

# Child Care Administrator/Staff Licensing Responsibilities

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## Office of Family Assistance

This technical assistance document is intended as a guide for child care center administrators and their staff. It is to support your knowledge of existing licensing responsibilities and does not include all requirements, nor does it replace what is outlined in Chapter 5101:2-12 of the Ohio Administrative Code.

*This technical assistance document does not replace reading, understanding, and following the rules.*

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*All forms can be found by searching for the ODJFS number at: <http://www.odjfs.state.oh.us/forms/>*

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## 1.0 Staff Checklist

<b>Staff Checklist</b>			
<i>This checklist can be used to track items required to be in an employee file. Please note different roles within a program require different documentation, it is always the administrator's responsibility to read and understand the licensing rules and maintain compliance.</i>			
Staff Name		Position	
Date of Hire	First Day of Work	Date of Separation	
Date of Most Recent Background Check			
Item	Date Completed	Date Expires	
<b>Ohio Professional Registry (OPR) profile</b> <i>If a staff person does not have a profile or if the profile is not up-to-date, the staff person will need to login and create one or update their information. The administrator will also need to associate the new staff with the program on the program's OPR organization dashboard. <a href="https://registry.occra.org/">https://registry.occra.org/</a></i>			
<b>Complete BCI and FBI background checks (if applicable) [This must be done every 5 years]</b> <a href="http://jfs.ohio.gov/cdc/Background_Check_Process.stm">http://jfs.ohio.gov/cdc/Background_Check_Process.stm</a>			
<b>Submit a request for a background check electronically in the OPR [This must be done every 5 years]</b>			
<b>Receive JFS 01176 "Program Notification of Background Check Review for Child Care" [This must be received every 5 years]</b>			
<b>Employee Medical (Sample form JFS 01296 may be used) [Must have been completed in the past twelve months for new hires]</b>			
<b>HS diploma and verification of at least 18 years of age or</b> -JVS 2 <sup>nd</sup> year or -senior and enrolled in child development for college credit or -college transcript [OAC Rule 5101:2-12-08]			
<b>Completion of Staff Orientation training [within 30 days of hire, verified in OPR]</b>			
<b>Verification of Child Abuse One-Hour Overview [within 60 days of hire, verified in OPR and valid for two years] (if applicable)</b>			
<b>Photo ID/Driver's License: [Staff transporting children must maintain a current driver's license on file]</b>			
<b>Administrators only</b>			
Administrator education qualifications			
Administrator rules training verification in OPR			
<i>Contact your licensing specialist for a "New Administrator Checklist," a guide to help administrators develop a good foundation with their new program.</i>			
<b>List the expiration date of trainings</b>			
CPR	First Aid	Comm. Disease	Child Abuse

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## 2.0 Child Enrollment Checklist

<b>Child Enrollment Checklist</b>		
<i>These items should be completed at the time of enrollment, or as the child's needs change.</i>		
Child's Name	Date of Birth	First Day of Attendance
Documents	Check One	Last Updated by Parent
<b>JFS 01234 "Child Enrollment and Health Information"</b> (complete and signed) [must be updated annually or when information changes]	<input type="checkbox"/> Complete	
<b>Child's Medical Statement and Immunization Record</b> (Sample form JFS 0305 may be used) [within 30 days of first day of attendance, and every 13 months after]	<input type="checkbox"/> Complete <input type="checkbox"/> Immunization Exemption statement on file, if applicable	
<b>Written policies and procedures given to parents</b>	<input type="checkbox"/> Complete	
<b>JFS 01236 "Medical/Physical Care Plan"</b> and <b>JFS 01217 "Request for Administration of Medication"</b> (if needed, see Rule 5101:2-12-15 or 5101:2-13-15 and 5101:2-12-25 or 5101:2-13-25) [must be updated annually or more often as child's needs change]	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable	
<b>JFS 01235 "Sleep Waiver"</b> signed (if applicable for infants under twelve months of age)	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable	
<b>Infant feeding instructions</b> from parents or health care provider (must be updated as feeding instructions change)	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable	
<b>Parent written permission for child 12-18 months old to sleep on cot/mat</b> (if applicable)	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable	
<b>Parent permission for bathing children in overnight care</b> (if applicable)	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable	
<b>Food/milk substitutions or supplements</b> (if applicable)	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable	
<b>Parent permission for planned routine trips, field trips, and swimming activities</b>	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable	

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### 3.0 Weekly Responsibilities

Weekly Responsibilities	
ADMINISTRATOR DUTIES	<i>*Administrator may wish to delegate these items to staff</i>
Administrator on-site 50% of hours of operation or 40 hours, hours of availability are posted	<input type="checkbox"/> Complete
Verify and monitor that a vehicle inspection has been completed for each vehicle AND that any needed repairs have been made*	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
Prepare attendance records or verify staff have prepared complete records	<input type="checkbox"/> Complete
Post weekly menu	<input type="checkbox"/> Complete
Medications: appropriate storage, out of reach of children, current JFS 01217, medication not expired, JFS 01236 completed if needed	<input type="checkbox"/> Complete
Appropriate laundering and storage of diapers*	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
Clean supply of diapers and clothing for each child*	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
Verify for overnight care- clean sleeping clothes, clean bed linens, individual washcloth, towel, toothbrush are being provided	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
Ensure building and supplies are being cleaned and sanitized according to the schedule in OAC Rule 5101:2-12-13*	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete

## 4.0 Monthly Responsibilities

Monthly Responsibilities	
ADMINISTRATOR DUTIES	*Administrator may wish to delegate these items to staff
Review required postings*: <ul style="list-style-type: none"> <li>• No smoking sign</li> <li>• JFS 01242 "Medical, Dental and General Emergency Plan"</li> <li>• JFS 01201 "Dental First Aid"</li> <li>• Fire and weather alert plans</li> <li>• JFS 08087 "Communicable Disease Chart"</li> <li>• Daily schedule for each group</li> <li>• Staff/child ratio and maximum group size chart (5010:2-12-18, Appendix A)</li> <li>• Current center license</li> </ul> Update or repost as needed	<input type="checkbox"/> Complete
Review first aid kit supplies to ensure used items have been replaced*	<input type="checkbox"/> Complete
Mattresses, cribs, and cots are in good condition*	<input type="checkbox"/> Complete
Conduct and record fire drills	<input type="checkbox"/> Complete
Conduct and record weather drills ( <i>March through September</i> )	<input type="checkbox"/> Complete
Review child forms for those expiring in the next 30 days: <ul style="list-style-type: none"> <li>• JFS 01234 "Child Health and Enrollment Information"</li> <li>• Child medicals w/ immunization (except school-age children)</li> <li>• JFS 01217 "Request for Administration of Medication for Child Care"</li> <li>• JFS 01236 "Medical/Physical Care Plan for Child Care"</li> </ul>	<input type="checkbox"/> Complete
Review ODJFS website for updates and resources	<input type="checkbox"/> Complete
Observe staff/children for appropriate handwashing	<input type="checkbox"/> Complete
Observe staff diaper changes for appropriate procedures	<input type="checkbox"/> Complete
Review the status of employee and child care staff member training ( <i>If using the staff file checklist, scan for upcoming expiration dates of trainings needed for coverage and any new employees who needed to complete trainings or paperwork</i> )	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
Review employee files flagged as needing to have the JFS 01176 "Program Notification of Background Check Review" updated in the next 12 months; Track to make sure the request for a background check is submitted in the OPR and that the updated JFS 01176 is received	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
Review driver's licenses for any staff transporting children	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
Assure emergency vehicle exiting procedures are conducted/recorded by all drivers	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable

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Verify that vehicles used for transportation have: <ul style="list-style-type: none"> <li>• First aid kit</li> <li>• JFS 01234 for each child</li> <li>• JFS 01236 as needed</li> <li>• Working cell phone</li> </ul>	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
<b>STAFF DUTIES</b>	
Clean and sanitize toys ( <i>Mouthed toys must be cleaned as soon as the child is done with it</i> )	<input type="checkbox"/> Complete
Wash dress up clothes and hats	<input type="checkbox"/> Complete
Participate in monthly vehicle evacuation drills if you transport children and maintain a record of drills	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
Have parents update infant information sheets, if you care for infants	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
Clean/sanitize cribs	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete

## 5.0 Quarterly Responsibilities

Quarterly Responsibilities	
<b>ADMINISTRATOR DUTIES</b>	
Ensure current licensing rules/laws are available in a visible area at the program, or that staff know how to access an electronic copy	<input type="checkbox"/> Complete
Update any required information in OCLQS	<input type="checkbox"/> Complete
Check and update, if needed, private pay rates in the child care portal	<input type="checkbox"/> Complete
JFS 01281 "Child Care Playground Inspection Report" completed, repairs made	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
Conduct and record an emergency lockdown drill	<input type="checkbox"/> Complete
Materials: verify variety, quantity, age appropriate activities	<input type="checkbox"/> Complete
Review children's files for upcoming expiration dates (remember to give parents plenty of notice if the child's medical is to expire, so they have adequate time to schedule an appointment with their child's health care provider)	<input type="checkbox"/> Complete
Send an email/ text or post a note to parents reminding them to update their child's file if any information has changed	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
<b>STAFF DUTIES</b>	
Assess materials for variety, quantity, age appropriate activities and in good repair	<input type="checkbox"/> Complete
Replace toothbrushes	<input type="checkbox"/> Complete
Clean and sanitize cots	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete



## 6.0 Biannual Responsibilities

Biannual Responsibilities	
<b>ADMINISTRATOR DUTIES</b>	
Go over inspection and complaint investigation process with staff; discuss any plans to ensure compliance with rules	<input type="checkbox"/> Complete
Review written policies and procedures and written nutrition information on file, if parents provide meals; make any needed updates/revisions	<input type="checkbox"/> Complete
Review any updated or revised policies and procedures with staff ( <i>Review current policies with staff on a rotating basis to ensure that they maintain awareness of proper procedures</i> )	<input type="checkbox"/> Complete
Observe each driver complete a vehicle emergency exiting drill; discuss any needed revisions to the procedure or changes in policies; verify proper procedures for recording the drill	<input type="checkbox"/> Complete
Review First Aid coverage, check for trainings which may be expiring	<input type="checkbox"/> Complete
Review CPR coverage, check for trainings which may be expiring	<input type="checkbox"/> Complete
Review Communicable Disease coverage, check for trainings which may be expiring	<input type="checkbox"/> Complete
Review Child Abuse coverage, check for trainings which may be expiring	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
<b>STAFF DUTIES</b>	
Assess status of your required Professional Development hours ( <i>are you on schedule to complete your required hours by the end of the fiscal year?</i> ) (July 1 – June 30)	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete

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## 7.0 Annual Responsibilities

<b>Annual Responsibilities</b>	
<b>ADMINISTRATOR DUTIES</b>	
Schedule fire inspection based on expiration date	<input type="checkbox"/> Complete
Renew food service license and/or obtain required documents from caterer	<input type="checkbox"/> Complete
Schedule an inspection; have the JFS 01230 "Vehicle Inspection Report" completed	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
Disaster plan updated and reviewed; update other documents connected to plan	<input type="checkbox"/> Complete
Review and update JFS 00598 "Owner's Authorized Rep." if needed; submit revisions and update in OCLQS	<input type="checkbox"/> Complete
Review any pet vaccination records to verify vaccinations are up to date	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
Review staff, owner and administrator files; verify all documents still in file	<input type="checkbox"/> Complete
JFS 01176 updated every five years ( <i>flag staff files that need updated in the following 12 months and have employee submit request for a background check for child care in the OPR</i> )	<input type="checkbox"/> Complete
Update JFS 01266 "Contracted Driver Qualifications Statement" for any contracted drivers	<input type="checkbox"/> Complete
Verify six hours of Professional Development completed for staff each fiscal year (July 1 – June 30)	<input type="checkbox"/> Complete
Child abuse overview completed every two years for staff without current training	<input type="checkbox"/> Complete
Driver training completed/updated annually	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
Current driver's license for all drivers, ( <i>flag licenses expiring in the following 12 months</i> )	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
Have parents update permission slips for reoccurring events or secure new forms (field trips, swimming, etc.)	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete

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<b>STAFF DUTIES</b>	
Review the program's written policies and procedures	<input type="checkbox"/> Complete
Complete six hours of Professional Development (July 1 – June 30)	<input type="checkbox"/> Complete
Check on the status of any health trainings <i>(Are any expiring? Do you need to update any to maintain coverage?)</i>	<input type="checkbox"/> Complete
Update driver training, if you transport children	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete
	<input type="checkbox"/> Complete

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