

Date:

Thank you for your interest in becoming a Professional Licensed Type B Day Care Provider. Enclosed you will find the forms needed to begin the process. Complete and return the following paperwork:

**Application - Non-Conviction Statement -- Medical Statement
Request for Child Abuse and Neglect Information**

Please complete the enclosed non-conviction statements and return to our agency for every adult (18 years or older) living in the household.

You will need to select an emergency substitute caregiver and have them complete the emergency/substitute caregiver statement JFS 01923 and also a non-conviction statement.

You will need to go to the Holmes County Sheriff's Department and have a BCII and FBI background check for yourself, your emergency/substitute caregiver and anyone 18 years or older living in your home.

You will need to complete 8 hours Health & Safety Training and Initial First Aid and CPR training prior to becoming licensed and providing child care.

Please sign and also have your emergency substitute caregiver sign the Request for Child Abuse and Neglect report information and return to Holmes County DJFS along with all other forms.

If you have well water, you must have a water test from the local health Department completed. They provide bottles for you to take the sample of your water for them to test. If you have city water, this is not necessary.

You must have access to internet to access the Provider Portal and for the Ohio Electronic Child Care System (Ohio ECC).

Once all the above forms are received, and all necessary back ground check information including the check for history of Child Abuse/Neglect have come back and meet the standards, I will schedule a time to come to your home to meet with you.

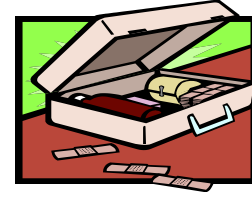
Specific items that we look at during the initial inspection to ensure a safe environment for children include; firearms securely locked up, vaccinations of pets, safe outdoor play area, child safety covers over electrical outlets, places for children to nap, planned meals and snacks, a working land line telephone and/or a working cell phone when transporting children, no smoking in the home, carbon monoxide detectors, smoke detectors, a kitchen fire extinguisher, working stove and refrigerator, suitable play activities and materials, a first aid kit, an evacuation plan, verification that the provider has a high school diploma or GED and a plan for discipline.

You will need to read the Child Care Rules at <http://www.jfs.ohio.gov/cdc/childcare.stm> which will give you lots of information about what you need to do to become a Type B provider.

We will go over the required forms , the training requirements and other vital information when I meet with you. I realize this is a lot of information. Please feel free to contact me if you have any questions or concerns at 330-674-111 choose option 2 then option 4 to reach me. I look forward to meeting with you.

Sincerely,

Debbie Jewell, LSW
Child Care Case Manager



FIRST-AID BOX

Your First-Aid box must contain the following items (5101:2-14-16)

- One roll of hypoallergenic first-aid tape
- Individually wrapped sterile gauze squares in **assorted sizes**
- Sterile adhesive bandages in **assorted sizes**
- Tweezers
- Gauze rolled bandages
- Rounded end scissors
- Tooth preservation system or fresh chilled milk in which to transport a lost tooth, required only in homes which serve school ages children
- A current guide to emergency first aid
- A working digital thermometer
- Disposable non-latex gloves
- A working flashlight
- An instant cold pack that has not been activated or ice
- Sealable leak – proof plastic bags in assorted sizes or double bagged plastic bags that can be securely tied for materials soiled with blood or bodily fluids
- Pocket mask or face shield, appropriate for all ages for children in care at the home, for cardiopulmonary resuscitation (CPR) administration

In addition to the above items, on field trips or when transporting away from the home the following items are required:

- Soap
- Bottled Water

All supplies shall be replaced as they are used, expired, damaged or if sterile packages are opened. An appropriate bleach solution needs to be prepared on a daily basis.

REQUIRED TRAINING

As a Certified Child Care Provider, you are required to complete and maintain the following trainings:

- **HEALTH AND SAFETY IN FAMILY CHILD CARE**
 - Training is approved by the Ohio Department of Job and Family Services.
 - This must be completed **PRIOR** to initial certification.
 - This is the required training for **ALL** Emergency/Substitute Caregivers as well as all providers.

- **CHILD GROWTH AND DEVELOPMENT**
 - This may include discipline and helping children build self-control and a positive self-concept.
 - This must be completed not more than 6 months prior to or within 12 months of initial certification.
 - The trainer must meet the requirements of rule 5101:2-14-13.

- **CERTIFICATION IN FIRST AID AND INFANT/CHILD/ADULT CPR**
 - This must be completed prior to initial certification.
 - The trainer must meet the requirements of rule 5101:2-14-13.
 - This is the required training for all emergency/Substitute Caregivers as well as all providers.

- **PREVENTION, RECOGNITION AND MANAGEMENT OF COMMUNICABLE DISEASES**
 - This must be completed not more than 6 months prior to or within 12 months of the initial certification.
 - The trainer must meet the requirements of rule 5101:2-14-13.

- **CHILD ABUSE RECOGNITION AND PREVENTION**
 - This must be completed not more than 6 months prior to or within 12 months of initial certification.
 - The trainer must meet the requirements of rule 5101:2-14-13.

In order to complete your initial training you are required to receive 6 hours of training in the following areas: Child Growth and Development, First Aid, CPR, Communicable Diseases, and Child Abuse. In order to maintain the following training you are required to complete 3 hour update every 3 years in Child Abuse and Neglect, Communicable Diseases, Child Growth and Development.

Certification in First Aid and Infant/CPR must stay current at all times.

You are only required to complete the Health and Safety course in time.

After the above trainings you are required to complete an additional 6 hours of training yearly. A minimum of 2 hours must be in Child Development. All trainings not offered by DJFS must be approved prior to attending in order to ensure the trainer and topic meets compliance.

Additional training topics may include, but are not limited to the following:

- 1) Design and use of room arrangement and play materials
- 2) Child care program and activities
- 3) Working with parent and families
- 4) Nutritional needs of children and nutritional education
- 5) Developmentally appropriate activities for children
- 6) How to manage a child care business
- 7) Home safety and fire prevention
- 8) Community health and social services resources for families and children
- 9) Food safety and sanitary practices

In order to receive credit for any training that you receive you must provide a copy of your training form. The training record shall include at least the following information:

- A. Description of training topic
- B. Length and date of training
- C. Name of the trainer
- D. Trainer qualifications
- E. Proof of attendance

Please remember to provide a copy of all training to me as quickly as possible to ensure that your files stay in compliance with child care licensing requirements.

SPECIFIC CRITERIA THAT MUST BE MET FOR TYPE B CHILD CARE PROVIDERS

Thank you for your interest in becoming a Type B Home Day Care Provider, In-Home Aid Provider or a Limited PPI Provider. Type B Providers may care for no more than six children at a time; An In-Home Aid Provides may care or a child (meeting certain criteria), in the child's own home; and PPI Providers care for only one family's children.

The State of Ohio and the Holmes County Department of Job and Family Services (DJFS) has certain criteria that must be met in order to become licensed as a **TYPE B PROVIDER**. Before and/or during the county inspection, the items below are a few of the major criteria that must be met.

- You must complete a Type B Childcare and In-Home Aid Application (JFS 1643).
- Certification shall be denied if within the last five years the applicant was previously certified as a limited or professional provider, and his or her certificate was revoked in this state or another state or the applicant voluntarily withdrew from the certification program as a result of CDJFS notification of its intent to revoke the certificate. (5101:2-14-01)
- The provider shall be at least eighteen years of age. (5101:2-14-58)
- The provider must have a Medical Statement completed by a licensed physician, physician's assistant, certified nurse midwife (CNM) or certified nurse practitioner (CNP) not more than six months prior to initial certification. (5101:2-14-58) (JFS 1280)
- Applicant, all adults 18 years or older residing in your home, and emergency/substitutes must sign a Child Care Non-Conviction Statement. (JFS 1329)
- Applicant, all adults 18 years or older residing in your home, and emergency/substitutes must complete a bureau of criminal identification and investigation (BCII) and Federal criminal records check. (5101:2-14-02)
- Applicant, all adults 18 years or older residing in your home, and emergency/substitutes must complete a signed Child Abuse & Neglect Report Information. (JFS 1302)
- Individuals submitting applications shall complete all required information within sixty days of filling out their applications. (5101:2-14-02).
- Verification of completion of high school education, a high school diploma or general educational development (GED). (5101:2-14-02)
- Applicant must be a resident of Ohio
- Each Type B Provider or In-Home Aid shall designate an individual to serve as an emergency or substitute caregiver. This can be one person or more than one person. The provider shall have at least one emergency or substitute caregiver that is not a certified Type B Provider or In-Home Aid.

- Firearms and ammunition materials must be kept in a locked storage area and shall be stored separately away from the sight of children.
- Pets and animals shall be permitted if they present no apparent threat to the safety or health of a child. All pets shall be properly housed, cared for, licensed and inoculate. (5101:2-14-19)
- There must be at least sixty square feet of usable outdoor space per child using the area at one time. (5101:2-14-17)
- The home shall have at least thirty-five square feet of usable indoor floor space per child for the total number of children who are present at one time. Usable indoor floor space shall not include bathrooms, hallways, storage rooms or other areas not available or not used for child care.
- There shall be at least one UL or FM smoke detector located in the basement and on each level of the home. (5101:2-14-07)
- There shall be at least one UL or FM fire extinguisher located in the kitchen of the home. (5101:2-14-07)
- You must provide a smoke free environment for the children during the hours that child care is being provided. (5101:2-14-19)
- Electrical outlets, including surge protectors, within the reach of children shall have child proof receptacle covers when not in use, except for homes which serve school age children exclusively. (5101:2-14-19)
- There shall be immediate access at all times to a working land-line telephone on the premises which is capable of making outgoing calls and receiving incoming calls. (5101:2-14-21)
- You must have access to internet for the Ohio Electronic Child Care System (Ohio ECC).
- When transporting children you must have a working cell phone or other means of immediate communication, which shall not be used by a driver while the vehicle is in motion. (5101:2-14-21)
- All water well must be tested; you can get a sample bottle from the local health department. (5101:2-14-15)
- SEE HANDOUT FOR REQUIRED TRAINING FOR TYPE BE PROVIDERS AND IN-HOME AIDS
- SEE HANDOUT FOR REQUIRED ITEMS FOR A FIRST AID BOX