

Ohio Department of Job and Family Services
PLAN OF OPERATION FOR CHILD CARE

SECTION 1: GENERAL INFORMATION/SPACE

Name of Center/Provider		County	
Address		State	Zip Code
Mailing Address (if different)		State	Zip Code
Name of Contact Person			
Telephone Number		Contact Person's Telephone Number	
Proposed Date of Opening		Owner/Corporation if applicable	
Proposed Hours of Operation	Proposed Days of Operation	Proposed Months of Operation	

PLANNED ENROLLMENT

Age Categories	Number of Children Planned at Opening		Number of Groups Planned at Opening		Number of Children Planned at Capacity		Number of Staff Needed at Opening
	Before School	After School	Before School	After School	Before School	After School	
Infants (0-18 mo)							
Toddlers (18 mo-3 yrs)							
Preschoolers (3 yrs – school-age)							
School-age Children (5 yrs – 14 yrs) <small>Note: School-age children present more than 4 hours per day are considered fulltime during school breaks, holidays, snow days, etc.</small>							
	Fulltime		Fulltime		Fulltime		
Total Number of Child Care Staff Members Planned at Opening							

INDOOR SPACE
(Rules 5101:2-12-11 and 5101:2-13-11)

Centers:
 Attach the diagram that was submitted to the building department showing the indoor space used by the child care operation. Indicate the following:

- Exits/entrance/office spaces
- Walls, partitions or half walls
- Walls, partitions, or half walls that are moveable
- Sinks and water fountains
- Emergency exits and exits to the outdoor play space
- Floor plan with room names/number
- Restrooms
- Diaper changing area with sink
- Food preparation areas

Will the center care for children under the age of 2 ½ years? If yes, describe how the center will keep these children separated from other groups older than 2 ½ years.

Family Child Care Homes:

Attach the diagram that was submitted to the building department showing the indoor space used for child care. Indicate the following:

- Entrance and exits
- Rooms that will be used for child care, including sleeping areas used by children
- Restrooms
- Diaper changing area with sink
- Kitchen

OUTDOOR SPACE
(Rule 5101:2-12-11 and 5101:2-13-11)

Diagram the space used for outdoor play. Indicate the following:

- Include location of fence or barriers
- Note gate locations, street locations, and parking lots
- Sketch outdoor permanent play equipment which stays in space (i.e., slides, swings, sandboxes, etc.)
- Include sidewalks, concrete, or blacktop areas

If the play space is away from the center/home, diagram the outdoor space used.

If the center has no onsite outdoor play space, then an indoor recreation area must be provided. Give dimensions of your indoor recreation area.

What type of protective fall surface will be used on the playground? (Fall surface needed under slides, swings, climbers, bouncers, etc.)

How is the play area enclosed or otherwise protected from traffic or other hazards?

SECTION 2: PROGRAMMING AND POLICIES

TRANSPORTATION/FIELD TRIP SAFETY
(Rules 5101:2-12-14 and 5101:2-13-14)

Does the program provide transportation? Yes No

Does the program plan to offer: *(check all that apply)*

Field trips Yes No

Transportation to and from school Yes No

Transportation to and from home Yes No

Describe the program's vehicle(s) or vehicle(s) that will be used (by a contracted agency, if applicable. i.e., mini-van, bus, car).

EVENING AND OVERNIGHT CARE
(Rules 5101:2-12-21 and 5101:2-13-21)

Will the program be providing evening and/or overnight care? (Between 7:00 PM and 6:00 AM) Yes No

ADMINISTRATION OF MEDICATION
(Rules 5101:2-12-25 and 5101:2-13-25)

Will the program administer medication, topical products or lotions? Yes No

If yes, describe the program's procedures for administering medication, and topical products or lotions. (Be sure to describe the plan for each type of product).

SECTION 3: FOOD REQUIREMENTS

MEALS AND SNACKS
(Rule 5101:2-12-22 and 5101:2-13-22)

Will meals and snacks be prepared on site or brought in from another source?

Signature of Administrator/Provider

Date