

Ohio Department of Job and Family Services
APPLICATION FOR CHILD DAY CAMP REGISTRATION

FOR AGENCY USE ONLY - DO NOT WRITE IN THIS BOX				
Amount of Payment Received \$	Date Payment Received	County Number	ODJFS Number	Registration Expiration Date

To Be Completed By Applicant:

Name of Child Day Camp				Owner of Child Day Camp		
Street Address of Child Day Camp				Business Address of Owner		
City	State	Zip Code	County	City	State	Zip Code
Mailing Address (if different from above)				Owner's Authorized Representative (If different from above)		
City	State	Zip Code	Owner's Telephone Number			
Telephone Number of Child Day Camp				Name of Administrator		

Statement Of Applicant:

- I make this application to the Ohio Department of Job and Family Services (ODJFS) pursuant to Chapter 5104. of the Ohio Revised Code (ORC). I understand that this application for registration of a child day camp is required annually and as a prerequisite for approval for public funding.
- I agree to provide the parents of each school child who attends or participates in the child day camp with the telephone number of the county department of health and the Public Children Services Agency (PCSA) of the county in which the child day camp is located and a statement that parents may use these telephone numbers to contact the county department of health or the PCSA to make a complaint regarding the child day camp.
- If a complaint is made to the county department of health or to a PCSA against the child day camp, I agree to permit them to review or inspect the child day camp.

To the best of my knowledge, all the statements on this form are correct and the following statements are true:

- The child day camp cares for school children only. A school child is a child who is enrolled in or eligible to be enrolled in a grade of kindergarten or above but is less than eleven years old, or a child who is at least five years old but is less than fifteen years old. "Eligible to be enrolled in a grade of kindergarten or above" means the child meets local school district requirements for kindergarten entrance.
- The child day camp operates for no more than seven hours per day. The maximum of seven hours does not include transportation to and from pick up and delivery locations.
- The child day camp operates only during one or more public school district's regular vacation periods or for no more than fifteen weeks during the summer.
- The child day camp operates outdoor activities for each child who attends or participates in the program for a minimum of fifty percent of each day except for any day when hazardous weather prevent the program from operating outdoor activities for a minimum of fifty percent of that day.

Failure to Register: If a child day camp that is required to register under ORC section 5104.21 or the rules adopted pursuant to this section, fails to register with ODJFS or if a child day camp that files a registration form under ORC section 5104.21 knowingly provides false or misleading information on the registration form, the department shall require the child day camp to register or to register correctly. A registration fee shall be assessed equal to three times the registration fee as set forth in ORC section 5104.21 Code.

Signature of Owner/Authorized Representative	Date	Signature of Administrator	Date
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Mail the original and two copies of this completed application to: Ohio Department of Job and Family Services, TSDC, P.O. Box 714834, Columbus, Ohio 43271-4834. Include the fee for the appropriate amount, in **check or money order only**, made out to: Treasurer, State of Ohio (ODJFS). The annual registration fee is \$25.00 per child day camp, not to exceed \$250.00 per organization that operates multiple child day camp sites.

Fee payments are not refundable or transferable.

Note: Pursuant to section 2151.86 of the Ohio Revised Code, a criminal records check is required for any person responsible for a child's care in a child day camp. You may want to contact your legal advisor for more information about this requirement.

Please note: Federal law and the policies of the U.S. Department of Health and Human Services (HHS) and the Ohio Department of Job and Family Services (ODJFS) say that we must not discriminate on the basis of race, color, national origin, sex, age, or disability. To file a discrimination complaint, write or call HHS or ODJFS.

HHS Director, Office Of Civil Rights, Room 506-F
 200 Independence Ave. SW / Washington D.C. 20201
 (202) 619-0403 (Voice) / (202) 619-3257 (TDD)

ODJFS, BUREAU OF CIVIL RIGHTS
 30 E. BROAD ST., 37TH FLOOR. / COLUMBUS, OH 43215
 (614) 644-2703 (VOICE) / 1 (866) 227-6353 (TOLL FREE)
 (614) 752-6381 (fax) / 1 (866) 221-6700 (TTY)

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The signature below certifies that the child day camp named above has registered with the Ohio Department of Job and Family Services as required by ORC section 5104.21	
_____ Signature of Agency Representative	_____ Date