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Ohio Administrative Code

Rule 5180:2-18-09 Supervision of children and ratios for an approved child day camp.

Effective: July 1, 2026

(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 or an electronic record of the following:

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

(b) The assigned group for the child.

(c) 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 readily accessible to child day camp staff at all times.

(3) Attendance records shall be kept on file or accessible electronically at the approved child day camp for a period of one year.

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(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?

The program is to ensure that child day camp staff members provide supervision of the children in care. Each child day camp staff member shall:

(1) Leave no child unsupervised. Supervision means:

(a) Being aware of the physical, developmental, and behavioral needs, as well as parental preferences, of the child(ren) they are caring for.

(b) Maintaining situational awareness of the children they are caring for at all times. Maintaining situational awareness may include the use of analog or digital technology (including mirrors) to supplement direct observation of the children in care but not be the sole means of observation. It also includes, but is not limited to, being:

(i) Aware of the activity a child is engaged in and being near enough to protect children from harm, meet their basic needs and respond to emergent circumstances.

(ii) Near enough to observe, respond, and anticipate reasonably foreseeable hazards and threats.

(iii) Able to summon another adult for assistance in an emergency.

(2) 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.

(3) Always have immediate accessto a working phone on the premises that is capable of receiving incoming calls and making outgoing calls. A backup method of communication, including but not limited to email, text messaging services or an additional phone, is to be accessible when the primary phone is in use.

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

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(5) Limit children's exposure to inappropriate language, media or behavior. This includes inappropriate actions by the following, but not limited to non-staff adults, parents, and other children.

(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) or law enforcement in accordance with section 2151.421 of the Revised Code.