RULE SUMMARY

The provider will be responsible for the creation, maintenance and implementation of the policies and procedures detailed in appendix B to Ohio Administrative Code (OAC) rules 5101:2-12-07 and appendix C to rule 5101:2-13-07.

Nothing in these policies shall conflict with Chapter 5104. of the Revised Code or Chapter 5101:2-12, 5101: 2-13, 5101:2-16 or 5101:2-17 of the Administrative Code.

REQUIRED ITEMS AND DOCUMENTATION

Written information shall be developed and provided to parents and employees that include policies and procedures of the center or family child care (FCC) home and shall be available on-site at all times and updated as needed.

TIPS FOR MAINTAINING COMPLIANCE

- Consult the appropriate rule appendix when creating the written information for parents and employees and ensure that the minimum required information is addressed
  - Consult the appropriate rules when creating or updating the written information
  - Your program may want to utilize the publications listed on page 19 in the “Starting and Operating a Child Care Business Resource Guide” issued by the Office of Child Care (Administration for Children and Families) when designing your provider-parent and provider-employee written policies.
  - For additional information and examples of items to consider when developing your program’s policies and procedures, please visit Child Care Aware of America.
- At least annually, when rules are updated, or when program policies are added or changed, review and update the written information
- Provide copies to parents and all employees
- Adhere to the written policies in place

FREQUENTLY ASKED QUESTIONS

Q. If my program doesn’t offer a service (for example, swimming), do I have to include a policy about it?
   A. Yes. Your policy could simply state that there will be no swimming activities.

Q. Where can I find the rules and appendices?
   A. The rule for FCC providers can be found at – http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/Rules/5101-2-13-07.stm.
      The rule for Centers can be found at – http://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/5101-2-12-07.stm.

**The appendices are attached to the respective rule. Use the appendix as a checklist to assure every item listed is included.**