

Ohio Department of Job and Family Services  
**TYPE A HOME PARENT AND EMPLOYEE INFORMATION**

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| Type A Home Name   |
| Address  |
| Phone Number (including area code)   |
| Administrator  |
| Owner (if different than administrator)  |
| Days and Hours of Operation  |
| <b>TO PARENTS AND GUARDIANS-</b> The Type A Home administrator is operating under 5101:2-13, Ohio Administrative Code. 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.<br>Thank you- The ODJFS Child Care Licensing Unit  |
| <p style="text-align: center;"><b>LICENSING INFORMATION</b></p> <ul style="list-style-type: none"><li>• The Ohio Department of Job and Family Services issues the Type A Home a license which is posted _____</li><li>• A toll free number is listed on the license for reporting suspected violation of Ohio's child care law and rules. A copy of the law and rules are available at the home for review. This information may also be accessed at ODJFS's Child Care website at: <a href="http://jfs.ohio.gov">http://jfs.ohio.gov</a></li><li>• The administrator and each employee of the Type A Home are required, under section 2151.421, ORC to report suspicions of child abuse or neglect to the county children's protective services agency.</li><li>• Any custodial parent or guardian of a child enrolled in the Type A Home shall be permitted unlimited access to the home during hours of operation for the purposes of contacting their children, or evaluating the care or the premises. Upon entering the home, the parent or guardian shall notify the administrator or designee of their presence.</li><li>• Contact information including names and phone numbers of parents of enrolled children are available upon request. Parents may choose not to have their name and number included.</li><li>• Licensing inspection reports and substantiated complaint investigation reports must be displayed in a conspicuous location readily in view of parents and guardians.</li><li>• The Type A Home's licensing record as well as evaluation forms from the building and fire departments are available upon request from ODJFS.</li><li>• It is unlawful for the Type A Home to discriminate in enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act of 1990.</li></ul> |
| <p style="text-align: center;"><b>INSURANCE</b></p> <p>This type A home owner or administrator will secure insurance against liability arising out of, or in connection with, the operation of the type A home. The insurance shall cover any cause for which the type A 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 A owner or administrator, the caretaker of each child must sign a statement acknowledging that the type A home does not carry liability insurance as described and/or any other owner of the home may not provide for liability coverage for the type A owner or administrator.</p>  |
| <b>Fees</b> (including registration fee, field trip charges, late pick up fees, etc.)  |
| <b>Enrollment Procedures</b>   |

## Disenrollment Policy

**Staff/child ratios** that are required by state law to be maintained in the home:

One child care staff member can care for six children (1:6), except when there is a child 12 months or younger present and another staff person is not present in the home, then that staff person can only care for a total of five children. For each staff person, no more than 3 children may be younger than 18 months. These numbers include all children younger than 6 years, whether they are related to the administrator or not. It also includes any children not related to the administrator who are 15 years or younger. These minimum standards must be followed at all times children are present.

If parents or employees need assistance with **problems or concerns**, they should:

## Sample Daily Schedule

### CHILD GUIDANCE AND MANAGEMENT POLICY

Specific **behavior management techniques** which will be used at the Type A Home are:

The specifications of the licensing rule regarding guidance and management apply to all persons on the premises during the Type A Home hours of operation.

### MEALS AND SNACKS

**Meals and snacks, and the times that they** will be served by this Type A Home are:

If packed lunches are provided, the following nutritional requirements must be met:

### EMERGENCIES/ACCIDENTS

Actions to be taken by the staff of the home in the event of a **general emergency**:

If needed, children would be evacuated to:

An incident report shall be completed and given to parent/guardian on the day of the incident whenever any of the following occur:

- An illness, accident or injury which requires first aid treatment
- A bump or blow to the head
- Emergency transportation
- An unusual or unexpected event which jeopardizes the safety of children or staff, such as a child leaving the home unattended.

Definition of a serious incident injury or illness and actions to be taken by the staff of the home in the event of a **serious incident, injury or illness**, including the completion of an incident report:

### **MANAGEMENT OF ILLNESS**

Does the home **administer medication, food supplement, or modified diets**? What are the procedures?

**The following are symptoms for which the home will discharge children:**

- Temperature of at least 100 degrees (taken by the 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 make a whooping sound or to become red or blue in the face,
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent discharge (pus), matted eyelashes, burning, itching or eye pain
- 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 sign or symptom of illness

**Parents and guardians will be notified** that their children have been exposed to communicable disease by:

**Ill children will be isolated** (location):

**Precautions** that will be taken with ill children to prevent the spread of illness:

Parents and guardians or their designee are expected to pick up ill children within \_\_\_\_\_ after having been contacted by the child care provider.

Policy for school age children and maintaining possession of inhalers or other emergency medication:

## SUPERVISION AND SAFETY OF CHILDREN

Children will be supervised at all times according to the child care licensing rules (5101:2-13). The Type A Home's policy regarding releasing a child to anyone other than the parent or guardian (including custody agreements)

Our arrival and departure procedure to assure children's safety is:

Our procedure for determining the whereabouts of a child when he/she is scheduled to arrive at this Type A Home from another program or from school but does not arrive, is :

Specific supervision plans for fieldtrips and routine trips which explains how all children will be accounted for at all times, while in route and at the destination of the trip (if applicable.)

## OUTDOOR PLAY

The Type A Home will provide outdoor play each day in suitable weather for all children (except infants) in attendance for four or more consecutive hours. A child care staff member must be outside in the play area to supervise the children. This home will limit outdoor play only in case of the following weather or safety conditions:

Infants shall have outdoor play:

## TRANSPORTATION

Written parental permission is needed prior to children being taken on any routine or field trips.

How children will be transported for **fieldtrips**:

How children will be transported for **routine trips**:

How children will be **transported for emergencies**:

## SWIMMING POLICY

(If applicable: see Rule 5101:2-13-17, plan must include a description of any swimming activities, the swimming supervision plan and a statement that parent permission is needed for swimming activities)

## EVENING CARE POLICY

(If applicable: see Rule 5101:2-13-24, plan must include the evening and overnight supervision plan, security plan that assures access is limited to parents/guardians/authorized persons and a description of the evening program and schedule)

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## OTHER POLICIES OR PROCEDURES FOR THE HOME