



**Written Information for Parents and Employees**  
**Ohio Administrative Codes 5101:2-12-07 and 5101:2-13-07**  
**August 2018**

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## RULE SUMMARY

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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.

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## REQUIRED ITEMS AND DOCUMENTATION

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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.

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## TIPS FOR MAINTAINING COMPLIANCE

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- 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

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## FREQUENTLY ASKED QUESTIONS

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**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.