



Perry County Job and Family Services

Child Care Provider Requirements

1. Copy of High School Diploma/GED
2. Copy of Driver's License and Insurance Coverage
3. BCI/FBI Background Check for ALL ADULTS (18+) IN HOUSEHOLD (can be obtained at Perry County JFS for \$55 per person). Must be sent DIRECTLY TO: **Child Care Ctr/Type A-ODJFS** which can be found in the Direct Copy drop down list
4. Complete Request Background Check for ALL ADULTS IN HOUSEHOLD on each individual's OPR account. This is a selection on the drop-down menu when you click on your name in the top right corner.
5. Medical Statement (JFS 01296)
6. Complete application for Licensed Type B Home and submit the \$25 fee on the Ohio Child Licensing and Quality System (OCLQS) at <https://oclqs.force.com>
7. Complete a professional registry profile on the Ohio Professional Registry (OPR) at <https://ocrra.org/opr>
8. Family Child Care Pre-Licensing Training (completed through your OPR account)
9. Six-hour Child Abuse Recognition and Prevention Training
10. Management of Communicable Disease Training
11. CPR/First Aid Certification
12. Complete Plan of Operation for Child Care (JFS 01250)
13. Written manual for Type B/A Home (see Appendix C to rule 5101:2-13-07)
14. Written Disaster Plan
15. Water Well test if non-public water supply
16. Type A Home must also get a building inspection, fire inspection, and zoning approval or letter from village stating no zoning restrictions
17. Initial Home Inspection
18. Six hours of professional development training per year (July 1-June 30)

*Offering of Communicable Disease, Child Abuse Recognition and Prevention, and other trainings can be found at:

www.ocrra.org

This region's Child Care Provider Resource and Referral Agency is:

www.coad4kids.org



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Child Care Staff Member or Emergency Substitute Requirements

A Type B Home provider may choose to utilize a Child Care Staff Member or Emergency Substitute, but is not required to have either. A CCSM has many of the same responsibilities as the Type B provider as he/she can take the children on field trips and complete county inspections for the provider. An Emergency Substitute is on-call in case the provider has an emergency and needs to find care for the children quickly. Provider must keep an Employee Records Chart documenting if CCSM or Emergency Substitute is utilized.

Child Care Staff Member Requirements

1. Copy of High School Diploma/GED
2. Medical Statement (JFS 01296)
3. Copy of Driver's License and Insurance Coverage
4. BCI/FBI Background Check
5. Complete Request Background Check through OPR account
6. Staff Orientation (completed through the CCSM's OPR account)
7. Management of Communicable Disease Training
8. One-hour Child Abuse Recognition and Prevention Training
9. CPR/First Aid Certification
10. Six hours of professional development training per year (July 1-June 30)

Emergency Substitute Requirements

1. Copy of High School Diploma/GED
2. Medical Statement (JFS 01296)
3. Copy of Driver's License and Insurance Coverage
4. BCI/FBI Background Check
5. Complete Request Background Check through OPR account
6. Staff Orientation (completed through the Substitute's OPR account)
7. Management of Communicable Disease Training
8. One-hour Child Abuse Recognition and Prevention Training
9. CPR/First Aid Certification



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Home Inspection Requirements

Items that must be posted in your home:

1. No Smoking Sign
2. Communicable Disease Chart (JFS 08087)
3. Dental First Aid (JFS 01201)
4. Plan of Operation for Child Care (JFS 01250)
5. Medical, Dental, and General Emergency Plan (JFS 01242)
6. Fire and Weather Alert Plan which includes diagram indicating evacuation routes
7. Daily/Weekly Schedule of Programming
8. Daily/Weekly Menu
9. Hours of Operation
10. Family Child Care Parent Information (appendix D to rule 5101:2-13-07)
11. License (once obtained)

Guidelines for Home and Care of Children:

1. 6 children allowable at one time, no more than 3 under the age of 2 (provider's own children under 6 count in total count of allowable children)
2. One working UL or FM smoke and carbon monoxide detector on each level of house, including basement
3. Fire extinguisher (minimum 1A:10BC)
4. Child proof covers on all outlets
5. 35 square feet of usable floor space for each child (210 square feet minimum)
6. All firearms OUT OF SIGHT and locked
7. 60 square feet of usable outdoor space per child (360 square feet minimum). If yard borders roadway, yard (or portion of yard) must be fenced in for children to play safely or provider may provide written statement that daily outdoor play will be conducted at local park.

*Initial home inspection will be completed BEFORE provider receives licensure. Three home inspections will be completed within the first year of licensure. Two home inspections will be completed every year thereafter.



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Suggested Steps to Becoming a Certified Child Care Provider

1. Please browse the Family Child Care Rules found at:
<http://emanuals.jfs.ohio.gov/ChildCare/FamilyChildCare/> These rules will state all requirements from pre-licensing through ongoing licensing.
2. Receive from county: JFS Medical Statement (JFS 01296), guideline for writing Program Manual with Appendix D, Disaster Plan template, Plan of Operation for Child Care (JFS 01250), and Adjudicated a Delinquent Child Statement (JFS 01174) if there is a minor in the home. These will need to be submitted with your OCLQS application.
3. Complete a professional registry profile through the Ohio Professional Registry (OPR) at <https://ocrra.org/opr> and obtain an OPIN # for ALL ADULTS in the household. Keep usernames, passwords, and OPIN #s on file for each profile made. You will need this for future paperwork.
4. Complete the “Pre-Licensing Training for Family Child Care Providers” within your Ohio Professional Registry (OPR) account. Once the pre-licensing is complete in the OPR you will gain access to OCLQS application process.
5. Complete BCI and FBI background check for ALL ADULTS IN HOME and CCSM/Emergency Substitute, if applicable (typically takes 2-4 weeks for ODJFS to receive, make sure to send it directly to Child Care Ctr/Type A-ODJFS in the Direct Copy drop down list, they cannot accept copies)
6. Complete Request Background Check for ALL ADULTS IN HOUSEHOLD within each individual’s OPR account. You will need the program number obtained from OCLQS to associate your background checks with your new child care home.
7. Complete an online application in the Ohio Child Licensing and Quality System (OCLQS) at <https://oclqs.force.com> and submit the \$25 start-up fee. You will receive a program number once your application is submitted.



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8. Provider (and CCSM/Emergency Substitute if applicable) enroll in and complete CPR/First Aid Certification, contact local EMA office 342-1141 for class offerings
9. Provider (and CCSM/Emergency Substitute if applicable) enroll in and complete Management of Communicable Disease training and six-hour Child Abuse Recognition and Prevention training – www.occrra.org
10. Complete Face-To-Face In-Home Interview with Perry JFS Child Care staff and receive remaining required paperwork. During the interview you will receive additional paperwork to complete including: Employee Records Chart and all required caretaker paperwork. Provider will also receive documents that need to be posted in home including: Communicable Disease Chart (JFS 08087), Medical and Dental General Emergency Plan (JFS 01242), Dental First Aid (JFS 01201), Family Child Care Parent Information, and Fire and Weather Alert Plan.
11. Initial Home Inspection during which all required paperwork needs to be turned into Perry JFS Child Care Staff. Providers will be provided with an organized binder in which all required Child Care related paperwork needs to be kept for inspection and compliance purposes.
12. Upon successful completion of Initial Home Inspection Perry JFS Child Care Staff will petition to the state that provider becomes licensed.

*The Perry JFS Child Care Staff is here to help you! Please, if you have any questions call 740-721-0684