

2005 Child Care Licensing Study Ohio

Data Profile for State Licensing Programs and Policies

Click on link to go to information on the state's licensing program:

- [State Licensing Agency](#)
- [Number of Licensed Facilities](#)
- [Licensing Staff](#)
- [Number of Licensing Staff](#)
- [Types of Inspections](#)
- [Frequency of Inspections](#)
- [Frequency of Licensing](#)
- [Inspections and Monitoring](#)
- [Complaint Investigations](#)
- [Enforcement Actions](#)
- [Access to Licensing Information](#)
- [Licensing Fees](#)
- [Licensing Staff Requirements](#)
- [Quality Initiatives](#)

STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
Agency name: Ohio Department of Job & Family Services		
Address: Bureau of Child Care and Development 255 East Main Street, 3rd Floor		
City: Columbus	State: OH	Zip: 43215-5222
Phone: 614-466-3822	Toll Free: 866-886-3537 option 4	
Fax: 614-466-1944	E-mail: childcare@odjfs.state.oh.us	
Web site: http://jfs.ohio.gov/cdc/page2.stm		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	3,876
Small family child care homes	0
Large/group family child care homes	154
<i>Other types of licensed facilities:</i>	0
Total number of licensed facilities	4,030
Data notes:	

Key:

✓ = Yes

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2005 Child Care Licensing Study Ohio

LICENSED CAPACITY	
Child care centers	0
Small family child care homes	0
Large/group family child care homes	0
<i>Other types of licensed facilities:</i>	0
Total licensed capacity	0
Data notes: N/A	

LICENSING STAFF



LICENSING LINE STAFF ASSIGNMENT	
Line staff assignments to inspect child care facilities:	
Assigned to inspect only child care centers	✓
Assigned to inspect only family child care homes	✓
Assigned to inspect both centers and family child care homes	✓
Assigned to inspect child care facilities and other human service programs for children	
Assigned to inspect child care facilities and other human service programs for children and/or adults	
Assignments vary by county or area of the state	✓
Assigned specifically to conduct complaint investigations	
<i>Other type of assignment:</i>	
Data notes:	

NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	52
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	78:1
Data notes: The caseload was calculated by NARA/NCCIC by dividing the total number of licensed programs by the total number of licensing line staff.	

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2005 Child Care Licensing Study Ohio

NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	8
Data notes:	

TYPES OF INSPECTIONS



Type of Inspection Conducted	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Prior to issuing a license	✓		✓
• Announced	✓		✓
• Unannounced			
Data notes:			
License renewal	✓		✓
• Announced	✓		✓
• Unannounced			
Data notes:			
Routine compliance	✓		✓
• Announced	✓		✓
• Unannounced	✓		✓
Data notes: Four inspections within a 2-year licensing period.			

FREQUENCY OF INSPECTIONS



FREQUENCY OF REQUIRED INSPECTION VISITS	
Type of Facility	Frequency of Inspection Visits
Child care centers	Other frequency of inspection
Small family child care homes	Not licensed
Large/group family child care homes	Other frequency of inspection
<i>Other frequency of inspection:</i> Twice a year – full-time programs. Once a year – part-time programs.	
Data notes:	

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2005 Child Care Licensing Study Ohio

FREQUENCY OF LICENSING



LENGTH OF LICENSE	
Type of Facility	Length of License
Child care centers	2 years
Small family child care homes	Not licensed
Large/group family child care homes	2 years
<i>Other length of license:</i>	
Data notes:	

INSPECTIONS AND MONITORING



FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Other frequency of full compliance review
Small family child care homes	Not licensed
Large/group family child care homes	Other frequency of full compliance review
Data notes:	

ABBREVIATED COMPLIANCE FORM	
<i>(Note: An abbreviated compliance form is a tool used during inspections that has an abbreviated list of the requirements on it, not all requirements. Sometimes called an "indicator checklist.")</i>	
Abbreviated compliance form used for inspections	
Child care centers	Yes
<i>Use of form described:</i> Focused Inspection Procedures – need to meet specific criteria to be eligible. Please see attached sheet with description.	
Small family child care homes	No
<i>Use of form described:</i>	
Large/group family child care homes	Yes
<i>Use of form described:</i> Focused Inspection Procedures – need to meet specific criteria to be eligible. Please see attached sheet with description.	
Data notes:	

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2005 Child Care Licensing Study Ohio

State has policies on when to switch from abbreviated compliance review to a full compliance review	
Child care centers	Yes
Small family child care homes	No
Large/group family child care homes	Yes
Data notes:	

DIFFERENTIAL MONITORING	
<i>(Note: Differential monitoring is the frequency and/or depth of monitoring inspections that is based on an assessment of the level of compliance with regulations. May also be called "risk assessment monitoring.")</i>	
System of differential monitoring based on compliance records used for inspections	
Child care centers	No
<i>System of assessing compliance and differential monitoring:</i>	
Small family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Large/group family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Data notes:	

TECHNICAL ASSISTANCE AND CONSULTATION			
Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations			
Child care centers	No		
Small family child care homes	No		
Large/group family child care homes	No		
Technical assistance/consultation provided to help licensees move beyond minimum licensing regulations			
Child care centers	No		
Small family child care homes	No		
Large/group family child care homes	No		
Data notes:			
Means of providing technical assistance/consultation	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
During all inspection visits			
• During application visits			
• During routine inspection visits			
• During renewal inspection visits			
On the telephone			
As needed by licensee			

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<i>Other:</i>			
Data notes: Page missing			
Referrals made to other agencies/organizations/individuals for technical assistance			
Child care centers			
Small family child care homes			
Large/group family child care homes			
<i>Agencies, organizations, or individuals used for technical assistance referrals:</i> ODJFS specialists, Resource & Referral Agencies, child development consultants such as West-Ed group.			

DATA AUTOMATION	
Basic licensing data is automated	Yes
Data notes: N/A	
Portable computers and inspection software used for inspections	
Child care centers	Yes
Small family child care homes	No
Large/group family child care homes	Yes
Data notes:	
<i>Other tools used for inspections and monitoring:</i> PC cards for wireless access directly to database.	Yes

COMPLAINT INVESTIGATIONS



INVESTIGATIONS	
Licensing agency conducts complaint investigations	
Child care centers	Yes
Small family child care homes	No
Large/group family child care homes	Yes
Data notes:	
State uses same staff who conduct inspections for initial licensure and routine compliance to conduct complaint investigations	
Child care centers	Yes
Small family child care homes	No
Large/group family child care homes	Yes
State has separate staff who only work on complaint investigations	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No

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State uses other complaint investigation staff	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
<i>Other complaint investigation staff described:</i>	
Data notes:	
State investigates anonymous complaints	
Child care centers	Yes
Small family child care homes	No
Large/group family child care homes	Yes
Data notes:	

NUMBER OF COMPLAINTS				
Number of Licensing Complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of licensing complaints filed	1,466	0	0	1,466
Number of substantiated licensing complaints	0	0	0	0
Data notes: Fiscal Year 2004 data only. The number of complaints for centers includes those for large/group FCC homes. Total number of rule violations – alleged, 2,893; substantiated, 818; unable to determine, 1,876; unsubstantiated, 208.				
<i>Nature of licensing complaints:</i>				
1) Staff child ratio/supervision.				
2) Child guidance and management.				
3) Safe and sanitary equipment and environment.				
4) Care and nurturing of children.				

CHILD ABUSE AND NEGLECT	
Agencies that investigate child abuse and neglect complaints against child care centers and family child care homes	
Licensing agency	
Protective services	✓
Specialized unit for child abuse and neglect	
<i>Other agency:</i>	
Data notes:	

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Number of child abuse and neglect complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of child abuse and neglect complaints filed	0	0	0	0
Number of substantiated child abuse and neglect complaints	0	0	0	0

Data notes: Referrals made to Children's Services.

ENFORCEMENT ACTIONS



USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Small Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license	✓	3		0		0
Denial of license		0		0		0
Immediate closure of facility		0		0		0
Non-renewal of license		0		0		0
Probation		0		0		0
Conditional license		0		0		0
Consent agreement		0		0		0
Civil fine		0		0		0
Criminal fine		0		0		0
Imprisonment		0		0		0
<i>Other enforcement actions:</i> Illegal Operations cease and desist letters		0		0	✓	16

Data notes:
Legal representation for licensing agency:

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ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	Yes, summaries of reports
Data notes:	
Complaints against facilities are included in licensing reports on the Internet	Yes, but only substantiated complaints
Data notes:	

LICENSING FEES



LICENSING FEES CHARGED			
Fees are charged for a license			
Child care centers	Yes		
Small family child care homes	No		
Large/group family child care homes	Yes		
Data notes:			
Type of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee for all child care facilities			
Fee based on maximum number of children in facility			
<i>Other type of fee:</i> N/A	✓		✓
Data notes: N/A			
Amount of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee	\$100		\$50
Fee based on maximum number of children in facility			
<i>Other type of fee:</i>			
Data notes: The flat fee is for initial applications.			

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LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Licensing Specialist

STAFF QUALIFICATIONS	
Minimum entry-level qualifications for child care licensing line staff:	
Master's degree	
Bachelor's degree	
Associate's degree	
College-level certification program or credential	
Some college education	✓
Certification program or credential (not college level)	
High school diploma or GED	
Experience working with children in the early care and education field	
No required educational qualifications	
<i>Other qualifications:</i>	
Data notes: Must meet early childhood education trainer rule requirement, which is 90 quarter hours or 60 semester hours of child development course work.	
Content and experience requirements	
Degrees and/or courses must be in early childhood education, child development, or a related field	Yes
Data notes:	
<i>Content areas or majors accepted:</i> Early childhood education, elementary education, special education, child development areas, growth and development, etc.	
Experience working in a setting with children required prior to working as a licenser	No
Data notes: Not noted in minimum qualifications; however, applicants historically are of such a quality that the trainer qualification requirement automatically screens in degreed and experienced staff.	

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STAFF TRAINING	
Annual training requirements	
Additional training required each year	No
Data notes:	
<i>Amount of required training:</i>	
Topics covered in training:	
Regulatory issues	
State's regulations	
Health and safety issues	
Identifying child abuse and neglect	
State's licensing policies and procedures	
Fire safety	
Early childhood education/child development	
Adult development	
Business administration/management	
Supervision	
<i>Other training topics:</i>	
Data notes:	
Sources of training for child care licensing line staff:	
Licensing agency	✓
Community-based organization	✓
Local/state conferences	✓
National conferences	✓
Outside consultants	✓
College/university	✓
No sources of training	
Do not know	
<i>Other training sources:</i>	
Data notes:	

FUNDING TO SUPPORT LICENSING STAFF	
Sources of funding to hire and support child care licensing staff:	
General state funds	✓
Child Care and Development Fund (CCDF)	✓
Temporary Assistance for Needy Families (TANF)	
Social Services Block Grant (SSBG)	
<i>Other federal funds:</i>	
Private funds	
Licensing fees	

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Do not know	
<i>Other funding sources:</i>	
Data notes:	

QUALITY INITIATIVES



LICENSING AGENCY'S INVOLVEMENT IN QUALITY IMPROVEMENT INITIATIVES	
Tiered quality strategy:	
Lead agency	✓
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	
Accreditation facilitation project:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	
Professional development system:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	
Assessing quality with environment rating scale:	
Lead agency	✓
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	

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Other quality initiative:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	

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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

- [Directors](#)
- [Master Teachers](#)
- [Teachers](#)
- [Assistant Teachers](#)
- [Aides](#)

STAFF QUALIFICATIONS FOR DIRECTORS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	6

Qualification alternative #1: Child development associate credential issued by the National Child Development Associate Credentialing Commission

Time frame for requirements:

Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i> N/A	
Experience requirements:	
Amount of experience required	2 years

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Qualification alternative #2: Twelve semester hours or eighteen quarter hours in child development from an accredited college, university or technical college	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2 years

Qualification alternative #3: A combination, to equal two years, of experience and college training; and twelve semester hours or eighteen quarter hours in child development. For the purposes of this combination, one month's work experience shall be equal to 2.5 semester college credit hours or 3.75 quarter college credit hours	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	Unspecified

Qualification alternative #4: Sixty semester or ninety quarter hours from an accredited college, university or technical college, including twelve semester hours or eighteen quarter hours in child development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #5: Prekindergarten associate certificate that is issued by the state board of education (requires associate's degree)	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

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2005 Child Care Licensing Study Ohio

Qualification alternative #6: Montessori pre-primary/early childhood credential from the American Montessori Society, Association of Montessori International, National Center for Montessori Education, or other Montessori program accredited by the Montessori Accreditation Council for Teacher Education			
Time frame for requirements:			
Preservice			✓
Orientation to role/initial hiring period			
<i>During a certain period of time:</i>			
Experience requirements:			
Amount of experience required			N/A
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential	✓	<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	✓

State has additional requirements for experience to qualify for role	Yes
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	✓
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR MASTER TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR MASTER TEACHERS			
State regulates role		No	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR TEACHERS			
State regulates role		Yes	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR ASSISTANT TEACHERS			
State regulates role		No	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR AIDES



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR AIDES			
State regulates role			No
State requires education and/or experience for role			No
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>			0
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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Data Profile for State Child Care Center Regulations

Click on link to go to information:

LICENSING REGULATIONS

- [Child Care Center Regulations Summary](#)

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

- [Definition of Licensed Centers](#)
- [Exemptions from Licensing](#)

CENTER STAFF REQUIREMENTS

- [Staff Roles](#)
- [Age and High School Diploma Requirements](#)
- [Other Roles in Regulations](#)
- [Hiring Policies](#)
- [Staff Health Requirements](#)
- [Background Checks](#)
- [Orientation Training](#)
- [Health and Safety Training](#)
- [Ongoing Training](#)

CHILD-STAFF RATIOS AND GROUP SIZE

- [Child-Staff Ratios and Group Size By Age of Children](#)
- [Mixed-Age Groups](#)
- [Additional Requirements](#)

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SUPERVISION OF CHILDREN

- [General Supervision Requirements](#)
- [Supervision of Children During Naptime](#)
- [Supervision During Evening/Overnight Care](#)
- [Supervision of Children During Outdoor Play](#)
- [Supervision of Children During Large Group Activities](#)
- [Supervision of Children Swimming/Participating in Water Activities](#)
- [Supervision of Children Transported in Vehicles](#)
- [Supervision of Children During Field Trips](#)

CARE OF CHILDREN

- [Age Definitions](#)
- [Children's Health Requirements](#)
- [Nutrition](#)
- [Behavior Guidance and Discipline](#)
- [Program and Activities](#)
- [Parent Involvement](#)
- [Specialized Care – Infant and Toddler](#)
- [Specialized Care – School-Age](#)
- [Specialized Care – Mildly III Children](#)
- [Specialized Care – Evening/Overnight Care](#)
- [Specialized Care – Drop-In Care](#)

FACILITY REQUIREMENTS

- [Environment](#)
- [Square Footage](#)
- [Condition of Facility and Equipment](#)
- [Safety of Facility And Equipment](#)
- [Outdoor Space](#)
- [Fire Safety](#)
- [General Emergency Plans](#)
- [Emergency Preparedness](#)
- [Security](#)
- [Transportation](#)
- [Liability Insurance](#)
- [Administration of Medication](#)
- [Medical Procedures](#)
- [Care of Mildly III Children](#)
- [Incident Reporting](#)
- [Additional Health Requirements](#)
- [Hand Washing](#)
- [Diapering](#)
- [Smoking Policies](#)
- [Hazardous Materials](#)
- [Firearms](#)
- [Animals in Facility](#)

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LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
↑	
Name of regulations: Child Care Manual 6 - Child Care Provider Licensing Regulations	
Date of regulations: 09/01/2005	
State has separate regulations for the following types of care:	
School-age care programs	
Infant and toddler care programs	
Programs for mildly ill children	
Evening/overnight care programs	
Drop-in child care programs	
<i>Other programs:</i> N/A	

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS



DEFINITION OF LICENSED CENTERS	
↑	
State has definition of "child care center" or "day care center"	Yes
<i>Text of definition:</i> "Child care center" means any place that is not the permanent residence of the licensee or administrator in which child care is provided, with or without compensation, for 7 to 12 children at one time; or any place in which child care is provided for 13 or more children at one time.	
State has definition of "child care facility" or "day care facility"	No
<i>Text of definition:</i> N/A	
Elements included in state's definition of a licensed child care center:	
Minimum number of children	✓
Minimum age of children	
Maximum age of children	
Services are provided for less than 24 hours or any part of a 24-hour day	✓
Minimum number of hours services are provided	
Maximum number of hours services are provided	
Services are provided on an ongoing/regular basis	

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Services are provided on a scheduled basis	
Services are provided before or after school hours	
Services are provided at the parent's work site	
Parent is not present at work site	
Provider and children are not related by blood, marriage, and/or adoption	✓
Children are not from provider's immediate family; provider is not parent/guardian or custodian of children	✓
Children are not from one family (siblings)	
Services are provided in a non-residential setting	
Services are not provided in provider's/licensee's home	✓
Services are not provided in child's home	✓
Services can be provided in a private facility	
Services can be provided in a public facility	
Services can be provided for profit	
Services can be provided not for profit	
Services can be provided for payment or compensation	✓
Data notes: N/A	

EXEMPTIONS FROM LICENSING	
State has defined types of programs that are exempt from licensing	Yes
Characteristics of programs that are exempt from licensing:	
Maximum number of children in care to be exempt	12 or fewer
Number of hours child care services are provided to be exempt	N/A
Services are part-day	
Services are provided irregularly/occasionally	
Program is a nursery school or preschool program	
Program is a kindergarten program	
Program is a Head Start program	
Services are provided by a relative of the children in care	
<i>State definition of "relative":</i> N/A	
Services are provided by parent, guardian, or custodian of the children in care	
Services are provided at no cost to the parents	
Services are provided with no compensation to the provider	
Program is a club (Boys and Girls Club, etc.)	
Program is a day camp (summer, seasonal, etc.)	✓
Services are for school-age children	
Program is a recreation program	

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Program is instructional classes for children	
Services are provided by a religious organization	
Services are provided during religious services	
Program offers religious instruction	
Services are provided in a facility where the parent is on the premises and accessible (not for employment)	
<ul style="list-style-type: none"> • Casino 	
<ul style="list-style-type: none"> • Resort 	
<ul style="list-style-type: none"> • Conference Center 	
<ul style="list-style-type: none"> • Shopping mall 	
<ul style="list-style-type: none"> • Bowling alley 	
<ul style="list-style-type: none"> • Health club 	
<i>Other programs where parents are on the premises: N/A</i>	
Services are "drop-in" care	
Services are provided by a preschool program approved by the state department of education	
Program is a preschool program operated by a public school or system	
Program is a preschool program operated by a private school or system	
Services provided by a public prekindergarten program	
Services provided on a military installation/base	
Facility is operated by a unit of local, state, or federal government	
Facility is operated by a college/university	
<i>Other exemptions:</i>	
<ul style="list-style-type: none"> • A place located in and operated by a hospital in which the needs of children are administered to, if all the children whose needs are being administered to are monitored under the on-site supervision of a physician or a registered nurse, and the services are provided only for children who, in the opinion of the child's parent, guardian, or custodian, are exhibiting symptoms of a communicable disease or other illness or are injured. • A place that provides child day-care, but not publicly funded child day-care, if all of the following apply: <ul style="list-style-type: none"> (a) An organized religious body provides the child day-care; (b) A parent, custodian, or guardian of at least one child receiving child day-care is on the premises and readily accessible at all times; (c) The child day-care is not provided for more than 30 days a year; (d) The child day-care is provided only for preschool and school children. 	
Data notes: N/A	

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CENTER STAFF REQUIREMENTS



STAFF ROLES		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Administrator
Master teacher	No	N/A
Teacher	Yes	Child care staff member
Assistant teacher	No	N/A
Aide	No	N/A



AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	N/A	Not specified	HS diploma or GED required
Master teacher	N/A	N/A	N/A
Teacher	18	See notes below	HS diploma or GED required
Assistant teacher	N/A	N/A	N/A
Aide	N/A	N/A	N/A

Additional requirements: A child care staff member may include a student that is less than 18 years of age if the student is enrolled in the second year of a vocational child care training program approved by the state board of education which leads to high school graduation. The following requirements shall be met:

- (1) The student shall perform duties under the supervision of an experienced child care staff member. A child care staff member shall be on the premises at all times a student is responsible for the care and supervision of children.
- (2) The student shall not perform the duties of the second adult on the premises as required by rule 5101:2-12-20 of the Administrative Code unless the student is eighteen years of age.
- (3) The student shall receive periodic supervision from the teacher coordinator of the vocational child care training program.
- (4) There shall be on file at the center a signed statement from the teacher coordinator of the vocational child care training program that verifies that the student is in the second year of a vocational child care training program and that the student is receiving periodic supervision.

Driver must meet staff member qualifications if an employee of center. High school diploma or equivalency required.



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OTHER ROLES IN REGULATIONS ↑			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute	✓	N/A	Not specified
Volunteer		N/A	N/A
<i>Other roles:</i> Driver	✓	18	N/A

HIRING POLICIES ↑		
State requirements on reference checks	Staff	Director
References are required when hiring center staff	✓	✓
References must be from certain people	✓	✓
<ul style="list-style-type: none"> • Non-relative • Professional acquaintance • Previous employer 	✓	✓
Type of references required (written, verbal, or both)		
<i>Additional requirements:</i> N/A		

STAFF HEALTH REQUIREMENTS ↑	
Center facility records must include health reports on staff	✓
Center staff required to have a physical exam or to provide health statement from a physician	Yes
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	✓
Center staff required to have tuberculosis screening	Yes
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	✓
Center staff required to provide proof of immunizations	Yes
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	✓
Center staff must meet additional requirements regarding their health	Yes
Center staff required to provide proof of suitability to provide care to children	✓

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Center staff required to have a drug, alcohol, and/or substance screening	
<i>Additional requirements:</i> Every administrator, employee, and child care staff member of a child care center shall be mentally and physically able to carry out their duties. No child care center shall employ as a child care staff member a person whose physical or mental disability would prevent such person from recognizing and acting upon any hazards to a child's safety and well being. An additional report or examination by a licensed physician or mental health professional may be required when there is concern about an employee's ability to perform required duties.	

BACKGROUND CHECKS	
State requires check of criminal history records for center staff	Yes
• State criminal history record check required	✓
• Federal criminal history record check required	
• Required for all center staff	✓
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires check of child abuse and neglect registry for center staff	No
• Required for all center staff	
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires checks of fingerprint records for center staff	Yes
• State fingerprint record check required	✓
• Federal fingerprint record check required	
• Required for all center staff	
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires checks of the sex offender registry	No
State requires center staff to sign a statement about criminal status	✓

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Additional requirements: Non-conviction statement: before the first day of employment, all employees and administrators, owners and persons designated as second adults of a center shall sign statements on the prescribed form, attesting that they have not been convicted of or pleaded guilty to any offense listed in section 5104.09, 5104.012, or 5104.013, of the Revised Code and that no child has been removed from their home pursuant to section 2151.353 of the Revised Code. The prescribed form shall document that the administrator has sent the fingerprint impression cards of all employees to the Ohio Bureau of Criminal Identification and Investigation. The administrator shall request an FBI check, in addition to the state record check, when the employee does not provide proof of Ohio residency for the 5 year period preceding the request.

ORIENTATION TRAINING	
↑	
Center staff required to complete orientation training	No
Required orientation training is about the facility's policies and procedures	
Required orientation training is about state's licensing regulations	
License applicant required to complete orientation training during the application process	
Licensee required to complete orientation training	
Only center director required to complete orientation training	
Center staff working directly with children required to complete orientation training	
Orientation training can count toward ongoing hour requirements for the first year of employment	
Center must develop and/or provide orientation training to new employees and volunteers	
Orientation training is developed and delivered by the licensing agency	
<i>Required content for orientation training: N/A</i>	
<i>Additional requirements: N/A</i>	

HEALTH AND SAFETY TRAINING	
↑	
Center staff required to complete first aid training	Yes
Current certification in first aid training required	✓
First aid training must be for the care of infants and/or children	
Center staff working directly with children required to complete first aid training	
At least one person on duty required to complete first aid training	✓
At least one person for each group of children required to complete first aid training	
Center staff required to complete CPR training	Yes
Current certification in CPR training required	✓
CPR training must be for the care of infants and/or children	✓

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Center staff working directly with children required to complete CPR training	
At least one person on duty required to complete CPR training	✓
At least one person for each group of children required to complete CPR training	
Center staff required to complete fire safety training	No
Fire safety training must be taught by a fire prevention professional	
Current certification in fire safety training required	
All center staff required to complete fire safety training	
Other types of health and safety training required	
Hand washing techniques and indications for hand washing	✓
Sudden Infant Death Syndrome prevention	
Lifeguard training	✓
Water safety	✓
Prevention of spread of HIV/AIDS and blood borne pathogens	
Care of sick children	✓
Prevention of spread of communicable disease/universal precautions	✓
Administration of medication	
<p><i>Additional health and safety training:</i> The child care center shall have in all center buildings and readily accessible during all operating hours at least one child care staff member who has currently valid training in:</p> <p>(1) First aid and management of communicable disease;</p> <p>(2) Cardiopulmonary resuscitation (CPR) appropriate for all age groups that the center is licensed to serve;</p> <p>(3) Child abuse recognition and prevention.</p> <p>Child care staff members trained in the 3 areas may be 3 separate persons.</p> <p>Each child care staff member and administrator of a child care center shall complete a minimum of 15 clock hours of training annually, after the first day of employment, until a total of 45 hours have been completed. The 45 hours of training shall include trainings in child development, child abuse recognition/prevention, first aid and management of communicable disease. At least 20 of the 45 hours of training shall be in the topic of child development</p> <p>Training on performing medical procedures is also required.</p>	

ONGOING TRAINING ↑	
Ongoing training required for directors	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	

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Ongoing training required for master teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for teachers	Yes
Number of hours required annually	15
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: 15 hours required annually until 45 hours are completed</i>	
Ongoing training required for assistant teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for aides	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training hours required in specific content areas for center directors	No
<i>Content of ongoing training hours:</i> N/A	
Ongoing training hours required in specific content areas for teaching staff	Yes
<i>Content of ongoing training hours:</i> The 45 hours of training shall include trainings in child development, child abuse recognition/prevention, first aid and management of communicable disease. At least 20 of the 45 hours of training shall be in the topic of child development.	
Types of training accepted/approved for ongoing training hours are specified	Yes
Job orientation	
College credit hours	✓
Non-credit coursework	
Training provided by organizations approved by state training approval system	
Training provided by organizations licensed or certified professionally competent in the training topic	

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<i>Other: N/A</i>	
Delivery methods accepted/approved for ongoing training hours are specified	Yes
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	
Training provided by an approved or accredited institution of higher education	✓
Audio-visual materials/videos/reading materials	
Conference workshops	
Community-based workshops	
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	
<i>Other: N/A</i>	

CHILD-STAFF RATIOS AND GROUP SIZE

CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	5:1	12
9 months	5:1	12
18 months	7:1	14
27 months	7:1	14
3 years	12:1	24
4 years	14:1	28
5 years	14:1	28
6 years	18:1	36
7 years	18:1	36
8–9 years	18:1	36
10 years and older	18:1	36
<p><i>Additional requirements:</i> Child-staff ratio for 5- to 10-year-olds in school/kindergarten is 18:1 with a group size requirement of 36; Ratio requirements for 11- to 14-year-olds are 20:1 with a maximum group size of 40. Infants (birth and under 12 months) - 1 to 5 or 2 to 12 in same room</p>		

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MIXED-AGE GROUPS ↑	
State permits mixed-age groupings of children	Yes
<i>Child-staff ratio requirements for mixed-age groups:</i> When there is a combination of ages within a group of children the age of the youngest child determines the staff-child ratio.	
<i>Group size requirements for mixed-age groups:</i> N/A	
<i>Additional requirements:</i> The only exception to this is that when no more than one child, 2½ years of age or older, is permanently assigned to a group in which all the other children are in the next older age group, the staff-child ratio shall be determined by the older children.	

ADDITIONAL REQUIREMENTS ↑	
State has a definition for "group"	Yes
<i>Text of definition:</i> "Group" is defined as a given number of children assigned to specific child care staff members.	
State requires that each group of children has a designated space—either a separate room or delineated space in a large room	✓
State requirements on legally exceeding limits	
Centers allowed legally to exceed licensed capacity	
<i>Conditions:</i> N/A	
Centers allowed legally to exceed required child-staff ratios	✓
<i>Conditions:</i> During nap time the staff may supervise twice the number of toddlers, preschool and school children allowed by the staff-child ratio provided all of the following are met: (a) At least one child care staff member is physically present supervising the room during nap time; (b) There are enough child care staff members readily accessible within the building to ensure that required staff-child ratios can be met; (c) Nap time preparations are complete, and all children are sleeping or resting on cots; (d) These nap time provisions are in effect for no longer than 1 ½ hours during a 24 hour period.	
Centers allowed legally to exceed required group size	✓
<i>Conditions:</i> Group size limitations shall not be interpreted to apply during nap time, evening sleep time, meal time, snack time, outdoor play, field trips or special occasions. If there is a time when there is no more than 12 children present on the premises, the children being cared for at this time may be cared for as one group, and this group may include children of all ages. This mixed age group shall be cared for in a safe environment.	
State has requirements for the supervision of children based on the size of the center	No
State has requirements for child-staff ratios based on the size of the center	
State has requirements for group size based on the size of the center	
<i>Additional requirements:</i> N/A	

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SUPERVISION OF CHILDREN



GENERAL SUPERVISION REQUIREMENTS	
State has requirements for staff supervising children	Yes
Staff must be free of other duties	✓
Staff must be alert/awake	
Staff must be able to see children at all times	✓
Staff must be able to hear children at all times	✓
State has requirements related to supervision of children during emergencies	✓
State has requirements related to supervision and the use of substitutes for staff	
Centers are allowed to use video surveillance cameras or electronic monitors in lieu of direct supervision	
State has requirements related to the use of video surveillance cameras for parents to view their children while at the center	
<p><i>Additional requirements:</i> Supervision of children is the function of actively observing and guiding a child or group of children. This includes awareness of and responsibility for the activity of each child and being physically present and near enough to intervene if needed. Supervision means child care staff members have knowledge of children's needs, accountability for their care, and knowledge of which children they are responsible for at all times. No child shall ever be left alone or unsupervised. Children shall be within sight and hearing of child care staff members at all times.</p>	

SUPERVISION OF CHILDREN DURING NAPTIME	
State has requirements for the supervision of children during naptime	Yes
Staff person must be present in room where children are napping	✓
Staff must be able to see children	
Staff must be able to hear children	
State has requirements for the supervision of children during naptime that are delineated by the age of the child	
<ul style="list-style-type: none"> • Infant and toddler • Preschool • School-age 	
Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	



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2005 Child Care Licensing Study Ohio

State has specific child-staff ratio requirements for naptime	Yes
<i>Requirements:</i> During nap time the staff may supervise twice the number of toddlers, preschool and school children allowed by the staff-child ratio provided all of the following are met: (a) At least one child care staff member is physically present supervising the room during nap time; (b) There are enough child care staff members readily accessible within the building to ensure that required staff-child ratios can be met; (c) Nap time preparations are complete, and all children are sleeping or resting on cots; (d) These nap time provisions are in effect for no longer than 1 ½ hours during a 24 hour period.	
State has specific group size requirements for naptime	Yes
<i>Requirements:</i> Group size limitations shall not be interpreted to apply during nap time	
<i>Additional requirements:</i> N/A	

SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE (see also Specialized Care – Evening/Overnight Care)	
↑	
State has requirements for the supervision of children during evening/overnight care	Yes
Staff person must be present in room where children are sleeping	
Staff must be able to see sleeping children	
Staff must be able to hear sleeping children	
Staff person supervising sleeping children must be free of other duties	
Staff must be awake	Awake at all times
Center must have written supervision plan for evening/overnight care	
State has specific child-staff ratio requirements for evening/overnight care	No
<i>Requirements:</i> N/A	
State has specific group size requirements for evening/overnight care	Yes
<i>Requirements:</i> Group size limitations shall not be interpreted to apply during evening sleep time	
<i>Additional requirements:</i> N/A	

SUPERVISION OF CHILDREN DURING OUTDOOR PLAY	
↑	
State has requirements for the supervision of children during outdoor play	Yes
Staff person must be present outdoors with children	
Staff must be able to see children playing outdoors	
Staff must be able to hear children playing outdoors	
Center must have written supervision plan for outdoor play	

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2005 Child Care Licensing Study Ohio

State has specific child-staff ratio requirements for outdoor play	No
<i>Requirements: N/A</i>	
State has specific group size requirements for outdoor play	Yes
<i>Requirements: Group size limitations shall not be interpreted to apply during outdoor play.</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES	
State has requirements for the supervision of children during large group activities	Yes
Staff person must be present with children during large group activities	
Staff must be able to see children during large group activities	
Staff must be able to hear children during large group activities	
Center must have written supervision plan for large group activities	
State has specific child-staff ratio requirements for large group activities	No
<i>Requirements: N/A</i>	
State has specific group size requirements for large group activities	Yes
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES	
State has requirements for the supervision of children when swimming or participating in water activities	Yes
Staff person must be present with children when swimming or participating in water activities	
Staff must be able to see children	✓
Staff must be able to hear children	
Written permission from parents required for swimming and water activities	✓
Center must have written supervision plan for swimming and water activities	
State has specific child-staff ratio requirements for swimming and water activities	Yes
<i>Requirements: Activities in bodies of water 2 or more feet in depth shall be supervised by lifeguards or water safety instructors currently certified by the American Red Cross or an equivalent water safety program, as determined by the department. If the lifeguard is a child care staff member, they shall not be counted as a child care staff member in the staff-child ratio.</i>	
State has specific group size requirements for swimming and water activities	No

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2005 Child Care Licensing Study Ohio

<i>Requirements:</i> N/A
<i>Additional requirements:</i> N/A

SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES (see also Facility Requirements – Transportation) ↑	
State has requirements for the supervision of children when transported in a vehicle	Yes
Children must not be left unattended in a vehicle	✓
Staff must supervise children when they board and exit a vehicle	✓
Attendance record of children must be kept	✓
Once vehicle is unloaded, additional checks for children remaining on board are conducted	
Staff or driver must ensure that children are received by a parent or other designated person	
Driver is counted in child-staff ratio	✓
Written permission from parents required for transporting children	✓
Emergency contact information for children taken on vehicle	
Center must have written supervision plan for transporting children in a vehicle	✓
State has specific child-staff ratio requirements for transporting children in a vehicle	Yes
<i>Requirements:</i> Whenever children are transported by vehicle, a second adult shall be present in the vehicle for every 5 infants or a combination of 7 or more toddlers, preschool and school-age children.	
State has specific group size requirements for transporting children in a vehicle	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

SUPERVISION OF CHILDREN DURING FIELD TRIPS ↑	
State has requirements for the supervision of children during field trips	Yes
Attendance record kept of children on field trip	✓
Additional staff/adults (volunteers, parents, driver) needed for field trips under certain conditions	✓
Written permission from parents required for field trips	✓
Emergency contact information for children taken on field trip	
Children are required to wear name tags or other identification	✓
Center must have written supervision plan for field trips	✓

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State has specific child-staff ratio requirements for field trips	Yes
<i>Requirements:</i> Staff-child ratio requirements of rule 5101:2-12-20 of the Administrative Code shall be met on field trips as defined in paragraph (O) of rule 5101:2-12-01 of the Administrative Code and on routine trips as defined in paragraph (Y) of rule 5101:2-12-01 of the Administrative Code. Children shall be assigned to specific child care staff members for all trips. During routine or field walking trips, a second adult shall be present for every 5 infants or a combination of 7 or more toddlers, preschool and school children or for every 10 school children if the group of children on the walking trip includes only school children.	
State has specific group size requirements for field trips	Yes
<i>Requirements:</i> Group size limitations shall not be interpreted to apply during field trips	
<i>Additional requirements:</i> N/A	

CARE OF CHILDREN

AGE DEFINITIONS	↑
Definition of "infant"	↑
<i>Text of definition:</i> "Infant" is defined as a child who is under 18 months of age.	
Definition of "toddler"	
<i>Text of definition:</i> "Toddler" is defined as a child who is at least 18 months of age but less than 3 years of age.	
Definition of "preschool-age"	
<i>Text of definition:</i> "Preschool child" is defined as a child who is at least 3-years-old, or is 4- or 5-years-old, but is not age eligible to be enrolled in a grade of kindergarten or above.	
Definition of "school-age"	
<i>Text of definition:</i> "School child" is defined as a child who is eligible to be enrolled in a grade of kindergarten or above, but is less than 15 years old. For the purposes of licensure, "eligible to be enrolled in a grade of kindergarten or above" means that, as of September first of the current school year, the child is either attending or could attend a grade of kindergarten or above.	

CHILDREN'S HEALTH REQUIREMENTS		↑
State requires children to have a physical exam to enroll in a center	Yes	
Center must keep records of children's physical exams	✓	
Health records must be provided to the center within a specific time frame after a child's enrollment	✓	
State requires children to have immunizations to enroll in a center	Yes	
Immunization records must be provided to the center within a specific time frame after a child's enrollment	✓	

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2005 Child Care Licensing Study Ohio

Parents/guardians can provide a written statement that they do not wish to have children immunized	✓
Health care professional can provide a written statement that children are exempt from immunization requirements for medical reasons	✓
Center can exclude children from attendance until immunization records or exemption statements are provided	
Center can accept children on a conditional basis if not all immunizations are complete	
Center can refuse to enroll children of parents who do not wish to have their children immunized	
<i>Additional requirements: N/A</i>	
Children are required to have a blood lead level screening to enroll in a center	
Center must keep emergency contact information in children's records	
<i>Additional requirements: N/A</i>	

NUTRITION ↑	
State has requirements about nutrition and meals/snacks for children	Yes
State has requirements about the nutritional content of meals/snacks served to children	✓
State has requirements about the number or time interval between the delivery of meals/snacks served to children	✓
Center must post a menu of meals/snacks served to children	✓
Center must provide all meals/snacks for children	
Parents/guardians can provide food for their own children on a regular basis	✓
Parents/guardians can bring food for all children for special occasions	
Center must provide supplemental food (to what parents provide) to meet nutritional content requirements	✓
State has requirements about feeding infants	✓
<i>Additional requirements: N/A</i>	

BEHAVIOR GUIDANCE AND DISCIPLINE ↑	
State has requirements regarding behavior guidance and/or disciplining children	Yes
Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations	Yes
<ul style="list-style-type: none"> • Supervised separation from the group 	✓
<ul style="list-style-type: none"> • Physical/corporal punishment <i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i>	

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<i>Other forms of discipline allowed:</i> Use developmentally appropriate techniques suitable to the children's ages and the circumstances. Communicate and consult with parents or guardians in implementing any specific behavior management plan. This plan must be consistent with the requirements of this rule.	
Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations	Yes
• Denial of food/food-related punishment	✓
• Derogatory remarks	✓
• Abusive language	✓
• Yelling or shouting/screaming	
• Physical punishment	✓
• Forced napping/no nap/rest-related	
• Physical/mechanical restraint	✓
• Locked time-out room, closet, or dark room	✓
• Punishment for toileting accident/toileting-related punishment	✓
• Putting something in child's mouth	
• Discipline/punishment by another child	✓
<i>Other forms of discipline not allowed:</i>	
• Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.	
• Punish an entire group of children due to the unacceptable behavior of one or a few.	
Center must have written policies on discipline and behavior guidance practices	

PROGRAM AND ACTIVITIES	
Center must have a written daily schedule of activities	Yes
Center must post daily schedule	✓
Center must provide specific activities for children	Yes
Regular meal/snack times	
Nap or rest period	
Toileting and washing/hand washing	
Outdoor play	✓
Indoor play	
Child-initiated activities	
Staff-initiated activities	
Individual activities	✓
Group activities	
• Large group activities	
• Small group activities	
Active play	✓
Quiet play	✓

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2005 Child Care Licensing Study Ohio

Free play		
Creative expression		✓
Gross motor activities		✓
Fine motor activities		
<i>Other activities:</i> Provide opportunities for periods of child initiated activities such as imaginative play, language development, and creative activities.		
Developmental needs of children must be addressed in activities		Yes
Area of Children's Development	Must Be Addressed in Activities	Regulations List Specific Activities
Social development		
Emotional development		
Cognitive/intellectual development		
Physical development		
Language/literacy development	✓	
Cultural development		
<i>Other areas of development:</i> Provide opportunities for periods of child initiated activities such as imaginative play, language development, and creative activities.		
State has requirements for the specific types of equipment/materials a center must have for children		Yes
Books and other literacy materials		✓
• Number of books required		
<i>Additional requirements about books:</i> N/A		
Art supplies/creative activities		✓
Blocks/construction materials		✓
Sensory materials		✓
Fine motor manipulatives		✓
Gross motor equipment (indoor and/or outdoor)		✓
Dramatic play/pretend		✓
Science/experimental/math (counting/sorting)		✓
Technology/computers		
Music		✓
<i>Other types of equipment required:</i> Transportation toys		
<i>Additional requirements:</i> N/A		

PARENT INVOLVEMENT ↑	
State has requirements regarding parent involvement	Yes
Center must encourage parent involvement	✓
Center must provide opportunities for parent involvement	✓
<i>Additional requirements:</i> N/A	

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State has requirements about parents' access to the center	Yes
Center must provide access to parents at all times; no prior notice needed	✓
Parents can have unsupervised access to all children or the whole facility	
Parents can have unsupervised access only to their own children	
Parents can have supervised access to all children	
State has requirements about the center's communication with parents	Yes
Center must provide written copies of policies and procedures to parents	✓
Center must keep logs of children's care and communicate with parents	
Center must hold regularly scheduled meetings with parents	✓
Center must have a resource area for parents	
<i>Additional requirements: N/A</i>	

SPECIALIZED CARE – INFANT AND TODDLER ↑	
State has requirements that specifically address the care of infants and/or toddlers	Yes
State has requirements on the supervision of infants and/or toddlers	✓
• Each infant must have a primary caregiver	✓
State has requirements for staff working with infants and/or toddlers	
<i>Staff requirements: N/A</i>	
State has requirements on program/activities specifically for infants and/or toddlers	✓
State has requirements on equipment/materials specifically for infants and/or toddlers	✓
State has requirements for the facility related to the care of infants and/or toddlers	
State has requirements on reducing the risk of Sudden Infant Death Syndrome (SIDS)	
Infants must be placed on their backs to sleep	✓
Physicians can authorize a different sleep position for infants	
Parents can authorize a different sleep position for infants	✓
Soft bedding/materials must not be used in cribs	✓
<i>Additional requirements on SIDS prevention: N/A</i>	

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SPECIALIZED CARE – SCHOOL-AGE ↑	
State has requirements that specifically address the care of school-age children	Yes
State has requirements on the supervision of school-age children	
State has requirements for staff working with school-age children	
<i>Staff requirements: N/A</i>	
State has requirements on program/activities specifically for school-age children	
State has requirements on equipment/materials specifically for school-age children	✓
State has requirements for the facility related to the care of school-age children	

SPECIALIZED CARE – MILDLY ILL CHILDREN (see also Care of Mildly Ill Children) ↑	
State has requirements that specifically address the care of children who are mildly ill	Yes
State has requirements on the supervision of mildly ill children	✓
State has requirements on program/activities specifically for mildly ill children	
State has requirements on equipment/materials specifically for mildly ill children	✓
State has requirements for the facility related to the care of mildly ill children	

SPECIALIZED CARE – EVENING/OVERNIGHT CARE (see also Supervision of Children During Evening/Overnight Care) ↑	
State has requirements that specifically address the care of children during evening/overnight hours	Yes
State has requirements on program/activities specifically for the care of children during evening/overnight hours	✓
State has requirements on equipment/materials specifically for the care of children during evening/overnight hours	✓
State has requirements for the facility related to the care of children during evening/overnight hours	✓

SPECIALIZED CARE – DROP-IN CARE ↑	
State has requirements that specifically address the care of children in drop-in programs	Yes
State has requirements on the supervision of children in drop-in programs	
State has requirements on program/activities specifically for children in drop-in programs	✓

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State has requirements for the facility related to the care of children in drop-in programs	
<i>Additional requirements on drop-in care:</i> Regulations list requirements that drop-in programs do not have to meet.	

FACILITY REQUIREMENTS

↑	
ENVIRONMENT ↑	
State has requirements about environmental tests of the facility	No
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
State has requirements about environmental inspections	Yes
Requires fire inspections	Required prior to licensure and annually
Requires health inspections	
Requires building code inspections	
<i>Additional requirements:</i> Centers shall obtain a building approval for the purpose of operating a child care center.	

↑	
SQUARE FOOTAGE	
Number of square feet of indoor space per child	35 square feet
Total amount of square feet for area	N/A
<i>Additional requirements:</i> N/A	
Number of square feet of outdoor space per child	60 square feet
Total amount of square feet for area	N/A
<i>Additional requirements:</i> N/A	
Number of square feet per child, based on age of child	
Per infant	N/A
Per toddler	N/A
Per preschool-age child	N/A
Per school-age child	N/A
<i>Additional requirements:</i> N/A	

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2005 Child Care Licensing Study Ohio

CONDITION OF FACILITY AND EQUIPMENT ↑	
State has requirements on the condition of the indoor area of the building/facility	✓
State has requirements on the condition of the outdoor area of the building/facility	✓
State has requirements on the condition of indoor equipment	✓
State has requirements for child care centers on the condition of outdoor equipment	✓
State has requirements for child care centers on the condition of materials and toys for children	✓

SAFETY OF FACILITY AND EQUIPMENT ↑	
State has requirements on the safety of indoor equipment	✓
State has requirements on the safety of outdoor equipment	✓
State has requirements on the surfaces under indoor equipment	✓
State has requirements on the surfaces under outdoor equipment	✓
<p><i>Details on state requirements on surfaces under equipment:</i></p> <p>INDOOR: Indoor swings (excluding infant swings), slides, climbers, and climbing apparatus shall not be placed over concrete, tile, or any similarly hard surface. There shall be shock absorbent protective covering under and around this equipment. If climbing equipment is over three feet high, landing mats at least one and one half inches thick shall be used. The protective covering shall be used and placed according to manufacturers' guidelines.</p> <p>OUTDOOR: Fall surface: outdoor play equipment, designated for climbing, swings and slides, shall have a fall zone of protective resilient material on the ground under and around the equipment. The material shall be, but not limited to, washed pea gravel, mulch, sand, wood chips, synthetic material such as rubber mats or tiles manufactured for this purpose. This equipment shall not be placed over grass, concrete, asphalt, blacktop, dirt, rocks, or any hard surface. Synthetic surfaces shall follow manufacturers' guidelines for depth.</p>	
State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch, shear, or crush body tissues	✓

OUTDOOR SPACE ↑	
State requires outdoor space is enclosed/has a fence	Yes
<i>Required height for fence: N/A</i>	
State has requirements on swimming pools	✓
State has requirements to protect children from bodies of water (ponds, lakes, rivers, etc.)	✓
State has requirements about alternatives to outdoor space	✓

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FIRE SAFETY ↑	
State has requirements on fire safety in child care centers	Yes
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	✓
<i>Time interval for fire drills: monthly</i>	
<i>Additional requirements: N/A</i>	

GENERAL EMERGENCY PLANS ↑	
Center must have a general emergency plan for all emergencies	No
Center must have a general evacuation plan for all emergencies	
State requires centers to conduct drills for all emergencies	
<i>Time interval between drills: N/A</i>	

EMERGENCY PREPAREDNESS ↑	
State has requirements on emergency preparedness	Yes
Centers must have emergency plans/procedures for natural disasters (tornados, hurricanes, earthquakes, other weather conditions)	✓
Centers must have emergency plans/procedures for utility-related problems (blackouts, etc.)	✓
Centers must have emergency plans/procedures for acts of terrorism	✓
Centers must perform drills of their emergency preparedness procedures (other than fire)	
<i>Additional requirements: Environmental situations; threats of violence - counted as terrorism</i>	

SECURITY ↑	
Centers must have a procedure for accepting children when they enter the center and the release of children when they leave	✓
Centers must have a procedure for signing children in and out when they enter and exit the facility	
Centers must keep daily attendance records of children	✓
Centers must have policies on the monitoring of visitors	
Centers must have security/surveillance cameras	
<i>Additional requirements: N/A</i>	

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TRANSPORTATION (see also Supervision of Children Transported in Vehicles) ↑	
State has requirements on transporting children in vehicles	Yes
State has requirements about the condition of the vehicle	✓
State has requirements about emergency equipment needed in the vehicle	
States has requirements about seating in the vehicle	
State has requirements about vehicle safety restraints for children	✓
• State has requirements about seat belts for children	✓
• State has requirements about car seats/child restraint systems	✓
State has requirements about the driver of the vehicle	✓
First aid kit must be kept in the vehicle	✓
<i>Additional requirements: N/A</i>	

LIABILITY INSURANCE ↑	
State requires centers to have liability insurance	No
General liability insurance required	No
<i>Amount of insurance required: N/A</i>	
Professional liability insurance required	No
<i>Amount of insurance required: N/A</i>	
Automobile insurance required	No
<i>Amount of insurance required: N/A</i>	
Medical payment insurance required	No
<i>Amount of insurance required: N/A</i>	
<i>Other types of insurance required: N/A</i>	
<i>Additional requirements: N/A</i>	

ADMINISTRATION OF MEDICATION ↑	
State has requirements on the administration of medication to children	Yes
Centers must obtain permission from parent/guardian to administer medication to a child	✓
Center must obtain written instructions from the parent/guardian or physician on how to administer the medication <i>(Note: "Yes" response can include the instructions on a prescription or medicine container)</i>	✓
Center must maintain records of medications administered to children	
<i>Additional requirements: N/A</i>	

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MEDICAL PROCEDURES	
State has requirements on performing medical procedures on children	Yes
Centers must obtain permission from parent/guardian to perform a medical procedure on a child	✓
Centers must obtain written instructions from the parent/guardian or physician on how to perform the medical procedure	
Center must maintain records of medical procedures performed on children	
<p><i>Additional requirements:</i> A child care center providing care for children with health conditions or requiring medical procedures shall do so on the JFS 01236 "Medical/Physical Care Plan" or an equivalent form. The plan shall be written, signed and dated by the parent or guardian. The plan shall also be signed and dated by the child care staff member taking responsibility, the center administrator and, if applicable, the certified professional who trained the center staff to perform medical procedures.</p> <p>A child with a health condition includes a school-age child whose medical condition requires the availability of an inhaler or medication for emergency needs. Center staff shall be notified of these children whose condition necessitates the carrying of these items. Only child care staff members trained by the parent or guardian or certified professional shall be permitted to perform medical procedures. There shall be a trained child care staff member onsite at all times whenever children who require treatment are present.</p>	

CARE OF MILDLY ILL CHILDREN (see also Specialized Care – Mildly Ill Children)	
State has requirements on the care of mildly ill children	Yes
Centers can admit a child who is mildly ill	
Centers can exclude a child who is mildly ill	✓
<p><i>Additional requirements:</i> A child with certain signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian.</p>	

INCIDENT REPORTING	
Centers must report to the licensing agency all serious injuries that occur to children in the program	✓
Centers must keep a record of all serious injuries that occur to children in the program	✓
Centers must report to the licensing agency all deaths that occur to children in the program	✓

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Additional requirements: The center administrator or designee shall speak with a representative from the appropriate licensing office within 24 hours in the event of serious incident, injury, or illness to a child. Copies of incident/injury report forms shall be kept on file at the center for at least one year, and shall be available for review by the director's representative.

ADDITIONAL HEALTH REQUIREMENTS	
Centers must have a health consultant	
Centers must have a first aid kit	✓
<ul style="list-style-type: none"> • Requirements specify items that must be in the first aid kit 	
<i>Additional requirements:</i> N/A	

HAND WASHING	
State has requirements on hand washing for staff	Yes
State has requirements for centers that specify when staff must wash their hands	✓
<ul style="list-style-type: none"> • Center staff must wash their hands after toileting 	✓
<ul style="list-style-type: none"> • Center staff must wash their hands after diapering a child 	✓
<ul style="list-style-type: none"> • Center staff must wash their hands after toileting a child 	✓
<ul style="list-style-type: none"> • Center staff must wash their hands before and/or after preparing, serving, or eating food 	✓
<ul style="list-style-type: none"> • Center staff must wash their hands after attending to an ill child 	
<ul style="list-style-type: none"> • Center staff must wash their hands after handling, feeding, or cleaning up after animals 	
<i>Other times staff must wash their hands:</i>	
Arriving at the center after contact with body fluids	
After cleaning	
Before and after handling medicine and completing a medical procedure	
State has requirements on the location and/or amount of hand washing facilities for staff	
State has requirements on hand washing for children	Yes
State has requirements for centers that specify when children must wash their hands	✓
<ul style="list-style-type: none"> • Children must wash their hands after toileting 	✓
<ul style="list-style-type: none"> • Children must wash their hands after diapering 	
<ul style="list-style-type: none"> • Children must wash their hands before and/or after eating food 	✓
<ul style="list-style-type: none"> • Children must wash their hands after handling animals 	
<i>Other times children must wash their hands:</i> N/A	
State has requirements on the location and/or amount of hand washing facilities for children	
<i>Additional requirements:</i> N/A	

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DIAPERING ↑	
State has requirements on diapering	Yes
State requirements specify when a staff person must change a child's diaper	✓
Staff person changing diaper must wear gloves	
State has requirements on discarding soiled diapers	✓
Diaper changing table and area must be sanitized after each use	✓
A sink must be available exclusively for the diapering area	
Diapering sink must not be used for food preparation	
<i>Requirements on proximity of sink to diapering area: When children under 2 ½ years of age are enrolled, there shall be hand washing facilities available for diapering within the space(s) where groups which include these children receive care.</i>	
<i>Additional requirements: N/A</i>	

SMOKING POLICIES ↑	
State has requirements about smoking in centers	Yes
Smoking is not allowed in a child care center	
Smoking is not allowed on the grounds of a child care center	
Smoking is not allowed in the presence of children	✓
Smoking is not allowed in areas used for the care of children	
Smoking is not allowed in areas where food is prepared	
Smoking is not allowed in a vehicle while transporting children	
Smoking is allowed in a designated area	✓
<p><i>Additional requirements:</i> The center shall provide for a smoke free environment for the children and adhere to the following stipulations:</p> <p>(1) Smoking can only be allowed at the center during its hours of operation if persons who are smoking cannot be seen by the children, and if they smoke in either of the following:</p> <p style="margin-left: 20px;">a) An indoor area that is separately ventilated from the rest of the center. "Separately ventilated" means stand alone ventilation, separate from the building's heating and cooling source;</p> <p style="margin-left: 20px;">b) An outdoor area that is so far removed from the children being cared for that they cannot inhale any smoke.</p> <p>(2) If smoking is permitted in the center during hours that the center is not operating, the administrator shall provide written notice to the parent, custodian, or guardian of each child enrolled that smoking occurs at the center outside of center operating hours.</p> <p>(3) The administrator shall post in a conspicuous place at the main entrance of the center a notice stating that smoking is prohibited.</p>	

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2005 Child Care Licensing Study Ohio

HAZARDOUS MATERIALS	
State has requirements about the accessibility of hazardous supplies/materials	Yes
Hazardous supplies/materials must be kept out of the reach of children	✓
<i>Additional requirements: N/A</i>	

FIREARMS	
State has requirements about the presence of firearms in the facility	Yes
Firearms are not allowed in child care centers	✓
Firearms are allowed in child care centers, but must be in a locked container or closet	
Firearms are allowed in child care centers, but ammunition must be separate from the firearm	
Center must notify parents of the presence of firearms in the facility	
<i>Additional requirements: N/A</i>	

ANIMALS IN FACILITY	
State has requirements about animals in the facility	Yes
Animals are allowed in child care centers	✓
Certain animals are prohibited in child care centers	
State has requirements about the care and health of animals in child care centers	✓
Centers must notify parents of the presence of animals	
<i>Additional requirements: N/A</i>	

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