



## Ohio Administrative Code

### Rule 5101:2-18-09 Supervision of children and ratios for an approved child day camp.

Effective: April 27, 2023

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(A) What are the requirements for staff/child ratios for an approved child day camp?

(1) The approved child day camp shall ensure that the following day camp staff members/child ratios are maintained at all times:

(a) For children five to eleven years of age, a one to eighteen staff to child ratio is required.

(b) For children eleven to eighteen years of age, a one to twenty staff to child ratio is required.

(2) Approved child day camp staff members shall not be counted in the staff/child ratio when engaged in duties or activities that interfere with supervision of children.

(3) Children shall be organized and assigned to a group.

(a) A child with special needs shall be included in the group that best meets the child's developmental needs.

(b) Specific child day camp staff members shall be assigned and responsible for the care and supervision of the children in their group on a daily basis.

(B) What are the requirements for approved child day camps to keep an attendance record?

(1) The program shall have written documentation of the following:

(a) The name and birth date of the child.

(b) The assigned group for the child.



(c) The child's weekly schedule.

(d) Each child shall be checked in upon arrival at camp and checked out when leaving for the day.

(2) Attendance documentation for each day shall be kept in a place where child day camp staff have easy access at all times.

(3) The original written attendance records shall be kept on file at the approved child day camp for a period of one year.

(4) Each group shall have a method for tracking the children in the group. This tracking method shall ensure that child day camp staff members know the whereabouts of the children they are responsible for at all times.

(C) What are the requirements for supervision by approved child day camp staff members?

Each child day camp staff member shall:

(1) Leave no child unsupervised. Supervision means the child day camp staff members have knowledge of a child's needs and accountability for his or her care at all times, including, but not limited to, developmental and behavioral needs and parental preferences. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately.

(2) Ensure all children are within sight or hearing of child day camp staff members at all times. Within sight or hearing means without the use of mechanical devices such as video cameras or walkie talkies. The use of mirrors to view children in another area does not meet the supervision requirements of this rule.

(3) Not be under the influence of any substance that impairs the child day camp staff member's ability to supervise children and/or perform duties. Illegal drugs and substances shall not be on the premises. Alcohol shall only be kept in areas not approved or used for children.



(4) Have immediate access at all times to a working telephone on the premises that is capable of receiving incoming calls and making outgoing calls.

(5) Only release a child to the parent or to a person who has previously been approved by the parent.

(6) Not permit children to be exposed to inappropriate language or media.

(D) What child guidance techniques shall be used in the approved child day camp?

(1) All child day camp staff members, including administrators and owners, shall follow appendix A to this rule regarding guidance techniques to be used with children.

(2) The approved child day camp shall communicate and consult with the parent prior to implementing a specific behavior management plan. This plan shall be in writing and signed by the parent and shall be consistent with the requirements of this rule.

(E) What are the child abuse and/or neglect reporting requirements?

If the owner, administrator, employee or child day camp staff member suspects that a child has been abused or neglected, he or she shall immediately notify the public children services agency (PCSA).