

Ohio Department of Job and Family Services
Child Care Forms Reference Guide

Definitions

Prescribed form - a form which must be used by all centers and type A Homes in order to comply with the requirements of the child care licensing rules.

Sample form - a form which the provider may choose to use. These are not required, but the content of the form meets the requirements of the child care licensing rules.

Reference Guide - a form which presents clarifying information on rules and recommends best practices.

**The most current version of all of these forms
 may be found at:**

<http://www.odjfs.state.oh.us/forms/inter.asp>

Prescribed Forms - Number and Title	This form is referenced in Child Care Center Rule 5101:2-12- or Type A Rule 5101:2-13-
JFS 01201 Dental First Aid	34
JFS 01210 Application/Renewal of Child Care License Only available through ODJFS office staff upon request. 1-866-886-3537	04, 06
JFS 01217 Request for Administration of Medication	31
JFS 01230 Vehicle Annual Inspection Report	18.1
JFS 01234 Child Enrollment & Health Information	37
JFS 01234S (Spanish) Child Enrollment & Health Info	37
JFS 01235 Sleep Position Waiver	42
JFS 01237 Center Parent Information ▲	30
JFS 01238 Second Adult Statement ▲	20
JFS 01242 Medical Dental General Emergency Plan	34
JFS 01246 Employee Policy Statement ▲	25
JFS 01250 Plan of Operation ▲	04
JFS 01281 Child Care Playground Inspection Report ▲	14

JFS 01299 Incident/Injury Report	35
JFS 01303 Fire Inspection Report	11
JFS 01306 Employee Record Chart	20
JFS 01307 Inservice Training	27, 28
JFS 01310 Required Staff/Child Ratios ▲	20
JFS 01311 Request for Criminal Records Check	04
JFS 01328 Statement of NonConviction-Owner/Admin	26
JFS 01329 Statement of NonConviction-Employees	26
JFS 01335 Type A Initial Questionnaire*	04
JFS 01336 Type A Home Building Inspection*	10
JFS 01337 Type A Home Parent and Employee Info.*	30
JFS 08087 Communicable Disease Chart	33
Unless otherwise indicated, the forms above should currently be in use by all centers and type A homes.	

Sample Forms - Number and Title	Referenced in Rule:
JFS 01208 Weekly Attendance	20
JFS 01218 Basic Infant Information	41
JFS 01223 Monthly Attendance	20
JFS 01225 Routine Trip Permission Slip	18
JFS 01226 Field Trip Permission Slip	18
JFS 01227 Swimming Activities Permission Slip	17
JFS 01228 Infant Daily Report	40
JFS 01229 Transition Letter for Child Care Centers ▲	20
JFS 01232 Field Trip Checklist	18

JFS 01236 Child Medical/Physical Care Plan	38
JFS 01236S (Spanish) Child Medical/Physical Care Plan	38
JFS 01240 Food Services License Exemption ▲	12
JFS 01245 Verification of 5 Years Ohio Residency	26
JFS 01247 Compliance Inspection Report ▲	General
JFS 01248 License Capacity Determination	03
JFS 01278 Communicable Disease Trainer Registration For Child Care Centers And Type A Homes	For Rules 27 and 28
JFS 01296 Employee Medical Statement	25
JFS 01300 Employee Reference Form	25
JFS 01304 Owner Reference Form	25
JFS 01305 Child's Medical Statement	37
JFS 01308 Child Observation Form	33
JFS 01309 Type A Home Compliance Inspection Report* (the paper copy is currently under revision)	General
JFS 01338 Weekly Vehicle Inspection & Evacuation Drill	18.1
JFS 01551 Step Up to Quality Inspection Report	General

Reference Guides - Number and Title	Referenced in Rule:
JFS 01212 Compliance Tips and Reminders	General
JFS 01216 Guidelines for Administration of Medication	31
JFS 01219 CCSM/Employees Requirements for Rules 25/26	25, 26
JFS 01220 Suggested Play Equipment & Materials	16
JFS 01233 Guidelines for Transportation and Field Trips	18, 18.1, 18.2
JFS 01244 First Aid Kit Supplies List	36
JFS 01251 Type A Homes Meal Prep & Water Sanitation*	12
JFS 01253 Tips for Responding to an Inspection Report	General
JFS 01260 Diaper Changing Instructions	15.2

<u>JFS 01263 Guidelines for Primary Caregiving</u>	40
<u>JFS 01267 Transportation/Field Trip Ratio/2nd Adult Requirements</u> ▲	18
<u>JFS 01268 Sample Parent Handbook for Child Care Centers</u> ▲	30
<u>JFS 01269 Handwashing Procedures</u>	15.1

* This form applies only to licensed as a type A homes.

▲ This form applies only to licensed preschools or child care centers.