

**Bureau of Child Care and Development  
Ohio Department of Job and Family Services**

**PARENT, GUARDIAN, EMPLOYEE INFORMATION CHECK LIST**

**The following information, to be developed by the center, is to be given to all parents, guardians, and employees. This information is required by Rule 5101:2-12-30 OAC.**

**Center Program Information:**

- Center name, address, phone number
- Center's days and hours of operation
- Goals and Philosophies
- Sample daily program schedules for all age groups
- Staff/child ratios maintained for each age group
- Group sizes maintained for each age group

**Guidance and Management Policy: Rule 5101:2-12-22**

- Specific behavior management techniques to be used at the center
- Statement that the specifications of Rule 22 applies to all employees of the center

**Supervision of Children Information: Rule 5101:2-12-20**

- Center's arrival and departure procedure which assures supervision of children at all times
- Procedure for releasing children to anyone other than parent or guardian
- Center's procedure regarding custody agreements
- Statement that all children will be supervised at all times
- Specific plan for the supervision of school children  
(This is only needed if the center chooses to take advantage of the following situations, that are allowable for the supervision of school children only, as indicated in Rule 20 (d))
  - School children may run errands inside the building, use the restroom alone, or in groups of no more than six children without adult supervision;
  - A group of six school children fourth grade and older may be engaged in safe activities without a child care staff member as long as:
    - ! a child care staff member can see or hear the children at all times;
    - ! a child care staff member checks on the children periodically
  - Written permission is required for:
    - ! school children to leave the center for specific activities
    - ! school children to participate in other activities within the building
- Procedure for determining the whereabouts of children who are scheduled to arrive at the center from another program, but are absent (This is only needed if the center would have children coming from another program or from school)
- The center's plan for operating when school or other programs are delayed or canceled

**\_\_\_ Procedures for the development of a written agreement for transitioning a child into the next age group**

**Food Information: Rule 5101:2-12-39**

\_\_\_ Information regarding which meals and snacks will be served by the center

\_\_\_ Nutritional Information ( see Rule 39) (This is only needed if the center requires that the parents or guardians bring their children's own meals to the center)

**Procedures for Emergencies and Accidents: Rule 5101:2-12-34**

\_\_\_ Summary of the action the center will take for a "General Emergency" (see Rule 34 (B) for the definition of "General Emergency") If the center has a site that may be used in case of emergency evacuation of the center, the location of this site should be included in this summary

\_\_\_ Summary of the action the center will take for "Serious Incident, Injury or illness" (see Rule 34 (C) for definition of "Serious Incident, Injury or Illness")

\_\_\_ Center's procedure for completing an incident/injury report

- ! illness which requires first aid treatment
- ! accident which requires first aid treatment
- ! injury which requires first aid treatment
- ! bump or blow to the head
- ! administration of syrup of ipecac (only under the advice of Poison Control Center)
- ! emergency transporting
- ! unusual or unexpected event which jeopardizes the safety of children or staff

**Management of Illness: Rule 5101:2-12-33**

\_\_\_ Symptoms for which a child will be discharged from the center (see Rule 33(C) (1))

\_\_\_ Precautions the center will take when isolating a child who is ill (see Rule 33 (D))

\_\_\_ Means of notifying parents or guardians to inform them that their children have been exposed to a communicable disease

\_\_\_ Center's procedures for the administration of medication, food supplements, or modified diets to children. (See Rule 1 for the definitions of these three items)

\_\_\_ Policy regarding whether or not the center allows schoolagers to have and use inhalers or medication when needed for emergency, including procedure for obtaining consents and releases

**Transportation of Children: Rule 5101:2-12-18**

\_\_\_ Center's means of transporting children for emergencies

- \_\_\_ Center's means of transporting children for field trips (This is only needed if the center takes field trips) (See Rule 1 for definition of "field trip")
- \_\_\_ Center's means of transporting children for routine trips (This is only needed if the center transports for any routine trips)  
(See Rule 1 for definition of "routine trip")
- \_\_\_ Specific supervision plans for routine trips and field trips which explains how all children will be accounted for at all times, while being transported and at destination  
(This is only needed if the center takes routine trips or field trips)
- \_\_\_ Statement that written parent/guardian permission is required for all trips

**Swimming Policy: Rule 5101:2-12-17**

- (This is only needed if center takes the children swimming)
- \_\_\_ Summary of center's plan for swimming activities
- \_\_\_ Center's specific plan to supervise the children during swimming activities  
(see Rule 17 (C))
- \_\_\_ Statement that written parent/guardian permission is required for swimming activities

**Outdoor Play Policy: Rule 5101:2-12-14**

- \_\_\_ Statement that the center shall provide outdoor play each day in suitable weather for toddlers, preschool, and school children in attendance for four or more consecutive daylight hours.
- \_\_\_ The center's own policy to limit outdoor play due to weather or safety issues. This plan needs to provide for indoor large muscle play.

**Parent/Employee Participation Policy: Rule 5101:2-12-32**

- \_\_\_ Specific procedure to be followed by parents/guardians or employees who need assistance with problems at the center
- \_\_\_ List of opportunities for parents/guardians to participate at the center
- \_\_\_ Opportunities for parents/guardians to meet with center staff

**Required Department Attachment JFS 01237 OR:**

The information outlined in JFS 01237, which includes:

- \_\_\_ Facility licensed to operate legally by ODJFS
- \_\_\_ License is posted in a conspicuous place
- \_\_\_ Toll-free number may be used to report violations
- \_\_\_ Law and rules are available for review at facility the center, is to be given to all parents, guardians, and employees. These items are also listed in
- \_\_\_ Abuse reporting statement
- \_\_\_ Unlimited access - notify administrator upon entering premises
- \_\_\_ Rosters of parents names and numbers available upon request
- \_\_\_ Inspection reports and complaint investigations reports posted in a conspicuous place for review

**(Required Department Attachment JFS 01237 OR: [continued])**

- \_\_\_ Licensing record - compliance report forms, complaint investigation reports, & evaluations from building & fire available for review from ODJFS
- \_\_\_ Unlawful to discriminate in the enrollment of children upon basis of race, color,

religion, sex, or national origin, or disability in violation of ADA act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

**Evening/Overnight Care: Rule 5101:2-12-23**

(This is needed only if the center provides child care any time between the hours of 7 pm & 6 am)

- Center's specific plan for supervision during evening and overnight care (center staff will remain awake at all times and supervise sleeping children)
- Security plan that ensures that access to center is limited to parents/guardians and authorized persons
- Schedule and Program for safe evening/overnight care

**Children's enrollment and health information needed for admission (See Rule 37 (B))**

**Statement of policies regarding:**

- Center fees, including registration
- Center's overtime charges
- Center's policy for permanent disenrollment of a child

**Information to consider:**

- ! Written notification must be provided to parents if smoking occurs in the center outside of center hours of operation
- ! The center must have a policy regarding the admittance of children whose parents refuse to grant consent for emergency transportation
- ! The center's tax ID number must be provided to parents/guardians upon request
- ! Supplements from all four food groups in regard to parent provided meals will be provided to children if the parent provided meal does not meet the nutritional guidelines of the rule: protein, (2) fruit/vegetable, grain and dairy

**Signed statement from parent/guardian and each employee verifying review and receipt of center's written policies and procedures must be on file at the center.**

**Additional Center Policies that are not required by Licensing Rules**