



Ohio Administrative Code Rule 5180:2-12-15 Child records.

Effective: July 1, 2026

(A) What are the child enrollment information requirements for a child care center licensed by the Ohio department of children and youth (DCY)?

The center is to:

- (1) Use an enrollment form that is equivalent in content to the DCY 01234 "Child Enrollment Form for Early Care and Education Programs" form, if the DCY 01234 is not used. The DCY 01234 (or equivalent) is to be on file for each child by the first day of attendance.
- (2) Ensure the DCY 01234 (or equivalent) is reviewed at least annually by the parent and updated as needed when information changes. The parent and administrator (or designee) are to initial and date the form when the information is reviewed or updated.
- (3) Send the child's enrollment form with any child who is being transported for emergency assistance.
- (4) Maintain a current copy of a completed enrollment form for each child in care in a location that can be easily and quickly accessed and removed from the center if there is an emergency that requires the children to be moved to another location.

(B) What are the child immunization requirements for a licensed child care center?

- (1) The immunization record is to be on file at the center within thirty days of the child's first day of attendance and updated no more than every thirteen months thereafter. Children who attend a grade of kindergarten and above in an elementary school are exempt from this requirement.
- (2) The dated immunization record is to contain the following information:
 - (a) The child's name and birth date.
 - (b) A record of the immunizations that the child has had, specifying the month, day and year of each immunization.
- (3) Immunization requirements as outlined in section 5104.014 of the Revised Code can be found in appendix A to this rule.

(C) What are the immunization record exemptions for children in a licensed child care center?



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A child may be exempt from the immunization record requirements if one or more of the following statements are provided:

(1) A statement from a licensed physician, physician assistant (PA), or advanced practice registered nurse (APRN) that one or more of the following apply:

(a) The child is in the process of being immunized.

(b) An immunization against a disease is medically contraindicated for the child.

(c) An immunization against a disease is not medically appropriate for the child's age.

(2) A statement from the child's parent that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

(D) What are the health care plan requirements for caring for children with specific chronic health conditions or diagnoses in a licensed child care center?

(1) Use a health care plan form that is equivalent in content to the DCY 01236 "Health Care Plan Documentation & Permission to Administer Medication" form, if the DCY 01236 is not used, for children with a chronic condition or diagnosis that requires the following:

(a) Monitoring the child for symptoms which require the staff to take action.

(b) Ongoing administration of medication or medical foods.

(c) Performing medical procedures which require trained staff.

(d) Avoiding specific foods, environmental conditions or activities.

(e) A school-age child to carry and administer their own emergency medication.

(2) The center is to:

(a) Ensure that there is documentation for each chronic health condition or diagnosis per child.

(b) Accept documentation and/or instructions from a physician, PA, or APRN as a substitute for the DCY 01236 (or equivalent) form.

(c) Ensure that there is, at all times, at least one trained child care staff member on-site to perform medical procedures and care for the child. This includes



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ensuring there is a trained child care staff member on-site on field trips.
A list of trained staff is to be kept on file.

(d) Keep the documentation of a chronic health condition or diagnosis in a location that can be easily and quickly accessed, including being removed from the center if there is an emergency that requires the children to be moved to another location.

(3) Documentation of a chronic health condition or diagnosis is to be reviewed at least annually and updated as needed, including an updated list of trained staff members, if applicable.

(4) Documentation of a chronic health condition or diagnosis shall be on file with the center by the first day of attendance or upon confirmation of a chronic health condition or diagnosis.

(5) If the center suspects that a child has a chronic health condition or diagnosis, the center may require a physician's statement within a designated timeframe.

(6) Only staff members trained in the child's needs and required procedures are permitted to perform medical procedures or other action needed for a chronic health condition or diagnosis.

(E) What information regarding children's records can be shared?

Children's records are confidential but are to be available to the Ohio department of children and youth for the purpose of administering Chapter 5104. of the Revised Code and Chapter 5180:2-12 of the Administrative Code. The immunization records are to be subject to review by the Ohio department of health (ODH) for disease outbreak control and for immunization level assessment purposes.

(F) How long are child records to be kept on file at the center?

All child records as well as all written permission to administer medication or medical foods from parents or physicians are to be kept on file for twelve months from the date the documentation is signed or updated, whichever is later, even if the child no longer attends the program or the documentation is no longer required for the child.