

Ohio Department of Job and Family Services  
**CERTIFIED CHILD CARE HANDBOOK FOR CARETAKERS**

Provider Name
Address
Phone Number <i>(including area code)</i>
Days and Hours of Operation
<p><b>TO CARETAKERS</b> - The provider is operating under 5101:2-14, Ohio Administrative Code, they are not employees of the CDJFS. Many of the requirements will need your cooperation, including submitting your child's records (child medical signed by the doctor, health information, and emergency transportation authorization) in a timely manner. Also, written permission from you is required for all field trips and routine trips.          Thank you- The CDJFS Child Care Staff</p>
<b>Maximum number of children permitted in care</b>
No more than _____ children may be present at any one time. _____ Infants may be cared for at any one time.
<b>CERTIFICATION INFORMATION</b>
<ul style="list-style-type: none"> <li>● The County Department of Job and Family Services (CDJFS) issues the type B home a certificate which is posted</li>   <li>● The provider of the type B home is required, under section 2151.421, ORC to report suspicions of child abuse or neglect to the county children's protective services agency ● The caretaker of a child enrolled in the type B home shall be permitted unlimited access to the parts of the home used during child care hours. ● The caretaker shall notify the provider that they are on the premises before entering the type B provider's home. ● The type B home provider's certification record is available upon request from the CDJFS. ● The provider agrees that in the performance of services, there shall be no discrimination, retaliation or intimidation against any client, child, employee, contractor, or any person acting on behalf of a contractor due to race, color, sex, religion, national origin, handicap, age, or ancestry. The provider will comply with all appropriate federal and state laws regarding discrimination and the right to any method of appeal shall be made available to all persons.</li> </ul>
<b>ENROLLMENT AND DISENROLLMENT</b>
<p><b>Enrollment Process</b> - Prior to enrollment there must be a meeting between the provider and the caretaker to discuss and complete the JFS 01634 "Caretaker/Provider Agreement". The JFS 01297 "Child Enrollment and Health Information" must be completed and given to the provider prior to care being provided for your child. A medical statement, indicating that your child has been examined by a health care professional must be signed and submitted within 30 days of the child's first day of care. Your child must be examined at least once every 13 months and the medical statement completed, until your child enters the grade of kindergarten or above. Each year, the caretaker of each child must review the information on the enrollment form and sign the form again verifying the information is accurate. Anytime there is a change to this information, it should be communicated to the provider immediately to assure that current information is always on file for every child.</p>
<b>Additional Enrollment Information</b>
<b>Disenrollment/Withdrawal Policy</b>
<p><b>Children's Records</b> are confidential and shall only be disclosed to the CDJFS, the provider and to persons to whom the caretaker provides written authorization.          Attendance records shall be maintained by the provider. The records shall be signed by the caretaker and indicate the hours of child care service provided for each child and in a manner prescribed by the CDJFS.</p>

### PAYMENT

The caretaker must pay the copayment assigned by the CDJFS in accordance with the schedule indicated on the "Child Care Provider Reimbursement Calendar". The provider shall notify the CDJFS within ten days if the caretaker fails to pay the copayment for child care services. The caretaker agrees to pay the provider additional fees, as approved by the CDJFS, for special events, field trip costs, late arrival for pick up expenses and absentee days which exceed those reimbursed by the CDJFS. The provider shall provide the caretaker with a written receipt for all payments made.

### THE HOME

The provider shall provide a safe, healthy environment when children are present. Any individual whose behavior or health may endanger the health, safety or well being of children shall not be present or reside in the type B home or home of a child receiving in-home aide services. Providers certified after September 1, 2008 shall not use any room or space higher than the second floor of a home or building for child care.

### THE PROVIDER

The provider and in-home aide shall complete the "Health and Safety in Family Child Care" course prior to certification. The provider and in-home aide shall be currently trained in First Aid and CPR and must complete a six-hour training on Child Abuse Recognition and Prevention and a training on Management of Communicable Disease. After the first year of certification a minimum of six hours of inservice training must be completed each year. In a situation where the provider is not able to be present for child care due to an emergency, illness, appointment, etc., the provider may be replaced by an emergency or substitute caregiver. This person must be approved ahead of time by the CDJFS and meet the rule requirements. The names of these persons are included on the "Caretaker/Provider Agreement." Caretakers must be notified whenever an emergency or substitute caregiver is used.

### INSURANCE

This type B home provider will secure insurance against liability arising out of, or in connection with, the operation of the type B home. The insurance shall cover any cause for which the type B home would be liable in the amount of one hundred thousand dollars per occurrence and three hundred thousand dollars in the aggregate. If this insurance is not maintained by the type B provider, the caretaker of each child must sign a statement acknowledging that the type B home provider does not carry liability insurance as described and/or any other owner of the home may not provide for liability coverage for the type B provider.

### CHILD GUIDANCE AND MANAGEMENT POLICY

Specific **behavior management techniques** which will be used at the type B home are

### MEALS AND SNACKS

**Meals and snacks** that will be served by this Type B Home are  
The provider provides the food. The caretaker provides the food when in-home aide services are provided.

A current menu shall be posted in a conspicuous place readily accessible to caretakers and shall include all meals and snacks served by the provider. Any substitutions shall be noted at the time of the change.

**Times that meals and snacks are served**

**Infant food and formula** will be provided by

## EMERGENCY PROCEDURES AND ACCIDENTS

**Emergency transportation** for children will be obtained by

The provider shall send the child's "Child Enrollment and Health Information" form with the child who is being transported to a source of emergency assistance. A first aid box shall be on the premises and readily available to the provider but shall be kept out of reach of children.

Actions to be taken by the provider, emergency/substitute caregiver or in-home aide in the event of a **general emergency**

An **incident report** will be completed and provided to the caretaker whenever the following occurs with a child: becomes ill or receives an injury that requires first aid, is transported for emergency assistance, receives a bump or blow to the head or when the child experiences an unusual or unexpected incident which jeopardizes the safety of a child or provider. An incident report must be given to the caretaker on the day of the incident/injury.

Actions to be taken by the provider, emergency/substitute caregiver or in-home aide in the event of a **serious incident, injury or illness**, including the completion of an incident report

## MANAGEMENT OF ILLNESS

The home's procedure for **administering medication, food supplement or modified diet**: Whether the provider will administer medication, food supplements, modified diets or not. Written permission from the caretaker on the JFS 01644 "Permission to Administer Medication." The CDJFS or the provider may require written instructions from a licensed physician, physician's assistant, advance practice nurse or dentist. Any limitations

**Caring for an ill child**

**The symptoms for a sick child are**

- Temperature of at least 100 degrees (axillary/armpit method) when in combination with any other symptoms
- Diarrhea (3 or more abnormally loose stools within a 24 hour period)
- Severe Coughing causing child to become red or blue in the face, or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Purulent (pus) eye discharge, or eye pain, or eyelid redness or fever
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or grey or white stool
- Stiff neck with elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestations
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other symptom

Upon the child's arrival each day, the provider shall observe each child for signs of communicable illness.

Parents will be notified when their child has been exposed to a communicable illness by

Ill children will be isolated

**SUPERVISION AND SAFETY OF CHILDREN**

The provider is responsible for the child's safety while child care is being provided. No child shall ever be left unsupervised. When children are inside they shall be within sight or hearing of the provider at all times.

The provider shall release a child only to the caretaker or to a person who has been previously approved by the caretaker. The provider's policy regarding releasing a child to anyone other than the caretaker (including custody agreements) is

The procedure for the safe arrival and departure of children is

**OUTDOOR PLAY**

The Type B Home will provide outdoor play each day in suitable weather for all toddlers, preschoolers and schoolage children who are present more than four daylight hours. This home will limit outdoor play only in case of the following weather conditions: We will not go outside to play if the temperature is under \_\_\_\_\_ degrees, or over \_\_\_\_\_. Other conditions which would limit our time outside or not allow us to go outside are \_\_\_\_\_  
Supervision plan for outdoor play

**TRANSPORTATION**

Written permission must be secured from the caretaker prior to leaving the premises. The "Child Enrollment and Health Information" form will be taken for each child, as well as a complete first aid kit, a working cell phone and health record information for any child who may need care. Children will never be left unsupervised and smoking shall not occur in any vehicle while children are present.

Specific plans for supervision on field trips which explains how all children will be accounted for at all time

Children be transported in the following manner for field trips or routine trips

**SWIMMING**

Providers with swimming pools, saunas, hot tubs, etc. shall make the sites inaccessible to children. Written permission from the caretaker is needed before any off site water activities occur, in water that is more than two feet deep.

Written permission is needed from the caretaker before children in diapers engage in water play. This is due to the increased risk of communicable illnesses being spread through the diapers and standing water.

Swimming or water play in more than 2 feet of water will

**NAPPING**

Sleeping arrangements for children  
Length of time for naps

- no child is permitted to rest or nap on the floor
- rest or nap areas shall be lighted to allow the provider to supervise the children
- any child who does not fall asleep shall have an opportunity to engage in quiet activities
- evacuation routes shall not be blocked and the provider shall have a clear path to each resting child

**EVENING CARE (Care anytime between 7:00 pm and 6:00 am)**

**INFANTS AND TODDLERS**

Who will supply diapers, formula, extra clothes, etc.?  
Diapers will be checked every two hours.  
Diaper creams/ointments

**Infants** - Infants will be placed in their crib or playpen for sleeping and shall not be allowed to sleep in bassinets, swings, car seats or other equipment. Infants shall be placed on the backs to sleep unless the child's physician signs the "Sleep Position Waiver".

**Daily Record** - The provider will maintain a daily written record for each infant that is given to the infant's caretaker on a daily basis. The report shall include: food intake, sleeping patterns, times and results of diaper changes, daily activities.

**Infant Food** - Infants will be served food appropriate to the developmental needs of each child. The provider will introduce new foods only after consultation with the caretaker. The caretaker will need to supply written feeding instructions for the infant that includes: type and amount of food/formula and times for feedings. All formula, breast milk or prepared food must be labeled with the infant's name and date of preparation.

**Toilet Training** -

**COMPLAINTS OR CONCERNS**

If the provider or caretaker determines that a conference is needed, the provider shall schedule a conference at a time mutually acceptable to discuss the child's progress and needs.

If the caretaker suspects that the provider is not operating according to the child care rule requirements for Ohio, the caretaker may contact the local CDJFS to file a complaint. The number to contact the CDJFS which certifies this home is:

**FEES**

**OTHER**