



## Ohio Administrative Code

### Rule 5101:2-18-04 Compliance inspection and complaint investigation of an approved child day camp.

Effective: April 27, 2023

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(A) How many inspections are required for approved child day camps?

- (1) At least one inspection prior to the initial issuance of a child day camp approval.
- (2) The camp shall comply with at least one inspection each summer the camp renews after the initial issuance of approval.
- (3) Any complaint investigations involving the child day camp.

(B) Will inspections be announced or unannounced?

All inspections may be unannounced.

(C) What is required of an approved child day camp for an inspection and/or complaint investigation?

The approved child day camp shall allow the Ohio department of job and family services (ODJFS) to:

- (1) Complete an inspection of all areas where children have access, and all areas used to verify compliance with Chapter 5101:2-18 of the Administrative Code and Chapter 5104. of the Revised Code.
- (2) Review required records and documentation, including any documentation required for accreditation by the American camp association (ACA) or any nationally recognized organization that accredits child day camps by using standards that ODJFS has determined to be substantially similar to those of the ACA.



- (3) Document findings in writing or in photographs or by any other means.
- (4) Interview or take statements from any of the following:
  - (a) Building inspectors, fire department inspectors, sanitarians, public health or other state or local officials.
  - (b) Neighbors.
  - (c) Parents and relatives of children enrolled at the approved child day camp.
  - (d) Staff of the public children services agency (PCSA).
  - (e) Anyone mentioned by the complainant.
  - (f) Law enforcement personnel.
  - (g) Current and past child day camp employees.
  - (h) Other witnesses.
- (D) What are additional requirements for an approved child day camp as a result of an inspection and/or complaint investigation?

The approved child day camp shall:

- (1) Complete and submit a corrective action plan in the Ohio child care licensing and quality system (OCLQS) addressing the non-compliances detailed in the inspection report within the time frame requested in the inspection report.
  - (2) Not misrepresent, falsify or withhold information from ODJFS.
- (E) Will an approved child day camp have additional inspections based on non-compliances found?



All non-compliances may lead to additional inspections by ODJFS or compliance materials submitted.

(F) What if the approved child day camp does not agree with ODJFS findings?

The approved child day camp shall:

(1) Complete and submit a JFS 01283 "Request for Review for an Approved Child Day Camp" with any applicable documentation.

(2) Submit the request and documentation within seven business days from the receipt of the inspection report.

(G) Are child day camp inspection records available to the public?

(1) Inspections may be viewed at <http://childcaresearch.ohio.gov/>.

(2) An individual may submit a written request to ODJFS for a copy of the child day camp's record.