

Child Day Camps

What is a day camp?

A child day camp is a program for school-age children only. The camp operates no more than twelve hours a day and only during school breaks or no more than 15 weeks during the summer (May – September) **Ohio Revised Code 5104.01**.

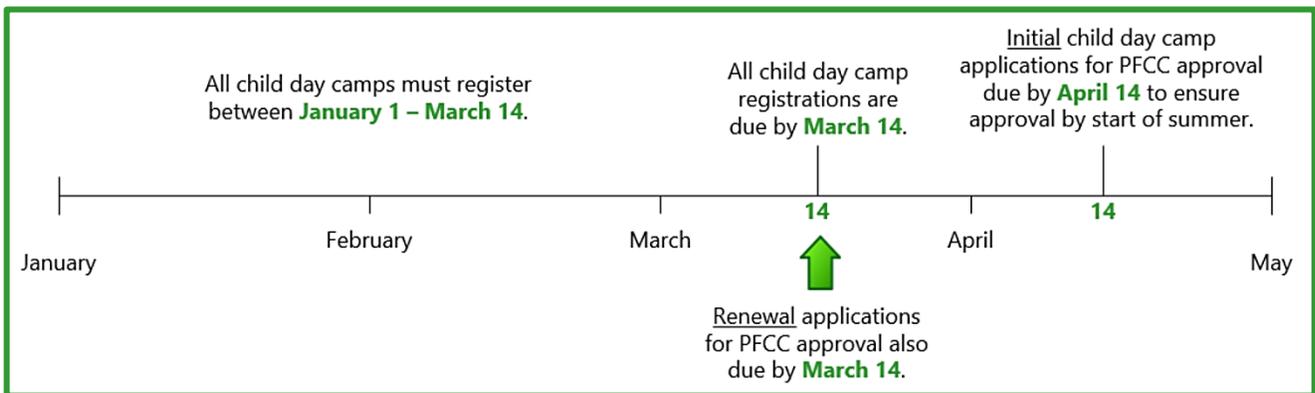
What is a registered day camp?

All day camps must register with the Ohio Department of Job and Family Services (ODJFS) unless the camp meets an exemption as outlined in section 5104.21 of the Revised Code. To be a registered day camp means the camp has completed and submitted a registration with the required fee to ODJFS.

What is an approved day camp?

To be approved means the child day camp is registered, accredited by the American Camp Association (ACA) and approved by ODJFS to provide publicly funded child care (PFCC).

Registration/Application Timeline



**If your renewal application for PFCC approval is not received by March 14, your application will be processed as an initial and you must comply with a pre-approval inspection.*

Registration/Application Process

1. Log into the Ohio Child Licensing and Quality System (OCLQS): <https://oclqs.my.salesforce.com/>.
2. Create or renew a registration and submit.
3. Pay registration fee.
4. If you want to provide PFCC, continue with the application process in OCLQS.

DEADLINES

Registrations:
All day camp registrations are due annually in OCLQS by **March 14**.

Applications:

- **Approved** day camps must renew their application for PFCC approval annually in OCLQS by **March 14**.
- **Initial** applications for PFCC approval are due in OCLQS by **April 14** to ensure approval by summer.

**OCLQS web-based training and job aids can be found here: <http://earlychildhoodohio.org/sutq/Web-Training.stm>*

Background Check Requirements

Registered Day Camps	Approved Day Camps
Who is required to have a background check?	
<ul style="list-style-type: none"> • Administrator • Employees • Staff members 	<ul style="list-style-type: none"> • Owner and administrator (or applicant) • Employees • Staff members
When is a background check required?	
<ul style="list-style-type: none"> • Prior to first day of employment for employees and staff members • Every 5 years 	<ul style="list-style-type: none"> • Initial application • Prior to first day of employment for employees and staff members • Every 5 years
What background checks are required?	
<ul style="list-style-type: none"> • Federal Bureau of Investigation (FBI) • Bureau of Investigation (BCI) 	<ul style="list-style-type: none"> • Federal Bureau of Investigation (FBI) • Bureau of Investigation (BCI) • National Sex Offender Registry • State Sex Offender Registry • Statewide Automated Child Welfare Information System (SACWIS)
Who receives and reviews the background check results?	
<ul style="list-style-type: none"> • The child day camp administrator receives and is responsible to review both FBI and BCI results to confirm that no staff member has any prohibitive offense convictions. <i>*A list of prohibitive offenses can be found at the link below.</i> 	<ul style="list-style-type: none"> • ODJFS receives and reviews all 5 required background checks to complete a full determination of eligibility.
<p><i>*More information on the background check process can be found here:</i> http://jfs.ohio.gov/cdc/Background_Check_Process.stm.</p>	

PFCC Authorizations

- Authorizations cannot be longer than 15 weeks.
- Every school district has different start/end times so county agencies must work with families to determine when the school year ends.
- A child may only have one authorization for one provider in a week. A day camp authorization is not one of the exemption reasons listed in OAC rule 5101:2-16-06.