Child Care Center Ohio Administrative Code Table of Contents

- 5101:2-12-01: Definitions
- 5101:2-12-02: Applications and Amendments
  - Application process
  - Continuous license
  - Process to change or amend a license (change of location, change of administrator, change of program location)
  - Providing care at a temporary location
  - Voluntary temporary closure
  - Information required to be kept current in OCLQS
  - Appendix A: Documents needed during application process
- 5101:2-12-03: Compliance Inspection and Complaint Investigation
  - Number of inspection
  - ODJFS inspection permissions
  - Additional requirements after an inspection
  - Requesting a review of findings
  - Appendix A: Serious risk non-compliances and point values
- 5101:2-12-04: Building Department, Fire Department and Food Service Licensure
  - Building inspection and approval requirements
  - Building inspections schedule
  - Fire inspection and approval requirements
  - Fire inspections schedule
  - Food service license requirements
- 5101:2-12-05: Denial, Revocation and Suspension
  - Reasons applications can be denied or licenses can be revoked
  - Process for second application received during a denial or license revocation
  - Limitation for issuing license after a denial or revocation
  - License actions with Chapter 119 hearing rights
  - Reasons a license can be suspended
  - License suspension requirements
  - Requesting review of suspension
  - Length of suspension
  - License actions not subject to Chapter 119 hearing rights
- 5101:2-12-06: Operating Under a Provisional License
  - Length of provisional license
  - Amending provisional license to continuous license
• 5101:2-12-07: Administrator Responsibilities, Requirements, and Qualifications
  o Requirements to be an administrator
  o Administrator duties
  o Administrator duties when one is not present
  o Appendix A: Administrator qualifications
  o Appendix B: Written information for parents and employees
  o Appendix C: Center parent information

• 5101:2-12-08: Employee and Child Care Staff Member Requirements
  o Employee requirements
  o Child care staff member requirements
  o Documentation required for employees
  o Orientation requirements for child care staff members
  o Whistle blower protection for child care staff members
  o Appendix A: Medical statement requirements for administrators, employees, and staff members
  o Appendix B: Verification of high school education

• 5101:2-12-09: Criminal Records Check Requirements
  o Records part of criminal records checks
  o Individuals required to have criminal records checks
  o When criminal records checks are required
  o How criminal records checks are obtained
  o Prohibited offenses
  o Process when someone has been convicted of a prohibitive offense
  o Requirements for the JFS 01328 “Statement of Nonconviction for Child Care”
  o Appendix A: Standards for rehabilitation

• 5101:2-12-10: Training and Professional Development Requirements
  o Health training requirements
  o Ongoing professional development requirements
  o Verification needed to document completed training
  o Appendix A: Health training courses
  o Appendix A: Health training approved trainers
  o Appendix B: Professional development training topics
  o Appendix B: Professional development approved trainers

• 5101:2-12-11: Indoor and Outdoor Space Requirements
  o Indoor space requirements
  o Space requirements for groups with children under two and one half years old
  o On-site outdoor space requirements
  o On-site outdoor space exemptions
  o Requirements for outdoor equipment
  o Fall zone requirements
  o Appendix A: Fall zone materials
• 5101:2-12-12: Safe Equipment and Environment
  o Safe equipment requirements
  o Safe environment requirements
  o Pet requirements

• 5101:2-12-13: Sanitary Equipment and Environment
  o Requirements for clean environment, furniture, materials and equipment
  o Handwashing requirements
  o Smoke free environment requirements
  o Tooth brushing requirements
  o Appendix A: Schedule for cleaning and sanitizing items
  o Appendix B: Handwashing
  o Appendix C: Smoke free environment

• 5101:2-12-14: Transportation and Field Trip Safety
  o What is required to be available on all trips
  o Ratio and supervision requirements for trips
  o Driver requirements when used in ratio or as child care staff members
  o Vehicle requirements
  o Vehicle inspection requirements
  o Vehicle safety inspection requirements
  o Appendix A: Written permission when children are transported
  o Appendix B: Licensed center vehicle requirements

• 5101:2-12-15: Child Record Requirements
  o Requirements for the JFS 01234 “Child Enrollment and Health Information”
  o Requirements for children’s medical statements
  o Requirements for caring for children with specific health conditions
  o What information about children’s records can be shared
  o Appendix A: Diseases for immunizations

• 5101:2-12-16: Emergency and Health-Related Plans
  o Medical, dental and general emergency requirements
  o First aid kit requirements
  o Standard precautions
  o Communicable disease requirements
  o Completing the JFS 01299 “Incident/Injury Report”
  o Serious incident examples
  o Reporting serious incidents
  o Disaster plan requirements
  o Appendix A: First aid kit contents
  o Appendix B: Caring for sick children
• 5101:2-12-17: Programming and Materials
  o Programming requirements
  o Materials and equipment required
  o Appendix A: Categories of developmentally appropriate equipment and materials

• 5101:2-12-18: Group Size and Ratios
  o Staff/child ratios and maximum group size
  o Combining age groups
  o Combining groups in shared undivided space
  o Transitioning children to next age group
  o Attendance record requirements
  o Appendix A: Staff/child ratios, age grouping, and maximum group size

• 5101:2-12-19: Supervision of Children and Child Guidance
  o Supervision requirements
  o Supervising school-age children
  o Child guidance techniques
  o Requirements for reporting child abuse and/or neglect
  o Appendix A: Allowable discipline techniques
  o Appendix A: Prohibited discipline techniques

• 5101:2-12-20: Sleeping and Napping Requirements
  o Sleep and nap requirements
  o Crib requirements
  o Cot and mat requirements
  o When children stop using cribs

• 5101:2-12-21: Evening and Overnight Care
  o Definition of evening and overnight care
  o Requirements for evening and overnight care
  o Sanitary environment and additional hygiene stipulations

• 5101:2-12-22: Meal Preparation/Nutritional Requirements
  o Requirements for meals and snacks
  o Milk requirements
  o Requirements for meals and snacks when parents provide food
  o Safe food handling
  o Appendix A: Meal and snack requirements
  o Appendix B: Portion sizes for meals

• 5101:2-12-23: Infant Care and Diaper Care
  o Requirements for infant care
  o Infant bottle and food preparation
  o Diapering requirements
  o Appendix A: Breast milk storage
• 5101:2-12-24: Swimming and Water Safety
  o Swimming site requirements
  o When parental permission for water and swimming activities is required
  o Written parental permission requirements

• 5101:2-12-25: Medication Administration, Food Supplements, and Medical Foods
  o Prescription medications
  o Nonprescription medications
  o Food supplements
  o Medical foods
  o Topical products and lotions
  o Requirements to administer medication, food supplements, medical foods or topical products
  o Storing medication, food supplements, medical foods or topical products