for review by the department.

(B) All vehicles used to transport campers shall be equipped with at least the following:

(1) First aid supplies as specified in rule 5101: 2-18-17 of the Administrative Code;

(2) Reflectors; and

(3) A fire extinguisher.

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(C) The child day camp shall have written evidence of vehicle maintenance checks within three months prior to the camp's season. Written evidence shall be on file at the camp for review by the department.

(D) The child day camp shall maintain a written record of weekly safety checks for all vehicles that regularly transport campers and staff.

(1) The record shall specify the date of each safety check; and

(2) The record shall show completion of safety checks of at least the following:

(a) Lights;

(b) Windshield and wiper condition;

(c) Tires;

(d) Horn;

(e) Emergency warning systems;

(f) Brakes; and

(g) Fluid levels.

(3) The written safety record check shall be on file at the camp for review by the department.

(E) Prior to transporting campers, the child day camp shall provide annual preservice training to all camp personnel who drive vehicles for the purpose of transporting campers.

(1) The training shall include, but is not limited to:

(a) Procedures for loading and unloading passengers;

(b) Procedures for vehicular breakdowns;

(c) Procedures for assisting an injured or ill passenger;

(d) Refueling the vehicle;

(e) Emergency procedures for vehicle accidents;

(f) Behind the wheel training in vehicle maneuvering;

(g) Procedures for the arrival and departure of vehicles carrying campers;

(h) Camp supervision of arriving and departing campers;

(i) Safety procedures for traveling in vehicles; and

(j) Use of special equipment for transporting persons in wheelchairs, if applicable.

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(2) Written documentation of camp personnel trained to transport campers shall be on file at the camp for review by the department.

(F) The child day camp shall have written evidence of a valid driver's license for any person(s) driving vehicles for the purpose of transporting campers. Written evidence shall be on file at the camp for review by the department.