



## Ohio Administrative Code

### Rule 5180:2-18-03 Approved child day camp registration and application.

Effective: July 1, 2026

(A) Which child day camps are to register with the Ohio department of children and youth (DCY)?

All child day camps are to annually register with DCY before beginning operations, unless the child day camp meets the exemption criteria in section 5104.21 of the Revised Code.

(B) How do child day camps register with DCY?

The child day camp is to complete and submit a registration and pay a registration fee online in the Ohio statewide licensing system.

- (1) The fee for registration is twenty-five dollars per camp, not to exceed two hundred fifty dollars for all camps, pursuant to section 5104.21 of the Revised Code. The fee is nonrefundable and nonreturnable.
- (2) The registration is effective for the period of March fifteenth of the current year through March fourteenth of the following calendar year.
- (3) Registration of a child day camp after March fifteenth is effective from the date of registration through March fourteenth of the following calendar year.
- (4) By March fifteenth of each year, child day camps are to reactivate their registration in the statewide licensing system.

(C) What happens if a child day camp fails to register with DCY, or knowingly provides false information to DCY?

If a child day camp that is to register under section 5104.21 of the Revised Code fails to register with DCY, or if a child day camp that files a registration form knowingly provides false or misleading information, the child day camp is to register correctly and pay a registration fee equal to three times the registration fee.

(D) What is the application process when a registered child day camp wants to be approved to provide publicly funded child care (PFCC)?

The registered child day camp owner or the owner's authorized representative is to:

- (1) Obtain accreditation by the American camp association (ACA) or any nationally recognized organization that accredits child day camps by using standards that DCY has determined are substantially similar and comparable to those of the ACA.



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- (2) Complete a professional registry profile for the child day camp owner through the Ohio professional registry (OPR).
  - (3) Create an employment record in the OPR on or before the first day of employment, including date of hire, if an individual owner or individual authorized representative is an employee of the child day camp.
  - (4) Update individual profile in the OPR within ten calendar days of a change to their contact information and/or position.
  - (5) Complete the pre-camp and staff orientation training for approved child day camp owners, administrators and child day camp staff members in the OPR. The orientation training is to have been taken within two years prior to the application date.
  - (6) Complete and submit the application for an approved child day camp online in the Ohio statewide licensing system.
    - (a) The application is to be completed by April fifteenth of the year the camp wishes to be approved to provide PFCC. Completed applications received by DCY after April fifteenth may not be approved by the beginning of that summer.
    - (b) Any application submitted without complete and accurate information will need to be amended with complete and accurate information before being approved.
  - (7) Comply with an initial pre-approval inspection by DCY.
- (E) What additional items shall be submitted during the application process?
- (1) A background check is to be requested at the time of application in accordance with rule 5180:2-18-07 of the Administrative Code.
  - (2) The following items will be completed and submitted prior to approval:
    - (a) Documentation of current accreditation by the ACA or any nationally recognized organization that accredits child day camps by using standards that DCY has determined are substantially similar and comparable to those of the ACA.
    - (b) Documentation of a building inspection, if applicable. Approval will not be given without the Certificate of occupancy issued in accordance with Chapters 3781. and 3791. of the Revised Code. Child day camps



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operating in a school building serving school age children are exempt from this requirement.

- (c) Name of administrators and documentation that they meet the qualifications as outlined in rule 5180:2-18- 05 of the Administrative Code.
- (d) When the owner is an individual, the name of the individual owner. When the owner is a corporation, business trust, estate trust, partnership or association, the name of each individual with an ownership interest.
- (e) Documentation of business entity registered with a local, state or federal agency, if applicable.
- (f) A detailed and labeled site plan that includes: An indoor plan of the space proposed to be used to care for children and an outdoor play space diagram that includes the space used by children in care.
- (g) Fire inspection, if applicable, issued in accordance with Chapters 3781. and 3791. of the Revised Code.
- (h) Valid food service operation license, exemption status, and/or food processing establishment registration with the Ohio department of agriculture (ODA).

(F) How long is a child day camp approved?

A child day camp shall be approved until March fourteenth of the following year, unless one of the following occurs:

- (1) The approval is terminated for noncompliance with section 5104.21 or 5104.22 of the Revised Code or Chapter 5180:2-16, 5180:2-18 or 5180:6-1 of the Administrative Code.
- (2) The approved child day camp fails to maintain accreditation by the ACA or similar accrediting body approved by DCY.
- (3) The camp changes ownership or the primary use space as defined in rule 5180:2-18-01 of the Administrative Code is moved to a new address.
- (4) The approved child day camp notifies DCY in writing of its voluntary withdrawal from the approval process.

(G) What are the requirements once an approval has been issued?



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At the time the child day camp receives its approval, the child day camp shall complete and submit a provider agreement and all information required pursuant to rule 5180:2-16-09 of the Administrative Code in the Ohio statewide licensing system. This information shall be submitted before the first day PFCC services are provided.

(H) What are the requirements to renew an approval for a child day camp?

(1) Prior to March fourteenth of the following year, the child day camp shall complete and submit an application and a reactivation in the Ohio statewide licensing system.

(2) Approvals shall be renewed without a pre-approval inspection unless:

(a) The child day camp moves to a new primary use space as defined in rule 5180:2-18-01 of the Administrative Code.

(b) The child day camp changes ownership.

(c) The child day camp does not complete and submit an application and registration in the Ohio statewide licensing system by March fifteenth of the following year.

(3) Approvals that have been renewed shall have at least one unannounced inspection by DCY per camp season.

(I) What if the child day camp loses its ACA accreditation or its accreditation by any nationally recognized organization that has been approved by DCY?

(1) The approved child day camp shall notify DCY within twenty-four hours of losing its accreditation.

(2) Approval shall be removed pursuant to paragraph (K) of this rule.

(J) How shall an administrator, owner or owner's authorized representative request a voluntary temporary closure/inactive status for the approval of a child day camp?

(1) The administrator, owner or owner's authorized representative is to request the temporary closure status in the Ohio statewide licensing system. The program approval will then be considered "inactive" in the system.

(2) The temporary closure/inactive status shall not exceed twelve months.

(3) The camp shall not serve any children during the temporary closure/inactive status.



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- (4) The camp may be required to comply with an inspection prior to the end of the temporary closure/inactive status and prior to serving children again.
- (5) If at the end of the twelve months, the camp has not requested in the Ohio statewide licensing system to reactive the approval or is not able to be re-opened, DCY may close the approval without hearing rights afforded by Chapter 119. of the Revised Code.

(K) What happens if approval is denied or removed by DCY?

- (1) If DCY denies or removes an approval for non-compliance of section 5104.21 of the Revised Code, or Chapter 5180:2-16, 5180:2-18, or 5180:6-1 of the Administrative Code, the child day camp may not provide PFCC services.
- (2) If an approval is removed, another approval shall not be issued to the owner of the child day camp until the child day camp complies with those sections and rules, or for a period of two years from the date the approval was removed, whichever period is longer.

(L) What information is the child day camp to keep current in the Ohio statewide licensing system?

- (1) Mailing address.
- (2) Telephone number.
- (3) Email address.
- (4) Days and hours of operation.
- (5) Services offered.
- (6) Name of administrator.
- (7) Name of program.
- (8) Private pay rates.

(M) What if the individual listed as an owner in the Ohio statewide licensing system changes?

The approved child day camp is to update the information in the Ohio statewide licensing system within thirty days of the change.