

OAC Ch. 5101:2-18, Refs & Annos

OAC 5101:2-18-01

5101:2-18-01 Definitions for registered and approved child day camps

(A) "Child day camp" means a program in which only school children, as defined in this rule, attend or participate. The camp's program shall meet the following requirements:

(1) The day camp shall offer a program that operates no longer than seven hours per day. The seven hours does not include transportation time from a child's home to the day camp and from a child day camp to a child's home, and does not include transportation to and from pick-up and drop-off sites which are not the child's home.

(a) The program may schedule one or more overnight activities in conjunction with its day camp operation.

(b) The camp may serve children for more than twenty-four consecutive hours while also serving school children who attend seven or fewer hours per day.

(2) The day camp shall operate only during one or more public school district's regular vacation periods or for no more than fifteen weeks during the summer.

(3) The day camp shall operate outdoor activities for all children who participate in the program for a minimum of fifty per cent of each day that children attend or participate in the program, except for any day when hazardous weather conditions prevent the program from operating outdoor activities for a minimum of fifty per cent of that day.

(B) "Approved child day camp" means a child day camp approved by the Ohio department of job and family services (ODJFS) according to the requirements of Chapter 5101:2-18 of the Administrative Code and section 5104.22 of the Revised Code.

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(C) "Child day camp administrator" means the individual who holds overall responsibility for administration of the day camp. These responsibilities may be delegated to other staff when appropriate.

(D) "Child day camp owner" includes a person, firm, organization, institution, or agency who operates a child day camp.

(E) "Hazardous weather conditions" means winds of twenty miles per hour or greater, continuous or heavy rain, hail, extreme temperatures, lightning or tornado warnings or watches within a twenty mile radius of a child day camp activity site.

(F) "Operate a child day camp" means to operate, establish, manage, conduct, or maintain a child day camp.

(G) "School child" means a child who is enrolled in or is eligible to be enrolled in a grade of kindergarten or above and who is less than fifteen years old.

OAC 5101:2-18-02

5101:2-18-02 Programs that are exempt from being a registered or an approved child day camp

(A) A person operating any of the following programs is exempt from being registered with or approved by the Ohio department of job and family services (ODJFS) as a child day camp as required in Chapter 5101:2-18 of the Administrative Code and sections 5104.21 and 5104.22 of the Revised Code.

(1) A child day camp that operates for two or fewer consecutive weeks, and for no more than a total of two weeks during each calendar year

(2) Supervised training, instruction, or activities for children that are conducted on an organized or periodic basis no more than one day a week and for no more than six hours duration. These programs shall be conducted for specific content areas, such as but not limited to, art, drama, dance, music, gymnastics, swimming or another athletic skill or sport ,computers or an education subject.

(3) Programs where at least one parent, custodian or guardian of each child attending or participating is on the

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child day camp activity site and is readily accessible at all times. A child day camp that is on the premises of a parent's, custodian's or guardian's place of employment shall be registered in accordance with the requirements of Chapter 5101:2-18 of the Administrative Code and section 5104.21 of the Revised Code. A place of employment does not include a camp in which a parent, custodian or guardian of a child enrolled in the camp also has duties in that program.

(4) Child day camps that are funded and regulated, or operated and regulated by any state department other than the Ohio department of job and family services (ODJFS), when ODJFS has determined that the rules governing the child day camp are equivalent to or exceed the rules in Chapter 5101:2-18 of the Administrative Code.

(B) A person operating a child day camp that is exempt from being registered or approved under this rule may choose to register as a child day camp. All requirements of the applicable rules in Chapter 5101:2-18 of the Administrative Code shall apply to any exempt child day camp that chooses to register.

OAC 5101:2-18-03

5101:2-18-03 Requirements for registered day camps

(A) Registration of child day camps with the Ohio department of job and family services (ODJFS) is required by sections 5104.21 and 5104.22 of the Revised Code.

(B) A person shall not operate a child day camp without annually registering with ODJFS unless the day camp meets the exemption criteria in rule 5101:2-18-02 of the Administrative Code.

(C) The person operating a child day camp shall annually register the camp by completing the JFS 01258 "Child Day Camp Registration" (rev. 10/2009). The JFS 01258 shall be considered filed with ODJFS as of the date it is postmarked. A JFS 01258 received by means other than the postal service shall be considered filed when it is time and date stamped by ODJFS. A JFS 01258 submitted without complete and accurate information shall be amended with complete and accurate information.

(D) The submission of the JFS 01258 shall include the registration fee. This fee is nonrefundable and nonreturnable. A person that operates child day camps shall not pay a total fee that exceeds two hundred fifty dollars for all of its child day camps.

(E) A child day camp administrator or a designated staff member shall provide the parents of each child who attends or participates in the child day camp with the telephone numbers of the county department of health and the public children services agency of the county in which the child day camp is located, and a statement that the parents may use these telephone numbers to make a complaint regarding the child day camp.

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(F) If a child day camp that is required to register under section 5104.21 of the Revised Code fails to register with ODJFS or if a child day camp that files a registration form knowingly provides false or misleading information, the child day camp shall register correctly and to pay a registration fee equal to three times the registration fee.

(G) Every owner of a registered child day camp shall register with ODJFS by March fifteenth of each year. This registration shall be effective for the period of March fifteenth through March fourteenth of the following calendar year. Registration of new child day camps issued after March fifteenth shall be effective from the date of registration through March fourteenth.

OAC 5101:2-18-04

5101:2-18-04 Application and fee required for approved child day camps

(A) The Ohio department of job and family services (ODJFS) shall inspect child day camps and approve them to receive reimbursement for services to families who are eligible for subsidized child care according to Chapter 5101:2-16 of the Administrative Code.

(B) An approved child day camp shall meet the definition of child day camp as defined in sections 5104.01 and 5104.22 of the Revised Code and shall be registered with ODJFS as required by section 5104.21 of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

(C)

(1) A person that operates a child day camp that seeks reimbursement for services to families who are eligible for subsidized child care shall file a JFS 01259 "Application for Child Day Camp Approval" (12/2008) and fee with the department. The application shall be considered to be filed with the department as of the date the application is postmarked. Applications received by means other than the postal service shall be considered received when time-date stamped by ODJFS in the child day care licensing section. Any application submitted without complete information shall be amended with complete information.

(2) The child day camp shall file with the department a site plan and descriptive plan of operation on the form provided by the department. The site plan and descriptive plan of operation shall serve as the applicant's written plan of intended compliance with section 5104.22 of the Revised Code and Chapter 5101:2-18 of the

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Administrative Code. Funding approval inspections will not be conducted until an applicant has submitted such plans with the department and has participated in an application taking interview with the department.

(D) Upon filing of the JFS 01259 the applicant shall agree to cooperate with the department's review of the camp and meet all the requirements of sections 5104.21 and 5104.22 of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

(E) An annual fee of two hundred fifty dollars shall be paid at the time of application for the inspection and approval of a child day camp. The camp shall sign and annually submit to the department a self-attesting compliance statement prescribed by the department verifying the camp's compliance with section 5104.22 of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

(1) Any application submitted without a fee payment shall be considered invalid and will be returned to the applicant for resubmission.

(2) Fee payments submitted with an application shall not be credited or transferred to any other application.

(3) Fee payments submitted without an application shall be returned to the applicant for resubmission.

(4) Fee payments shall not be refundable. Fee payments submitted shall be immediately deposited in the general revenue fund.

(F) The application:

(1) Shall be valid only for the owner and address as specified on the application. Changes in owner or address shall require that a new application and fee to be filed with the department.

(2) Shall be amended by the applicant without fee payment by filing a corrected application with the department in cases of change of administrator or changes in the camp's name.

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(3) Shall be considered valid for a period of up to one year from its filing with the department. Once an application is determined to be invalid, another application and fee shall be required to be submitted to the department.

OAC 5101:2-18-05

5101:2-18-05 Inspection of approved child day camps

(A) Following receipt of a completed JFS 01259 "Application for Child Day Camp Approval" (12/2008) the Ohio department of job and family services (ODJFS) shall inspect the child day camp to determine compliance with the requirements of sections 5104.21 and 5104.22 of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

(B) The person responsible for operating a child day camp shall cooperate with ODJFS and with any state or local official who performs duties required by sections 5104.21 and 5104.22 of the Revised Code. ODJFS staff and other state and local officials shall have access to all areas of the camp site at any time and inspections may be conducted without prior notice. The camp shall allow access to records upon request and shall provide any other information or documentation necessary to determine compliance with sections 5104.21 and 5104.22 of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

(C) ODJFS shall approve a child day camp for two years and shall inspect an approved child day camp annually.

(D) ODJFS shall inspect the camp to determine compliance with all requirements of health and safety as required by Chapter 5101:2-18 of the Administrative Code, including:

(1) Reviewing the camp's site plan and descriptive plan of operation submitted at the time of initial application.

(2) Observing the operational format of the camp.

(3) Reviewing any other documentation required by Chapter 5101:2-18 of the Administrative Code.

(E) [FN1]

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(F) ODJFS shall provide a written inspection report to the administrator after each inspection. The report shall include:

- (1) A statement of any alleged violation(s).
- (2) What must be done to correct the violation(s).
- (3) The date by which the correction(s) must be completed.

(G) The inspection report completed by ODJFS shall be available to any person who submits a written request to the department.

(H) ODJFS shall investigate and may inspect any camp upon receipt of any complaint that the camp is not in compliance with the requirements of sections 5104.21 and 5104.22 of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

(I) [FN2]

OAC 5101:2-18-06

5101:2-18-06 Issuance and renewal of approvals for child day camps

(A) The Ohio department of job and family services (ODJFS) shall issue an approval to a child day camp if the department determines that the camp is in compliance with sections 5104.21 and 5104.22 of the Revised Code and Chapter 5101:2-18 of the Administrative Code. The approval by ODJFS means that the camp can be reimbursed for services to families eligible for subsidized child care benefits.

(B) An approval shall be valid for two years, unless one of the following actions occurs:

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(1) It is denied or terminated for noncompliance with sections 5104.21 and 5104.22 of the Revised Code or Chapter 5101:2-18 of the Administrative Code.

(2) The camp notifies ODJFS of its voluntary withdrawal from the approval process.

(3) The camp changes owners or moves to a new address.

(C) The approval shall be valid only for the applicant and address designated on the approval.

(D) An approved child day camp that submits a JFS 01259 "Application for Child Day Camp Approval" (12/2008) along with the annual fee shall be issued approval for a period of two years from the date of expiration of the previous approval after ODJFS has determined that the camp is in compliance with sections 5104.21 and 5104.22 of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

OAC 5101:2-18-07

5101:2-18-07 Complaint investigations of approved child day camps investigation

(A) The Ohio department of job and family services (ODJFS) shall investigate and may inspect any approved child day camp upon receipt of a complaint that the camp is not in compliance with section 5104.22 of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

(B) ODJFS shall complete a report of each complaint investigation at the conclusion of the investigation. The report shall be kept on file at ODJFS.

(C) ODJFS shall forward a letter to the owner of the child day camp which outlines the allegations, the results of the investigation and the requirements for corrective action.

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(D) ODJFS shall immediately notify the local public children services agency upon receipt of a complaint if the allegations include child abuse or child neglect, and shall send to the public children services agency a follow-up letter that includes:

(1) A summary of the complaint and all allegations.

(2) Plans for investigation of alleged noncompliance with requirements of section 5104.22 of the Revised Code or Chapter 5101:2-18 of the Administrative Code.

(3) A request for clarification of joint or parallel investigatory roles.

(E) ODJFS shall notify the county department of job and family services (CDJFS), with whom the camp contracts for reimbursement for subsidized child care services, of the complaint.

OAC 5101:2-18-08

5101:2-18-08 Denial and termination of approval for child day camps

(A) If the Ohio department of job and family services (ODJFS) determines that an approved child day camp is not in compliance with section 5104.22 of the Revised Code and Chapter 5101:2-18 of the Administrative Code, ODJFS shall terminate the approval. The termination shall be effective until the child day camp complies with section 5104.22 of the Revised Code and Chapter 5101:2-18 of the Administrative Code or for two years, whichever period is longer. The department shall notify the applicant in writing the reasons for the termination.

(B) Approval for the child day camp may be terminated for:

(1) Noncompliance with sections 5104.21 and 5104.22 of the Revised Code or Chapter 5101:2-18 of the Administrative Code.

(2) Failure to cooperate with ODJFS in the funding approval process.

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(3) Misrepresentation or withholding of information.

(C) ODJFS shall notify the county department of job and family services (CDJFS) with whom the camp contracts for reimbursement for subsidized child care services of the termination of approval.

OAC 5101:2-18-09

5101:2-18-09 Environmental health inspections for approved child day camps

(A) The approved child day camp shall contact the local fire, health and law enforcement agencies in writing to notify them of the dates of camp operation and the numbers of children and staff participating in the camp program. A copy of the written contact shall be on file at the camp and shall be available for review by the Ohio department of job and family services (ODJFS).

(B) The approved child day camp shall meet all state and local requirements for environmental health inspections such as, but not limited to, water safety and supply, sewage disposal, toilet and handwashing facilities and food preparation. Verifications of any required inspections shall be on file at the camp and shall be available for review by ODJFS.

OAC 5101:2-18-10

5101:2-18-10 Requirements for personnel in approved child day camps

(A) "Program personnel" means any person who meets either or both of the following:

(1) Approved child day camp staff member, appointee or volunteer who has assigned duties at the camp. This includes any person who has responsibility for the care and or supervision of children.

(2) Any staff members directly involved in camp programming and supervision of children who either receives compensation for duties performed at the camp, or a person who is assigned specific working hours or duties at the camp.

(B) The camp administrator shall show documentation of the following for all program personnel:

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(1) All program personnel shall complete the annual preservice requirements specified in rule 5101:2-18-11 of the Administrative Code.

(2) All program personnel shall provide three references from people not related to them. The references shall include the names, addresses, and telephone numbers of the people making the statements, and shall attest to the suitability of the individual to work with children. References may include reference letters, completed reference forms or documentation by the camp administrator of telephone contacts.

(3) The child day camp administrator shall annually complete a check of the state sex offender public registry on all personnel.

(4) All required documentation shall be on file at the camp for review by ODJFS.

(C) "Camp administrator" means the program personnel staff member responsible for the overall daily operation of the approved child day camp and for assuring compliance with section 5104.22 of the Revised Code and Chapter 5101:2-18 of the Administrative Code.

(1) The administrator or the designee, who meets the qualifications of paragraph (C)(3) of this rule, shall perform duties that show the individual to be in charge of and directing the day-to-day operations of the camp.

(2) The administrator or the designee shall be on site at all times the camp is in operation.

(3) The administrator shall have at least a high school education, two camp seasons of experience that equal a total of at least ten weeks and a bachelor's degree from an accredited college, university, or technical college.

(a) High school education shall be verified by one of the following documents. Copies of the document shall be on file at the camp for review by ODJFS.

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(i) A copy of a high school diploma or transcript of a high school curriculum recognized by the state board of education or the appropriate agency of another state as equivalent to a high school education.

(ii) A copy of a certificate verifying passage of a test of "General Educational Development" recognized by the state board of education or the appropriate agency of another state as equivalent to a high school education.

(iii) A copy of other written evidence accepted by ODJFS as evidence of the completion of a high school education.

(b) Two camp seasons of experience for a total of at least ten weeks shall be verified by an affidavit from past child day camp employers or from other documented evidence provided. Copies of this documentation shall be on file at the camp for review by ODJFS. Camp experience does not include experience as a counselor-in-training or a junior leader.

(c) Evidence of a bachelor's degree shall be a copy of a diploma or a transcript from an accredited college or university indicating the completion of a bachelor's degree. Copies of this documentation shall be on file at the camp for review by ODJFS,

(4) The administrator may be counted as program personnel only when he/she is primarily responsible for the care and supervision of a specific group of children. While acting as a program staff member, the administrator shall not be engaged in duties other than being responsible for the care and supervision of the specific group of children.

(D) "Senior leader" means the program personnel staff member providing direct onsite supervision to children. The senior leader shall have at least a high school education, verified as stated in this rule.

(E) "Activity leader" means the program personnel staff member providing direct, onsite leadership at any program activity.

(1) The activity leader shall have at least a high school education, verified as stated in this rule.

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(2) The activity leader shall document certification, training or applicable skills and experience in the specialized activity.

(a) Written evidence that the skills of each staff member to teach or assist in specialized activities have been verified and evaluated by the camp prior to leading activities shall be on file and available for review by ODJFS.

(b) Written documentation of regular observations by supervisors shall be on file to verify that specialized activity leaders:

(i) Enforce established safety regulations.

(ii) Provide appropriate instruction to participants.

(iii) Identify and manage environmental and other hazards related to the activity.

(iv) Apply appropriate emergency procedures related to the activity and the participants.

(3) The activity leader may be counted in ratios for general activities but may not be included in ratios for specialized activities specified in rule 5101:2-18-13 of the Administrative Code.

(F) "Junior leader" means a program personnel staff member who is under the age of eighteen but is at least sixteen years of age.

(1) A junior leader may be included in the staff/camper ratio if the person meets the requirements of paragraph (B) of this rule.

(2) Junior leaders shall not be left alone with camper(s).

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(3) The junior leader shall be at least two years older than the group of children with whom they are working.

(G) "Counselor in training (CIT)" means a camper in a camp leadership program.

(1) A counselor in training shall not be included in staff/camp ratios.

(2) A counselor in training is not required to meet the requirements of paragraph (B) of this rule.

(H) The child day camp shall have job descriptions for all support and program personnel categories that accurately reflect the physical and mental abilities necessary to carry out the required job duties and responsibilities. A copy of each job description shall be on file at the camp for review by ODJFS.

(I) The child day camp shall have emergency information on file at the camp for all support and program personnel. The information shall be available for review by ODJFS and shall include at least the following:

(1) Full name of staff member.

(2) Home address and telephone number.

(3) Name, address and telephone number, including business phone(s), of at least two people to contact in case of emergency.

(4) Name and telephone number of staff member's physician or health care facility.

OAC 5101:2-18-10.1

5101:2-18-10.1 Statement of nonconviction and criminal records checks for approved child day camps

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(A) Definitions.

(1) "Criminal records check" has the same meaning as in section 109.572 of the Revised Code.

(2) "Employee" has the same meaning as in section 5104.01 of the Revised Code.

(B) All persons who are employees in any capacity in an approved child day camp, anyone who owns or operates a child day camp, any administrator or director and any person who, at any time, has care, custody or control of a child or is alone with a child or group of children as described in paragraph (I) of this rule shall follow the requirements of this rule.

(C) The JFS 01326 "Statement of Nonconviction for Approved Child Day Camps" (4/2009) shall be completed at the time of hire or appointment and at least annually and kept on file at the camp for each person described in paragraph (B) of this rule.

For any current owner and administrator, the JFS 01326 shall be completed and on file at the camp no later than June 1, 2009.

(D) Each owner, administrator and employee of the camp shall sign a statement attesting that he or she has not had a child removed from his or her home pursuant to section 2151.353 of the Revised Code. This statement is included on the JFS 01326. If an owner, administrator, director or employee has had a child removed from his or her home, he or she shall not be employed by the camp or shall immediately be released from employment.

(E) No person who has been convicted of or pleaded guilty to a prohibited offense listed in division (A)(8) or (A)(9) of section 109.572 or division (A)(1) of section 5104.09 of the Revised Code shall be employed in any capacity in or own or operate a child care center unless the person meets the standards for rehabilitation in this rule.

(F) Criminal records checks.

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(1) Approved child day camps shall submit fingerprints according to the requirements of the bureau of criminal identification and investigation (BCII). Information on how to obtain a criminal records check can be found at www.webcheck.ag.state.oh.us.

(2) All criminal records check results shall be dated, have an authentication number and the social security number of the person for whom the check was completed.

(3) Each camp shall pay to BCII the prescribed fee for each requested criminal records check. If the camp chooses to charge an employee, the camp shall notify the person in writing of the amount of the fee and the procedure for reimbursement of the fee to the camp.

(4) Criminal records checks are not public records and shall not be made available to any person other than the person who is the subject of the criminal records check or his or her representative, the camp owner, the owner's designee, the administrator, director or the Ohio department of job and family services (ODJFS).

(5) Section 109.572 of the Revised Code requires that this rule applies to records of convictions that have been sealed pursuant to section 2953.32 of the Revised Code.

(6) A conviction of or a plea of guilty to an offense listed in division (A)(8) or (A)(9) of section 109.572 or division (A)(1) of section 5104.09 of the Revised Code shall not prevent the hiring of an employee if the owner, administrator or employee provides evidence that he or she has been granted an unconditional pardon for the offense pursuant to Chapter 2967. of the Revised Code or the conviction or guilty plea has been set aside pursuant to law. For purposes of this rule, "unconditional pardon" includes a conditional pardon when all conditions have been performed or have transpired.

(7) If an employee fails to obtain a criminal records check, he or she shall not be an employee of the camp.

(G) Before the issuance of an approval for a child day camp, owners and administrators shall complete BCII and federal bureau of investigation (FBI) criminal records checks and ODJFS shall review and approve the results.

(1) The results of these criminal records checks shall be sent directly to ODJFS. These criminal records checks shall be repeated and submitted to ODJFS every four years at the time of the approval of the child day camp.

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(2) The approval of a child day camp shall be denied or withdrawn if ODJFS receives a criminal records report verifying that an owner or administrator has a conviction under division (A)(8) or (A)(9) of section 109.572 or division (A)(1) of section 5104.09 of the Revised Code unless ODJFS determines that the person meets the standards for rehabilitation in this rule.

(3) Proof of meeting the standards for rehabilitation shall be submitted to ODJFS for review and approval. Failure to submit this proof shall be grounds for proposing denial or withdrawal of approval for the day camp.

(H) Current owners and administrators who do not have a criminal records check on file with ODJFS that was completed on or after April 1, 2005 shall complete BCII and FBI criminal records checks and have the results on file with ODJFS no later than June 1, 2009.

Owners and administrators shall have updated BCII and FBI criminal records checks completed every four years at the time of approval of the day camp

(I) A person applying for employment at the approved child day camp shall complete a criminal records check prior to the first day of employment and every four years thereafter.

(1) The camp administrator shall assure that a person applying for employment has submitted his or her fingerprints for a BCII criminal records webcheck, including an FBI check, at a BCII authorized webcheck location. The results shall be on file at the camp within thirty calendar days from the date of hire and shall be returned directly to the administrator or director of the camp.

(2) The administrator shall review the results of the criminal records check before any applicant has sole responsibility for the care, custody or control of a child.

(3) A camp that uses the services of a student placed by a high school or a college as part of a supervised field assignment or student teaching experience has complied with this rule if either the camp administrator, high school or college requested that the BCII criminal records check be completed on or after April 1, 2005 and the results are on file at the camp.

(J) The camp administrator shall verify that a BCII criminal records check has been completed since April 1, 2005 for all current employees.

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(1) The camp shall have the results of the BCII criminal records check on file at the camp no later than June 1, 2009.

(2) A BCII criminal records check shall be repeated every four years for every employee.

(3) A camp may choose to include an FBI criminal records check in addition to the BCII check.

(K) Any employee who has never had a BCII criminal records check shall obtain one and have the results on file at the camp no later than June 1, 2009.

(L) If the criminal records check results indicate that an employee has a conviction under division (A)(8) or (A)(9) of section 109.572 or division (A)(1) of section 5104.09 of the Revised Code, the camp administrator shall immediately release the person from employment until the administrator determines and documents that the person meets the standards for rehabilitation in this rule and the camp chooses to employ the person. It is the employee's responsibility to provide all information to verify that he or she meets the standards for rehabilitation.

(M) An owner, administrator, applicant or employee of an approved child day camp who has a prohibited offense shall meet the following standards for rehabilitation.

(1) Where the offense was a misdemeanor, at least three years have elapsed from the date the person was fully discharged from imprisonment, probation or parole in regard to the conviction. A person who has had his or her record of misdemeanor conviction sealed by a court pursuant to section 2953.32 of the Revised Code shall be considered to have met this condition.

(2) Where the offense was a felony, at least ten years have elapsed since the person was fully discharged from imprisonment, probation or parole.

(3) The victim was not one of the following:

(a) A person under eighteen years of age.

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(b) A functionally impaired person as defined in section 2903.10 of the Revised Code.

(c) A mentally retarded person as defined in section 5123.01 of the Revised Code.

(d) A developmentally disabled person as defined in section 5123.01 of the Revised Code.

(e) A person with a mental illness as defined in section 5122.01 of the Revised Code.

(f) A person sixty years of age or older.

(4) The prospective person's hiring will not jeopardize the health, safety or welfare of the children served at the camp. The following factors shall be considered:

(a) The age of the person at the time of the offense.

(b) The nature and seriousness of the offense.

(c) The circumstances under which the offense was committed.

(d) The degree to which the person participated in the offense.

(e) The time elapsed since discharge from imprisonment, probation or parole.

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- (f) The likelihood that the circumstances leading to the offense will recur.
- (g) Whether the person is a repeat offender.
- (h) The person's employment record.
- (i) The efforts at rehabilitation and the results of those efforts.
- (j) Whether any criminal proceedings are pending.
- (k) Any other relevant factors.

OAC 5101:2-18-11

5101:2-18-11 Training requirements for program personnel in approved child day camps

(A) All program personnel in approved child day camps shall annually complete preservice training before working with children.

(1) Preservice training shall include, at a minimum:

(a) Developmental stages of school children.

(b) Responding appropriately to socially sensitive issues such as smoking, drugs, tattoos, body piercing, sexuality, dating, cults, religion, ghost or horror stories, divorce and the personal lives of staff.

(c) Behavior management including review of the discipline policy as outlined in rule 5101:2-18-22 of the

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Administrative Code.

(d) Supervision of children as outlined in rule 5101:2-18-12 of the Administrative Code.

(e) Medical emergency procedures as outlined in rule 5101:2-18-23 of the Administrative Code.

(f) Safety regulations as outlined in rule 5101:2-18-21 of the Administrative Code.

(g) Goals, objectives and activities of camp program as outlined in rule 5101:2-18-13 of the Administrative Code.

(h) General first aid and health care procedures as outlined in rule 5101:2-18-15 of the Administrative Code.

(i) Field trip safety as outlined in rule 5101:2-18-14 of the Administrative Code.

(j) Review of personnel job descriptions as outlined in rule 5101:2-18-10 of the Administrative Code.

(k) Acceptance, respect, and responsiveness to the multi-cultural diversity of children and their families.

(l) Prevention, recognition and management of communicable diseases.

(m) Child abuse recognition and prevention.

(2) The required preservice training hours shall be based on the length of the approved child day camp season.

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(a) Eighteen hours of preservice is required for camps whose season is longer than four weeks in duration. Six hours of the preservice training shall be conducted on the camp site.

(b) Five hours of preservice is required for camps whose season is shorter than four weeks. Three of the preservice training hours shall be conducted on the camp site.

(3) Written documentation of the preservice training content and the length of the training shall be on file at the camp for review by ODJFS.

(4) Each trained person shall sign a statement verifying the completion of the required preservice training. The signed statement shall be on file at the camp and available for review by ODJFS.

(5) All program personnel shall receive a copy of Chapter 5101:2-18 of the Administrative Code.

(6) The camp shall provide vehicle safety preservice training to all camp personnel who drive vehicles to transport children as outlined in rule 5101:2-18-25 of the Administrative Code.

(7) The camp shall have a plan for all camp personnel who were not present for all of the pre-camp training to complete the child day camp training requirements.

(B) The approved child day camp shall have a performance review system for supervisors to regularly observe, provide feedback, and plan for improvement of the performance and behavior of staff which includes:

(1) Written guidelines for monitoring job performance of all child day camp personnel.

(2) Annual staff monitoring training for all child day camp administrators which details:

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(a) Child day camp performance guidelines.

(b) Implementation of the camp staff performance review system.

(C) Electronic media sources alone shall not be used for trainings in first aid, CPR, management of communicable disease or child abuse recognition/prevention. A combination of electronic media and instructor led classroom practice and performance assessment is permitted.

(D) The approved child day camp shall have on site and readily available at all times, at least one personnel staff member who has current certification in first aid and cardiac pulmonary resuscitation (CPR) for every seventy-five campers. The camp health manager, as required in rule 5101:2-18-15 of the Administrative Code, shall have current certification in prevention, recognition, and management of communicable diseases. Verification of these certifications shall be on file at the camp for review by ODJFS.

(1) The training in first aid shall be appropriate for child day camp staff and shall be one of the following:

(a) At least six hours in length and follow a curriculum approved ODJFS in collaboration with the Ohio department of health (ODH).

(b) The length of time required by an ODJFS approved health organization and follow the guidelines and curriculum of a first aid course designed for child care staff by a health organization approved by ODJFS.

(c) Valid for three years or the number of years indicated on the card or form received from the ODJFS approved health organization.

(2) The first aid training shall be updated by either completion of the full training or completion of a three hour review training. The review training shall include all specific topics of the approved curriculum. It shall be at least three hours in length or the length of time required by an ODJFS approved health organization.

(3) Registered nurses, emergency medical service instructors, emergency medical technicians and paramedics with current valid credentials shall be exempt from the first aid instructor training requirement.

(4) The first aid instructor shall be one of the following:

(a) An authorized instructor for an ODJFS approved health organization.

(b) A licensed physician or registered nurse.

(c) An emergency medical service instructor.

(5) The CPR training, if taken separately from first aid, shall meet all of the following requirements:

(a) Be for the length of time required by an ODJFS approved health organization.

(b) Follow a curriculum of an ODJFS approved health organization.

(c) Be valid for the number of years indicated on the card or form received from the health organization.

(d) Be appropriate for all age groups the child day camp serves.

(6) The CPR instructor shall be an authorized instructor for a health organization approved by ODJFS.

(7) The training in management of communicable disease shall be one of the following:

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(a) Be at least six hours in length and follow a curriculum approved by ODJFS and be valid for three years.

(b) Follow the guidelines and curriculum of a management of communicable disease course designed for child care staff by a health organization approved by ODJFS and be valid for the number of years indicated on the card or form received from the health organization.

(8) The management of communicable disease training shall be updated by either completion of the full training or completion of a three hour review training. The review training shall include all specific topics of the approved curriculums.

(9) Registered nurses with valid credentials shall be exempt from the management of communicable disease training requirement.

(10) The management of communicable disease instructor shall be one of the following:

(a) An authorized communicable disease instructor for a health organization approved by ODJFS.

(b) A licensed physician or registered nurse.

(11) Documentation of training in first aid, CPR and management of communicable disease shall be kept on file at the approved child day camp for review by ODJFS. Documentation that training has been completed shall be one of the following:

(a) A completed JFS 01307 "Inservice Training for Child Care Employees" (rev. 9/2006) signed and dated by the trainer.

(b) A verification card or form from a health organization approved by ODJFS that specifies the name of the instructor, the date of the training, the subject content/title of the training, the number of hours of the training, the expiration date of the training and the names of the participants.

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(12) Any instructor who provides training required in this rule shall submit to ODJFS, upon request, a detailed course outline and/or verification of instructor qualifications. The detailed course outline shall include the course title, goal and focus of the training, a brief summary of information to be discussed and any resources used to develop the training.

(E) The child day camp shall have on site and readily available at all times, at least one program staff member who has completed a course in child abuse recognition and prevention. The training in child abuse recognition and prevention shall follow a curriculum approved by ODJFS in collaboration with ODH and shall:

(1) Be at least six hours.

(2) Be valid for three years.

(3) Include all of the following curriculum areas:

(a) Ohio law and rules pertaining to child abuse and neglect, including definitions, reporting and confidentiality requirements and the requirement to report suspected abuse or neglect by approved child day camp staff members if observed or suspected.

(b) Physical and behavioral indicators of child abuse and neglect.

(c) Details on reporting, including penalty, immunity and how and to whom to report.

(d) The investigatory role of the public children services agency (PCSA).

(e) The sharing of information and the role of law enforcement, licensing, and the courts in the reports of child abuse and neglect.

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(f) Helping families who have occurrences of abuse and neglect.

(g) Prevention of child abuse and neglect at the approved child day camp including staff supervision and training, policies and procedures and appropriate discipline.

(4) The child abuse prevention training shall be updated by either completion of the full training or completion of a three hour review training. The review training shall include all specific topics of the approved curriculums.

(5) This child abuse prevention instructor shall be one of the following:

(a) An authorized instructor for a public children services agency or a child abuse prevention trainer approved by ODJFS.

(b) A person with at least an associate degree in social work, child development, or a related field from an accredited college and two years of experience professionally assessing child abuse and neglect or providing counseling to abused children or training others in child abuse prevention or the combination of experience and training.

(c) A licensed physician or registered nurse with two years of experience professionally assessing child abuse and neglect or providing counseling to abused children or training others in child abuse prevention or the combination of experience and training.

(6) Documentation of training in child abuse prevention shall be kept on file at the approved child day camp for review by ODJFS. Documentation that the training has been completed shall be one of the following:

(a) A completed JFS 01307 "Inservice Training for Child Care Employees" (rev. 9/2006) signed and dated by the trainer.

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(b) A verification card or form from a health organization approved by ODJFS that specifies the name of the trainer, the date of the training, the name of the person who received the training, subject and content of the training, the number of hours of the training and the expiration date of the training.

OAC 5101:2-18-12

5101:2-18-12 Requirements for supervision of children in approved child day camps

(A) The approved child day camp shall provide program staff who give continuity of care and supervision to the children. At all times, there shall be at least one program staff member who has responsibility for no more than ten children. If the group includes children under the age of six, there shall be at least one program staff member who has responsibility for no more than six children. A daily attendance record for each child shall be kept by the program staff member who is responsible for the child. The record shall be kept on file at the camp and shall specify:

- (1) The names and date of birth of children in the group.
- (2) The name(s) of program personnel responsible for the group's activities.
- (3) The days of each child's attendance.

(B) The camp shall have a written supervision plan which describes its procedures for compliance with this rule and assures that program staff responsible for a group of children know the whereabouts of each child in the group during all times the camp is in operation.

(C) If there are ten or fewer children present with one program staff member, there shall be at least one additional program staff member on the premises who can be summoned in case of an emergency.

(D) There shall be at least one program staff member, in addition to the activity leader, for all specialized activities as specified in rule 5101:2-18-13 of the Administrative Code.

(E) The camp shall have written procedures governing the arrival and departure of children to assure that program staff are aware of each child's presence at the camp.

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(F) No child shall be left alone or unsupervised at any time.

(G) The appropriate number of program staff shall be physically present with each group of children to maintain the ratios required in this rule.

(H) Current personnel information shall be maintained by the camp and shall be available for review by the department to show compliance with ratio requirements. The camp shall maintain at the camp a personnel record chart which includes at least the following information:

(1) The name of each program staff member.

(2) The designated group of children or program activities for which each program staff member is responsible.

(3) Any hour(s) during which program staff are engaged in camp activities with children. This chart shall not include the program staff's time that is spent in activities such as, but not limited to, cooking, cleaning, office work, breaks or lunch periods.

OAC 5101:2-18-13

5101:2-18-13 Requirements for program activities in approved child day camps

(A) The approved child day camp shall establish a planned program of activities based on the developmental stages of the children attending the camp.

(B) The camp shall have written program goals, objectives and a written weekly program schedule. This written information shall include at least the following:

(1) The development of an appreciation of the outdoors.

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(2) The development of ecologically responsible practices.

(3) Program activities that provide campers with progression, challenge and success.

(4) A balance of quiet and active activities suitable to the ages and abilities of the children attending the camp.

(5) Opportunities for practice in decision making.

(6) Individual, small and large group activities.

(7) A minimum of fifty per cent outdoor activities which are both structured and unstructured.

(C) "General activities" are defined as individual events, classes, or instructional periods occurring under staff leadership or supervision that provide opportunities for recreational or educational participation by the children. These activities cannot require special technical skills, safety equipment or safety regulations.

(1) Program activities may include, but are not limited to:

(a) Arts and crafts.

(b) Field sports/games.

(c) Nature studies.

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(2) The camp shall have written plans for the supervision and safety of children participating in any general activities.

(D) "Specialized activities" are defined as any program activity that meets at least one of the following criteria: the activity utilizes equipment, animals or tools whose use by children requires supervision by a person skilled in their use; the activity involves children's use of fire, heat-producing equipment or substances; or the activity requires injury-protection equipment.

(1) Specialized activities may include, but are not limited to:

(a) Target sports including archery.

(b) Gymnastics.

(c) Motorized vehicle activities including all terrain vehicles and go-karts.

(d) Bicycling.

(e) Rock climbing and spelunking.

(f) Rope course activities.

(g) Horseback riding.

(h) Aquatics.

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(i) Activities involving power tools.

(j) Cookouts, if the children build the fires and/or cook the food.

(k) Model rocketry.

(l) Mountain biking.

(m) Skateboarding.

(n) In-line skating.

(o) Field sports such as lacrosse and field hockey.

(p) Cheerleading.

(2) Camps offering specialized activities shall provide written evidence of the following for each specialized activity:

(a) Current leader certification and or documented and verified training and experience in the specialized activity as evaluated by a supervisor or trainer.

(b) That staff members required to teach or assist in specialized program activities have been evaluated by the child day camp prior to staff leading activities.

(c) Regular observations by supervisors verifying that specialized activity leaders:

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- (i) Enforce established safety regulations.
 - (ii) Provide appropriate instruction to participants.
 - (iii) Identify and manage environmental and other hazards related to the activity.
 - (iv) Apply appropriate emergency procedures related to the activity and the participants.
- (d) Safety regulations and emergency procedures to be followed.
- (e) Identification and management of environmental and other hazards related to the activity and participants.
- (f) Children's orientation to establish safety and emergency regulations prior to participation.
- (g) Staff/child ratios and supervision plan.
- (h) Maintenance log of all equipment used for each activity which assures that equipment that is not in good repair be marked unusable and be removed from service or made inaccessible to campers immediately.
- (i) Location of first aid supplies at each specialized activity site.

(3) Camps offering aquatic activities, which is any activity occurring in or near water over twenty-four inches deep, including but not limited to, swimming, fishing, rafting, boating, sailboarding, scuba diving, innertubing,

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canoeing, sailing, water skiing and water park activities, shall meet the following requirements:

(a) Each aquatic activity shall be guarded by a program staff member who meets all of the following:

(i) Is certified by the "American Red Cross," the YMCA or the BSA in lifeguard training or has an equivalent certification approved by ODJFS.

(ii) Has documented evidence of skill in rescue and emergency procedures specific to the aquatic area and activities guarded.

(iii) Is trained and supervised to enforce safety regulations, provide necessary instructions, and identify and manage environmental and other hazards related to the aquatic activity.

(b) Documentation of training and evidence of skill shall be on file at the camp for review by ODJFS.

(c) At least one program staff member who is currently trained in first aid and cardiac pulmonary resuscitation (CPR) as required in rule 5101:2-18-11 of the Administrative Code shall be present at each aquatic location or facility.

(d) Each aquatic activity site shall adhere to the number of lifeguards required to be on duty as outlined in Chapter 3701-31 of the Revised Code. In addition to the required number of lifeguards, staff/camper ratios outlined in rule 5101:2-18-12 of the Administrative Code shall be maintained at all times.

(e) All campers participating in aquatic activities shall be evaluated and classified as either swimmers or nonswimmers and be assigned to equipment, facilities and activities equivalent to camper's individual abilities. The camp shall have a written plan to evaluate and classify each child. The plan shall be on file at the camp for review by ODJFS.

(f) Rescue equipment, in working condition, shall be onsite and accessible at each aquatic activity site.

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(g) Camps using staffed public facilities shall secure in writing that people guarding the facilities have the qualifications outlined in paragraph (D)(3)(a) of this rule. Written evidence shall be on file at the camp for review by the department. When camps are using a staffed public facility, lifeguards provided by the facility shall not be included in the staff/camper ratios.

(E) The parent or guardian of a child enrolled in the camp and all camp personnel shall receive a written description of the program goals and objectives and weekly program on or before the first day of camp as required in rule 5101:2-18-19 of the Administrative Code.

(F) A child day camp that utilizes a staffed public provider for specialized activities shall have a written policy which limits the selection to those providers with programs that stipulate the following:

(1) The provision of an adequate number of instructors/leaders whose qualifications have been verified by the provider.

(2) The utilization of equipment that is appropriate in size and type and is in good repair.

(3) The camp staff who accompany children have been trained on written procedures which specify their supervisory roles and responsibilities while the children are participating in the activity.

(G) ODJFS shall evaluate the camp for compliance with this rule by actual observation of the program and activities and by review of the camp's written program goals, objectives and written weekly program.

OAC 5101:2-18-14

5101:2-18-14 Requirements for field trips from approved child day camps

(A) "Field trips" mean excursions, including special outings, away from the approved child day camp.

(B) The maximum number of children per camp program staff, as required in rule 5101: 2-18-12 of the Administrative Code, shall be met at all times on field trips, including during transportation to and from the destination(s). The person driving the vehicle shall not be included in the staff/child ratio.

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(C) The child day camp shall have a written field trip plan for each field trip that includes the following at a minimum:

(1) Safety regulations, including vehicle safety, search and rescue procedures, meeting times and places if children become separated from the group, and practices when children mingle with the public as outlined in rule 5101: 2-18-21 of the Administrative Code.

(2) Emergency procedures.

(3) Roster of children and the accompanying personnel staff members.

(4) Departure and return time(s).

(5) Inclement weather plans.

(6) Routes to be taken.

(7) Communication plan with designated person on the camp site.

(8) List of destination(s), address(es) and telephone number(s) of destination(s).

(9) Orientation of children prior to each field trip.

(D) For field trips, the child day camp shall have written and signed permission from the parent or guardian before transporting or escorting a child to or from the camp site.

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(1) Written permission from the parent or guardian for each field trip shall include:

(a) A statement notifying parents or guardians what kind of vehicle their child will be transported in and who will be driving.

(b) The child's name

(c) The date of the field trip

(d) List of destination(s) and times scheduled for the trip.

(e) The signature of the parent or guardian.

(f) The date the permission form was signed.

(2) The following shall be available on all field trips:

(a) First aid supplies as specified in rule 5101:2-18-17 of the Administrative Code

(b) The emergency transportation authorization for each child and camp personnel on the field trip as specified in rules 5101:2-18-23 and 5101:2-18-10 of the Administrative Code

(c) Health record for each child on the field trip as specified in rule 5101:2-18-20 of the Administrative Code.

(d) The health care plan for any child who has one and any required medications for any child.

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(e) Written field trip plan in case of emergency as required in paragraph (C) of this rule.

(3) For every seventy-five children, a person trained in first aid shall be present at all times at field trips destination(s).

(4) Whenever children are transported by vehicles on field trips:

(a) At no time are children to be left alone unattended in a vehicle.

(b) If the vehicle used to transport children is manufactured with seat belts, they shall be utilized by adults and children, and no more than one person shall be strapped in each seat belt. Children or adults shall not be permitted to stand in a moving vehicle, sit on the floor, or ride in a vehicle where seats are not securely anchored.

(c) All children shall be seated and restrained in a child safety seat according to the requirements of section 4511.81 of the Revised Code.

(E) Food on field trips shall be stored in accordance with food safety requirements as outlined in rule 5101:2-18-24 of the Administrative Code.

OAC 5101:2-18-15

5101:2-18-15 Requirements for health care and medication administration in approved child day camps

(A) The approved child day camp shall have on site and readily available at all times, at least one camp staff member for every seventy-five children on the camp site who has completed a course in first aid, cardiac pulmonary resuscitation (CPR) and in prevention, recognition, and management of communicable diseases as outlined in rule 5101:2-18-11 of the Administrative Code.

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(B) The child day camp shall designate a camp health manager who is on site when children are present and has primary responsibility for the implementation of the health care plan as outlined in this rule.

(1) The camp health manager shall be currently certified in first aid, CPR, prevention, recognition, and management of communicable disease and child abuse recognition and prevention and shall complete the preservice training requirements outlined in rule 5101:2-18-11 of the Administrative Code, unless the health care manager is a registered nurse or physician.

(2) The camp health manager shall supervise any camper isolated due to an illness until the camper is discharged.

(C) A written health record for each child shall be secured from the parent or guardian of the child on or before the first day of camp as required in rule 5101:2-18-20 of the Administrative Code.

(D) The child day camp shall store the JFS 8087 "Communicable Disease Chart" (rev. 4/2006) with the first aid supplies and make it available at all times to program staff.

(E) The camp shall have a written health plan which includes procedures concerning the management of communicable disease and first aid.

(1) The health care plan shall be available to all parents or guardians of the children in the camp as required by rule 5101:2-18-19 of the Administrative Code and reviewed with camp personnel during preservice training as required in rule 5101:2-18-11 of the Administrative Code.

(2) The health care plan shall be reviewed every year by a physician or advance practice nurse (APN). Written documentation of such review shall be on file at the camp for review by the Ohio department of job and family services (ODJFS).

(3) The health care plan shall include at least the following information:

(a) The responsibilities of the health care manager and all other camp staff providing health care or first

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aid to children.

(b) The list of symptoms for which a child shall be isolated or discharged from the camp.

(c) Procedures for isolating and discharging an ill child.

(d) The camp's procedures for readmitting a child who has recovered from illness.

(e) Location of the JFS 08087.

(f) Procedures for administering medications to a child at the camp as outlined in rule 5101: 2-18-16 of the Administrative Code.

(g) A list of all camp personnel trained in first aid, CPR, communicable disease and child abuse recognition and prevention.

(h) Agreements with medical personnel, hospitals and providers of medical care.

(i) Location of first aid supplies and other medical equipment and a plan for periodic review of these items.

(j) Procedures for protection from occupational exposure to blood or other potentially infectious materials.

(4) The written health plan shall be on file at the camp for review by ODJFS.

(F) Medication administration.

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(1) Medication means any substance or preparation which is used to prevent or treat a wound, injury, infection, infirmity or disease. This includes medication that is over the counter, or prescribed or recommended by a physician or advance practice nurse (APN) certified to prescribe medication, and permitted for administration or application by the parent.

(2) The approved child day camp shall set its own policy regarding the administration of medication.

(3) Prescription medications and nonprescription medications requiring physician or dentist instructions shall only be self-administered by children with the supervision of camp staff in accordance with the camp's written health care procedures and with the signed, written instructions from the child's parent or guardian.

(4) In order to administer prescription medication, nonprescription medication which requires physician or dentist instructions, any other nonprescription medications or nonprescription topical ointments, creams or lotions, the camp shall have written instructions from the child's parent or guardian. These instructions shall include at least the following information:

(a) The child's name.

(b) The date of the instructions.

(c) The name of the medication.

(d) The amount of the dosage.

(e) The time the medication shall be administered.

(5) All written instructions shall be valid for no longer than six months. These written instructions shall be

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maintained on file at the camp for a period of one year and shall be available for review by ODJFS.

(6) The camp shall not administer a dosage which exceeds the manufacturer's recommended dosage without written instructions from a physician or a certified nurse practitioner.

(7) Nonprescription and prescription medication shall be in the original container with the original label attached and labeled with the child's name.

(8) Medication shall be kept in a safe location and shall be inaccessible to children. A medication requiring refrigeration shall be refrigerated and safely stored, separate from food items, immediately upon arrival at the camp.

(9) The camp shall maintain a written record of the date, time and amount of each prescription or nonprescription medication given to each child.

(G) Any error made in the administration of medication shall be reported to the parent and to ODJFS on the JFS 01299 "Incident/Injury Report" (rev. 6/2007).

OAC 5101:2-18-16

5101:2-18-16 Medication--Repealed

OAC 5101:2-18-17

5101:2-18-17 Requirements for first aid supplies in an approved child day camp

(A) First aid supplies shall be readily available at all times the approved child day camp is in operation.

(1) The child day camp shall have at least one first aid supply container for every seventy-five children. This container shall be closed, but not locked and accessible to program staff members at all times and inaccessible to children.

(2) First aid supplies shall include, at a minimum:

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- (a) Hypoallergenic first aid tape.
- (b) Roller gauze bandages.
- (c) Individually wrapped sterile gauze squares in assorted sizes.
- (d) Adhesive bandages.
- (e) Clean cotton towels or sheeting, approximately twenty-four by thirty-six inches.
- (f) One pair of scissors.
- (g) Assorted sizes of safety pins.
- (h) One working flashlight.
- (i) One digital thermometer.
- (j) One instant cold pack or ice.
- (k) Tweezers (for removing ticks).
- (l) A tooth preservation system or fresh chilled milk in which to transport a lost permanent tooth.

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(m) A supply of disposable vinyl gloves.

(n) Means of immediate communication, such as a cellular phone or means of using a telephone in case of an emergency.

(o) A copy of the JFS 08087 "Communicable Disease Chart" (rev. 4/2006) as required in rule 5101:2-18-15 of the Administrative Code.

(p) One bottle of factory sealed water.

(q) A pocket mask or face shield for administration of cardiopulmonary resuscitation (CPR).

(r) Sealable plastic bags in assorted sizes for soiled materials.

(s) Soap or waterless sanitizer.

(3) The first aid kit shall contain a written reference indicating the location of the refrigerator where ice and milk are stored if an instant ice pack or tooth preservation system is not part of the first aid kit. All other supplies shall be stored in the first aid kit. Items not stored in the first aid kit shall be taken with the kit whenever it is removed from the approved child day camp.

(4) First aid supplies shall be reviewed and replaced regularly by a camp staff member.

(B) First aid supplies shall be available for use at all times, including field trips as outlined in rule 5101: 2-18-14 of the Administrative Code and during specialized activities as outlined in rule 5101: 2-18-13 of the Administrative Code.

(C) First aid supplies shall be available for review by ODJFS.

OAC 5101:2-18-18

5101:2-18-18 Requirements for the care of children with special needs in an approved child day camp

(A) An approved child day camp providing for the needs of a child with disabilities or special health conditions shall do so in accordance with a written medical/physical care plan for the care of the child

(1) "A child with disabilities" is a child who has a physical or mental impairment that substantially limits one or more major life activities.

(2) "A child with special health conditions" is a child who needs special treatment for health related conditions such as, but not limited to, asthma, attention deficit disorder, diabetes and seizures.

(B) The written medical/physical care plan for the care of a child with a disability or special health condition shall:

(1) Be written and approved by the child's physician ,advance practice nurse (APN) in consultation with the child's parent or guardian, the camp administrator, camp personnel staff member with primary responsibility for the activities and care of the child, and other diagnostic or social agencies involved in the care of the child.

(2) Be signed and dated by the child's physician or APN, the parent or guardian, the camp administrator and camp staff member with primary responsibility for the activities and care of the child, and any diagnostic or social agencies involved in the care of the child.

(C) Only people trained by a physician or APN to attend to disabilities or health conditions requiring special procedures for a child shall be permitted to perform such procedures. There shall be a trained person on site at all times whenever the child who requires special treatment is present.

(D) There shall be on file at the child day camp a statement which identifies the child, the nature of the required special procedure, the person attending to the child and verification that the person has been trained by a physician or APN. The statement:

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(1) Shall be signed and dated by the parent and shall serve to confer parental permission for the named person(s) to perform the special procedures.

(2) Shall be signed and dated by the child's physician, APN who trained the named person(s) to attend to the disability or health conditions requiring special procedures.

(3) Shall be signed and dated by the person(s) trained and shall serve to confirm that the person(s) accept(s) responsibility for performing the required special procedure, as needed.

(4) Shall be signed and dated by the child day camp administrator.

(E) The written medical/physical care plan and the signed statement of training shall be on file at the camp for review by ODJFS.

(F) The changing and storing of diapers for all nontoilet-trained children shall be handled in conformity with the following methods:

(1) Changing of diapers for all nontoilet-trained children shall occur in a space that contains a handwashing facility.

(2) Hands of the adult caring for the child shall be washed with soap and water after each diaper change.

(3) The diaper changing area used shall be sanitized after each diaper change with a germicidal agent. If the diaper changing station is soiled after the diaper change, it shall be cleaned with soap and water and then sanitized with a germicidal agent.

(4) Any product used during diaper changing which is used on more than one camper shall be used in such a way that the container does not touch the camper. Any product obtained from a common container and applied to a camper shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and sanitized with a germicidal agent when soiled.

(5) A clean supply of diapers shall be available at all times and shall be stored in a designated area.

(6) Soiled diapers or clothing shall not be rinsed at the camp, but shall be placed directly into a plastic container or bag, sealed tightly and stored away from the camper's belongings. Soiled diapers to be disposed of or cleaned by the camp shall be placed in common plastic-lined, covered container which shall be emptied, cleaned, and sanitized with a germicidal agent daily or more frequently as needed.

OAC 5101:2-18-19

5101:2-18-19 Information for parents of children attending approved child day camps

(A) The onsite administrator of the approved child day camp shall supply the parent or guardian with written information concerning the program and activities of the camp on or before the first day of camp. This information shall include, at a minimum:

(1) A statement which includes the following information:

(a) The camp's name, address and telephone number.

(b) A statement of registration and approval as a child day camp from the Ohio department of job and family services (ODJFS).

(c) A notice the laws and rules governing the operation of the camp are available at the camp for review upon request.

(d) A notice that the administrator and each staff member and employee of the camp are required under section 2151.421 of the Revised Code to report suspicions or knowledge of child abuse or child neglect.

(e) A statement that a custodial parent, custodian or guardian of a child enrolled in a camp shall be permitted unlimited access to the camp during its hours of operation for the purposes of contacting their

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children or evaluating the premises. Upon entering the premises, the custodial parent, custodian, or guardian shall notify the administrator of his or her presence.

(2) A description of the child day camp's program goals and objectives and weekly written program, as developed according to rule 5101: 2-18-13 of the Administrative Code.

(3) A description of the child day camp's program including, at a minimum:

(a) Days and hours of operation

(b) The maximum number of children per camp staff member

(c) A sample of the daily program schedule for the camp

(d) Types of general and specialized activities offered by the camp.

(4) A description of the child day camp's procedures concerning:

(a) Behavior management of children as outlined in rule 5101: 2-18-22 of the Administrative Code.

(b) The serving of meals, as outlined in rule 5101:2-18-24 of the Administrative Code.

(c) Emergency procedures as outlined in rule 5101:2-18-23 of the Administrative Code.

(d) Safety procedures as outlined in rule 5101:2-18-21 of the Administrative Code.

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(e) Management of illness and medications as outlined in rules 5101:2-18-15 and 5101:2-18-16 of the Administrative Code.

(f) Camp fees.

(g) The release of a child from the camp to any person(s) other than the custodial parent or guardian.

(h) The transportation of children including field trips as outlined in rule 5101:2-18-14 of the Administrative Code, and transportation of a camper to a source of emergency medical care as outlined in rule 5101:2-18-23 of the Administrative Code.

(i) The camp's plan for the supervision of campers as required in rule 5101:2-18-12 of the Administrative Code.

(B) A copy of all written information required to be given to the parent or guardian shall be available for review by ODJFS.

OAC 5101:2-18-20

5101:2-18-20 Requirements for records of children in approved child day camps

(A) The onsite administrator of the approved child day camp shall maintain enrollment, health and attendance records for each child attending the camp. All records shall be secured from the parent or guardian on or before the first day of camp. The records shall be maintained at the child day camp and shall be available for review by the Ohio department of job and family services (ODJFS).

(1) Enrollment records for the child shall include at least the following information:

(a) The name, address, and birthdate of the child.

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(b) The date of admission of the child .

(c) The name, home address and telephone numbers of the parent or guardian.

(d) The name, address and telephone number where the parent or guardian may be reached during the hours the camp is in operation.

(e) The names, addresses, telephone numbers and relationship to the child of at least two persons who could be contacted by the camp in the event of an emergency if the parent or guardian cannot be reached.

(2) A written health record shall be secured from the parent or guardian and shall include at least the following information:

(a) A list of any medications or modified diets currently being administered to the child .

(b) A list of the immunizations the child has received, including the date of the last tetanus shot.

(c) A list of all allergies and any special precautions or treatment indicated for these allergies.

(d) A list of any health problems, past medical treatments and any history of hospitalization.

(e) A list of any activities from which the child should be exempted because of health reasons.

(f) A list of any physical or mental conditions.

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(g) A list of any diseases the child has had.

(h) The name, address, and telephone number of the child's physician or clinic and dentist.

(i) A signed permission to provide routine health care, dispense medications, and seek medical treatment, or a waiver refusing permission to treat.

(j) An emergency transportation authorization as required in rule 5101: 2-18-23 of the Administrative Code.

(3) A daily attendance record for each child shall be kept by the program staff member responsible for the camper. The record shall be kept on file at the child day camp and shall specify:

(a) The names and dates of birth of children in the group.

(b) The name(s) of program personnel responsible for the group's activities.

(c) The hour and days of each child's attendance.

(B) The child day camp administrator shall secure a written medical/physical care plan for the care of a child with disabilities or special health conditions in accordance with rule 5101: 2-18-18 of the Administrative Code.

(C) The child day camp shall require the parent or guardian to review and update information required by this rule as needed and at least annually.

OAC 5101:2-18-21

5101:2-18-21 Safety requirements in approved child day camps

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(A) A program staff member in charge of a child or group of children shall be responsible for their safety.

(B) All children shall be supervised as outlined in rule 5101: 2-18-12 of the Administrative Code.

(C) The approved child day camp shall not abuse or neglect children and shall protect children from abuse and neglect while in the camp's care.

(D) A camp staff member shall immediately notify the local public children's services agency when the camp staff member suspects that a child has been abused or neglected.

(E) For use in emergencies, camp staff members shall have access at all times to a communication method such as, but not limited to, a telephone, cell-phone, walkie talkie or pager.

(F) The approved child day camp shall have written safety regulations and emergency procedures that shall include at least the following:

(1) Vehicle safety requirements as outlined in rule 5101: 2-18-25 of the Administrative Code.

(2) Search and rescue procedures for lost or missing children.

(3) Plan for the care of children in case of inclement weather or emergency situations.

(4) Procedures governing arrival and departure of children to assure that a camp staff member is aware of each child's presence at the camp.

(5) Practices to be used when children mingle with the public that include:

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(a) The supervision of children.

(b) Safety instructions for children in case they are separated from the group or are approached by a stranger.

(c) Safety while on public transportation, walking on public streets, and using public restrooms.

(d) Procedures for responding to the intrusion of unauthorized persons onto the campsite and review of security concerns.

(G) The child day camp shall conduct a written assessment of its operation to identify and reduce potential health and safety risks to children and staff. The written assessment shall include, at a minimum:

(1) Identification of:

(a) Natural hazards specific to the camp site;

(b) Man-made hazards specific to the camp site;

(c) Operation of facilities and/or equipment;

(d) Disasters such as fire, flood, tornado, hurricane;

(e) Conduct of children and staff.

(2) Procedures implemented to reduce risks associated with identified health and safety concerns including:

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- (a) Camp safety regulations for identified areas;
- (b) Methods to control access to identified hazardous areas;
- (c) Identification of how and when children and/or staff will be trained to deal with identified risks.

(3) Emergency procedures to respond to identified risks or situations identified in section (G)(1) of this rule.

(H) The child day camp shall provide documentation of liability insurance or documentation that the camp is self insured. The documentation shall be on file at the camp for review by ODJFS.

(I) Water bottles used for storage of drinking water shall be clearly marked and distinguishable by shape, color, or style from bottles containing non-consumable liquids. Bottles containing non-consumable liquids shall also be clearly labeled with their contents.

(J) Equipment and materials used by the child day camp shall be sturdy, safe and maintained. Equipment and materials that are not usable due to breakage or hazards shall be marked and removed immediately or made inaccessible to children.

(K) Lawn mowers, hedge clippers and other machinery shall not be used in the immediate area where children are present.

(L) Pets or animals shall be permitted if they present no apparent threat to the safety or health of the children. All pets shall be properly housed, cared for, and inoculated. Verification of inoculations for each pet requiring such inoculations shall be on file at the camp for review by ODJFS. Children shall feed or care for animals under the supervision of a program staff member.

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(M) Use of aerosols, herbicides and pesticides shall be prohibited when children are in attendance at the child day camp.

(N) Accumulated trash and garbage shall be stored in a designated area and shall not be accessible to the children.

(O) Any weapons, firearms and ammunition on the campsite shall be stored in a locked area.

(P) Gas and liquid flammables, explosives, and poisonous materials shall be stored in covered containers that are plainly labeled, stored away from food and handled only by people trained or experienced in their safe use.

(Q) Power tools used on the campsite shall be equipped with proper safety devices, in good repair and operated by only those people trained or experienced in their safe use.

(R) The camp shall prohibit smoking in food preparation and service areas, and in dining facilities during meal periods and shall designate smoking areas that are away from campers and nonsmokers.

(S) Preservice training requirements of rule 5101: 2-18-11 of the Administrative Code shall include all areas outlined in this rule.

OAC 5101:2-18-22

5101:2-18-22 Behavior management for children in approved child day camps

(A) At an approved child day camp, the program staff member in charge of a child or group of children shall ensure that developmentally appropriate child guidance and management techniques are followed at all times.

(B) Discipline shall be constructive and educational in nature, shall include such measures as redirection and problem solving and shall involve the child in the resolution of the situation.

(C) The methods of managing children's behavior shall apply to all people on the premises and shall ensure the following:

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(1) There shall be no corporal punishment or any cruel, harsh or unusual punishment such as, but not limited to, punching, pinching, shaking, spanking or biting.

(2) No discipline technique shall be delegated to a counselor in training or any other child.

(3) No physical restraints shall be used to confine a child.

(4) No child shall be placed in a locked room or confined in an enclosed area.

(5) No child shall be humiliated or subjected to profane language, threats, derogatory remarks about himself/herself or his or her family or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat sleep or for toileting accidents.

(7) Techniques of discipline shall not humiliate, shame or frighten a child .

(8) Discipline shall not include withholding food rest or toilet use.

(9) Separation, when used as discipline, shall be brief and appropriate to the child's age and circumstances, and the child shall be within sight and hearing of a program staff member.

(10) The camp shall not abuse or neglect children and shall protect children from abuse while in the camp's care.

(D) The child day camp shall have written procedures that describe the camp's philosophy of child management and the specific methods of managing children's behavior at the camp. The written procedures shall be on file at the camp for review by ODJFS.

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(E) Preservice training requirements of rule 5101: 2-18-11 of the Administrative Code shall include all requirements of this rule.

OAC 5101:2-18-23

5101:2-18-23 Medical emergency procedures in approved child day camps

(A) The approved child day camp shall have a written plan for medical emergencies. The written plan shall require immediate notification of the parent or guardian in the event of any accident, injury or illness that requires medical treatment and shall include plans for the transportation of the child to the source of medical treatment, if necessary.

(B) The written plan shall be reviewed annually by a physician or advance practice nurse (APN). Documentation of such review shall be available for review by the Ohio department of job and family services (ODJFS).

(C) The medical emergency plan shall state, at a minimum, the following information:

(1) The child day camp's name, address, and telephone number.

(2) The location of the first aid supplies.

(3) The current emergency telephone numbers for the emergency squad, the fire department, the hospital, the poison control center, the local public children's services agency and the police department.

(4) The names of camp staff trained to administer first aid and cardiac pulmonary resuscitation (CPR) as required in rule 5101:2-18-11 of the Administrative Code and the hours they are on the camp site.

(5) The location of children's records required by rule 5101:2-18-20 of the Administrative Code.

(6) General instructions to camp staff in case of emergency, including the supervision of children during the emergency.

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(7) General instructions to camp staff in case of illness, accident or injury of children.

(8) Location of vehicle used for transportation and the location of the keys.

(D) The child day camp shall obtain written emergency transportation authorization from the parent or guardian on or before the first day of attendance for each child. The emergency transportation authorization shall include the signature of a parent or guardian granting consent to transport the child to a source of emergency medical care.

(1) [FN1]

(2) [FN2]

(E) The child's record as required by rule 5101:2-18-20 of the Administrative Code shall be transported with the child to the source of emergency assistance.

(F) If the administrator or camp staff member accompanies a child to a source of emergency care, the administrator or camp staff member shall remain with the child until the child's parent or guardian assumes responsibility for the child's care.

(G) If an accident or injury occurs that requires professional medical treatment or involves a head injury, the camp shall prepare a report on a form that includes at least the following information:

(1) The name and address of the camp.

(2) Name and birth date of child.

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(3) The date and time the incident occurred.

(4) The name(s) of the camp staff member(s) responsible for the child at the time of the incident.

(5) A summary of circumstances surrounding the incident.

(6) The name of any witness to the incident.

(7) Actions taken by the camp staff.

(8) The signature of the person who completed the form.

(H) Completed reports, as outlined in paragraph (G) of this rule, shall be on file at the camp for review by ODJFS. A copy of the report shall be given to the parent or guardian on the day of the incident.

OAC 5101:2-18-24

5101:2-18-24 Food preparation in approved child day camps

(A) At an approved child day camp, a child who is in attendance for four or more hours shall be served a meal. A child day camp that provides overnight activities for children shall provide at least two additional meals for each night the children are in attendance.

(B) Child day camps that prepare food for children or use a catering service for food preparation shall secure a food service license from the board of health of the health district in which the camp is located or from the Ohio department of health.

(C) Child day camps that use campfires or other methods of cooking foods outdoors shall follow the requirements for specialized activities as outlined in rule 5101: 2-18-13 of the Administrative Code.

(D) If the child day camp permits parents to provide food for meals, the following requirements shall be met:

(1) The camp shall have written procedures that address the camp's method of providing a meal(s) to a child who comes to the camp without a meal(s) and that ensures that all children are provided with a meal(s).

(2) The camp shall provide all parents or guardians and staff with written nutritional information regarding meeting one-third of the child's recommended daily dietary allowance.

(3) The camp shall have supplemental food from all four food groups: protein, grain, fruit/vegetable and dairy, on the premises and readily accessible during meal times. Supplemental food shall be offered to each child for whom the parent-provided meal does not meet the recommended daily dietary allowance.

(4) The camp shall have provisions for safe storage of parent provided foods.

(E) A copy of all written information provided to parents concerning meals, food preparation, and food storage shall be on file at the camp for review by the Ohio department of job and family services.

OAC 5101:2-18-25

5101:2-18-25 Vehicle safety and driver training in approved child day camps

(A) The approved child day camp shall have a written vehicle safety plan that includes:

(1) A plan for the control of vehicle traffic on the camp site including signs posted to designate speed limits or restrictions, traffic areas, parking, delivery areas and pick-up areas.

(2) Procedures for orderly arrival and departure of vehicles and for the unloading and loading of vehicles.

(3) Procedures for notifying parents and guardians of:

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(a) Pick-up and drop-off times, pick-up and drop-off safety procedures and safety rules for travel in vehicles provided by the camp.

(b) Safety procedures and guidelines in case of an emergency or changes that would affect the child's arrival at pick-up or drop-off locations.

(4) Policies that specify safety rules for children during vehicle travel that include at a minimum:

(a) Staff to child supervision ratios that consider the age, mental ability and physical condition of all passengers.

(b) The location of health information and permission forms.

(5) Safety regulations for transporting passengers that include:

(a) The prohibition of transporting children or camp staff in non-passenger vehicles.

(b) Requirements for the training of camp staff responsible for transporting children, including the following written accident procedures:

(i) Providing or securing care for the injured.

(ii) Supervising the uninjured.

(iii) Emergency notification procedures.

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(iv) Identifying witnesses.

(v) Obtaining appropriate accident or emergency information.

(c) An additional camp staff on the vehicle who has been trained in safety for any vehicles transporting fifteen or more children.

(6) A plan for emergency transportation by child day camp or community emergency services with whom prior arrangements have been made in writing.

(B) The written safety plan shall be on file at the camp for review by the Ohio department of job and family services (ODJFS).

(C) All vehicles used to transport children shall be equipped with the following:

(1) First aid supplies as specified in rule 5101:2-18-17 of the Administrative Code.

(2) Reflectors.

(3) A fire extinguisher.

(D) The camp shall have written evidence of vehicle maintenance checks within one month prior to the child day camp's season. Written evidence shall be on file at the camp for review by ODJFS.

(E) The camp shall maintain a written record of daily tire air pressure and wear safety checks each day a vehicle is used for transporting children and staff. These written safety checks shall be on file at the camp for review by ODJFS.

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(F) The approved child day camp shall maintain a written record of weekly safety checks for all vehicles that regularly transport children and staff.

(1) The record shall specify the date of each safety check.

(2) The record shall show completion of safety checks of the following:

(a) Lights.

(b) Windshield and wiper condition.

(c) Mirrors.

(d) Horn.

(e) Emergency warning systems.

(f) Brakes.

(g) Fluid levels.

(3) The written safety check record shall be on file at the camp for review by ODJFS.

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(G) Prior to transporting children, the approved child day camp shall provide annual preservice training to all child day camp personnel who drive vehicles for the purpose of transporting children.

(1) The training shall include the following:

- (a) Procedures for loading and unloading passengers.
- (b) Procedures for vehicular breakdowns.
- (c) Procedures for assisting an injured or ill passenger.
- (d) Refueling the vehicle.
- (e) Emergency procedures for vehicle accidents.
- (f) Behind the wheel training in vehicle maneuvering, that includes procedures for driving in reverse.
- (g) Procedures for the arrival and departure of vehicles carrying children.
- (h) Camp supervision of arriving and departing children.
- (i) Safety procedures for traveling in vehicles, including:
 - (i) Supervision and behavior management.

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(ii) Vehicle safety check requirements prior to transporting any passengers.

(j) Procedures for use of special equipment for transporting people in wheelchairs, if applicable.

(2) Written documentation of camp personnel trained to transport children shall be on file at the camp for review by ODJFS.

(H) The approved child day camp shall have written evidence of documentation of a valid driver's license for any person driving vehicles that transport children. This written evidence shall be on file at the camp for review by ODJFS and shall include:

(1) Documentation that the staff member's driver's license is valid for the vehicle driven.

(2) Documentation that the staff member's driving record was reviewed within four months prior to the child day camp's season.