

Ohio Department of Job and Family Services  
**INSTRUCTIONS FOR COMPLETING JFS 01332, CERTIFIED CHILD CARE  
 HANDBOOK FOR CARETAKERS**

***Providers: Below are the specifics as to what information should be provided in the Caretaker Policies and Procedures Handbook. Information that is listed under each section of the policies is required information. You may not change the pre-printed information, but you may elaborate on a policy or include additional information. Sections that state to "list your policy/procedure for..." should be filled out with information on your policy or procedure for that specific topic. You should take time to read the rule related to each section to be sure your policies do not conflict with rule requirements and that you are covering all areas of the topic that need to be included***

Name of Section	Instructions for the section
Provider Name	List your information, the address and phone number for the location in which care is being given.
Address	
Phone Number (including area code)	
Days and Hours of Operation	List all hours and days that you are willing to provide care for children. Be sure to include any holidays or special days that you will not care for children.
<b>TO CARETAKERS</b>	No information is to be added to this section.
<b>MAXIMUM NUMBER OF CHILDREN PERMITTED IN CARE</b>	Fill in the number of children that the CDJFS has approved you to care for at any one time. Specify how many infants (children under 18 months) you are approved to care for at any one time.
<b>CERTIFICATION INFORMATION</b>	The only information to be filled in for this section is the location where the child care certificate is posted. No other information is to be added to this section.
<b>ENROLLMENT AND DISENROLLMENT</b>	No other information is to be added to this section.
Additional Enrollment Information	Each provider may set their own policy regarding whether to provide child care services to children whose caretakers refuse to grant consent for transportation to the source of emergency treatment. In this section you would address any additional paperwork for the child(ren) that you need completed.
Disenrollment/Withdrawal Policy	In this section you will want to include any reasons for which children may be disenrolled. You may want to consider what you will do if parents don't pay, are regularly late to pick up their children or if there are severe behavioral issues. You should also include how much notice caretakers should provide you when they know they will no longer be needing child care. Policies must be in compliance with the termination policy outlined on the JFS 01634 "Caretaker/Provider Statement."
Children's records	No information is required to be added to this section. You may wish to include your expectations regarding obtaining signatures for attendance and other required information from the caretakers.
<b>PAYMENT</b>	No information is to be added to this section. All charges should be included in the JFS 01224 "Contract for Purchase of Publicly Funded Child Care Services."

<b>THE HOME</b>	No information is required to be added to this section, you may choose to add information about the sections of your home used for child care.
<b>THE PROVIDER</b>	No information is required to be added to this section, however, you may choose to add information about yourself, your family and your child care experience.
<b>CHILD GUIDANCE AND MANAGEMENT POLICY</b>	You will need to outline the behavior management techniques that you will use with children in your home. What will you do when children act out? Do you use positive reminders, time outs, removal from activities, etc? You must be sure that your methods used include the acceptable actions indicated in Rule 5101:2-14-22 and do not use methods prohibited by the same rule.
<b>MEALS AND SNACKS</b>  Times that meals and snacks are served	This section should list any meals and snacks that are to be served in the home and approximate time when they are to be served. Where the menu is posted. Who will provide the food served to the in-home aide or the in-home aide's children that may accompany the in-home aide to the home of the child receiving in-home aide services? Who provides food if the child has allergies or won't eat certain foods that are served?
Infant food and formula	You will need to state whether the caretaker or provider will supply the formula and baby food. Is extra food and formula available? Who provides that?
<b>EMERGENCY PROCEDURES AND ACCIDENTS</b>  Emergency Transportation  General Emergency	Explain your plan for an emergency, how would emergency transportation be secured? Will you provide transport in an emergency for any reason? Will you call 911 or EMS? In a general emergency (bomb threat, gas leak, fire, etc.) what actions would you take? Where would children be evacuated to if needed? You may want to consider a location fairly close by and a back up location further away in case the entire area around your home would need to be evacuated. How would you access children's emergency information?
Incident Reports	No information is to be added to this section.
Serious Incident/Injury or Illness	What actions will be taken if there is a serious incident/emergency? Explain what a serious incident/emergency is. When are parent contacted?
<b>MANAGEMENT OF ILLNESS</b>	This section will include a statement indicating whether you will administer medication or not. You may want to note the difference if your policies are different for over-the-counter medication or prescription medication. Will you administer food supplements or modified diets? What information is necessary before any medication can be administered to a child in care? Are there any limitations as to the type of medications you will administer?
Caring for a sick child	Will you care for a sick child? What guidelines will you follow for the care of a sick child? How will you secure the caretakers instructions regarding the care of a sick child? Are there any limitations or restrictions you will have for the care of sick children?
The symptoms for a sick child	No information is to be added to this section.
Parents will be notified...	How will you notify caretakers when their child has been exposed to a communicable illness?
Ill children will be isolated...	Where will a child showing signs of illness be isolated? What steps will you take to assure that the illness is not spread?

<b>SUPERVISION and SAFETY OF CHILDREN</b> The provider is responsible...	No information is to be added to this section.
The provider shall release...	You must explain your policy regarding releasing a child to anyone other than the caretaker. What is your policy regarding custody agreements? You may want to include your policies on releasing children to caretaker's that appear to be under the influence of alcohol or drugs.
The procedure for safe arrival...	This section will contain all of your policies and procedures for assuring the safe arrival and departure of children. Do caretakers have to walk their children into the home? Can children walk to the home by themselves?
<b>OUTDOOR PLAY</b>	You will need to explain what your outdoor play policy is. When will children be taken outside? What type of weather or conditions would prohibit children from going outside or limit their time outside? What temperatures would be too cold or hot for outdoor play? What type of supervision will children have while they are outside?
<b>TRANSPORTATION</b>	This first section lists requirements. No changes may be made to this information.
	This section will include your specific plans for supervision of children while being transported. How will you account for children at all times during the trip? Checklists that will be used?
	You will need to explain what vehicle(s) will be used to transport children. Will you use public transportation, your personal vehicle, other parent's vehicles to transport children? Are children transported on a regular basis? an occasional field trip? Or never?
<b>SWIMMING</b>	This first section lists requirements. No changes may be made to this information.
	This section will need to include information on when children will be provided opportunities to play in water that is more than 2 feet in depth.
<b>NAPPING</b>	Where will children sleep? How long will children sleep? Is a nap required for every child? Are other activities provided for children that do not want to nap? Is a rest time required? What does the child sleep on? Do caretakers need to bring anything for their child to nap with? (blanket, pillow, stuffed animal, etc.) Your naptime policy must include: -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
<b>EVENING CARE</b>	Evening care is caring for children anytime between the hours of 7:00 pm and 6:00 am. You will need to state whether you are willing to provide care during this timeframe or not. Your evening care section (if you choose to provide evening care) must include the following: -children will only sleep in areas approved by CDJFS -bedtime routines shall be developed by the caretaker and provider -activities that are provided during these hours -when sleeping garments are needed -where children's personal belongings will be kept -what assistance will be provided to children when getting ready for bed and when getting up after sleeping

<p><b>INFANTS AND TODDLERS</b></p> <p>Diapered Children</p> <p>Infants Sleeping</p> <p>Daily Record</p> <p>Infant Food</p> <p>Toilet training</p>	<p>This section needs to include the statement that you will be checking children's diapers at least every two hours. It will also need to state the caretaker is required to supply the diapers and a clean change of clothes. You should also include your policy on administering diaper creams/ointments/powders, who provides wipes used for diaper changes, where diapers will be stored in your home and what your policy is for returning soiled clothing. (and soiled diapers, if cloth diapers are used)</p> <p>No changes may be made to this information.</p> <p>First part lists requirements and may not change. You may choose to add more information.</p> <p>First part lists requirements and may not change. You may choose to add more information.</p> <p>This section needs to include a statement that conveys that toilet training shall occur based on a child's readiness and with consultation with the caretaker. The provider shall ensure that toilet training is never forced.</p>
<p><b>COMPLAINTS OR CONCERNS</b></p>	<p>No information except the contact number for the CDJFS is to be added to this section.</p>
<p><b>FEES</b></p>	<p>List any fees that you charge. If you charge different rates for Infants, Toddlers, Preschoolers, Schoolage children, list those out. If you have a weekly, daily, hourly, evening, weekend, part time or full time rate, include those. Also list any additional fees that you charge such as: registration, activities, late pick up, late payment, returned checks, etc.</p>
<p><b>OTHER</b></p>	<p>You may add any additional information you choose to this section. You may want to include:</p> <ul style="list-style-type: none"> <li>-what to send the first day</li> <li>-appropriate clothing for child care</li> <li>-video viewing policy</li> <li>-toys from home policy</li> <li>-birthdays</li> </ul> <p>You may include anything in this section as long as it does not conflict any aspect of the child care certification or eligibility rules.</p>