

Temporary Pandemic School-Age Child Care Center Licensing Steps

The temporary pandemic school-age child care center (TPSACC) license allows for new programs to be licensed to serve only school-age children during school hours on days children are participating in remote learning. This document provides a high-level overview of the steps to become licensed.

Application Submission:

Step 1 – Email ODJFS_CHILDCARE@jfs.ohio.gov to be assigned to a child care licensing specialist. The licensing specialist will work very closely with the program to assist in quickly working through the pre-licensing process.

Step 2 - Complete a child care center application online in the Ohio Child Licensing and Quality System (OCLQS) at: https://oclqs.force.com/oclqs_home. Answer “yes” to the question “**Are you applying for a temporary pandemic school-age child care center license?**”. The registration fee is waived.

Prior to Licensure:

These rules must be followed prior to receiving a temporary pandemic school-age license:

1. Participate in at least one inspection prior to the initial issuance of a provisional license
2. Obtain/provide building department inspection and approval
3. Obtain/provide fire inspection and approval
4. Complete profile in Ohio Professional Registry (OPR)
5. Complete/submit necessary background checks
 - Submit fingerprints electronically for BCI/FBI check
 - Complete and submit request for a background check via OPR

After Licensure:

These rules must be followed within 30 or 60 days after being licensed as outlined below:

Within 30 days of becoming licensed:

1. Owner/representative must complete the required pre-licensing training, if not taken in the prior two years
2. Administrators, employees and child care staff members must have completed medical statement on file
3. Child care staff members must complete ODJFS required staff orientation training
4. Create and submit written policies and procedures for parents and employees, distribute to parents and employees
5. Have at least one child care staff member on site (in each building) during all hours of operation who is currently trained in:
 - First Aid
 - CPR
 - Management of communicable disease
 - Child abuse recognition and prevention six-hour training.
6. Post a fire and weather alert plan
7. Post a written plan for medical, dental and general emergencies
8. Develop a written disaster plan

Within 60 days of becoming licensed:

1. Documentation of administrator qualifications
2. Documentation of valid food service operation license or proof of exemption
3. Administrators and child care staff members must be current with ODJFS prescribed child abuse training

For more information on these requirements review the rules at:
<https://emanuals.jfs.ohio.gov/ChildCare/ChildCareCenter/Rules/>