



Ohio Administrative Code Rule 5180:2-20-08 Child information.

Effective: July 1, 2026

(A) What child immunization information is to be provided to the preschool program?

- (1) The parent shall provide, prior to the date of admission or not later than thirty days after date of admission, and every thirteen months thereafter, a dated immunization record for enrollment in the preschool program.
- (2) The 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) A child with a disability shall not be excluded from the preschool program for lack of an immunization record until the team responsible for the individualized education plan (IEP) or individualized family service plan (IFSP) reconvenes. Exclusion from the program until the IEP or IFSP is revised may be a denial of a free appropriate public education.

(B) What information is the preschool program to have on file for each child?

The preschool program shall secure and have on file all required information no later than the first day of attendance unless otherwise required.

- (1) The cumulative record of each child shall include but not be limited to:
 - (a) Name and date of birth.
 - (b) Name, address (home and/or business), and telephone number of parent(s).
 - (c) Names, addresses, and phone numbers of at least one person to contact in an emergency if the parent cannot be located.
 - (d) Name of persons(s) to whom the child can be released.
 - (e) Parent authorization for transportation related to the preschool program.
 - (f) Copies of any injury or incident reports.
- (2) The health record of each child shall include but not be limited to:
 - (a) Physician's or dentist's authorization and written instructions to administer prescription medication, medical food, modified diet, or fluoride supplement to a child enrolled in the program.



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- (b) Immunization record as required by section 3313.67 of the Revised Code.
- (c) A list of any allergies and treatment for said allergies.
- (d) A list of any prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements currently being administered to the child.
- (e) A list of any chronic physical problems and any history of hospitalization.
- (f) A list of any diseases the child has had.
- (g) Names and phone numbers of physician and dentist in case of emergency.
- (h) Permission of parent for emergency medical and dental care and transportation as required by section 3313.712 of the Revised Code.

(C) What are the daily attendance requirements for preschool programs?

The preschool program will maintain daily attendance records including admission and withdrawal. Attendance may be documented in paper form or in electronic records.

(D) How are preschool programs to communicate child incidents or injuries to the child's parent?

(1) Preschool staff will complete the Ohio department of children and youth (DCY) 01299 "Incident/Injury Report For Child Care" form or an electronic equivalent version and provide to the child's parent or the person picking up the child on the day of the incident or injury if:

- (a) A child becomes ill or receives an injury which requires first aid treatment.
- (b) A child is transported in accordance with this rule to a source of emergency assistance.
- (c) A child receives a bump or blow to the head.
- (d) An unusual or unexpected incident occurs which jeopardizes the safety of a child or employee of the preschool, such as a child leaving the preschool unattended, a vehicle accident with or without injuries or exposure of children to a threatening person or situation.

(2) If using paper versions of the form, copies of the DCY 01299 will be kept on file at the preschool for at least one year and shall be available for review by DCY.



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(E) What privacy laws and regulations apply to preschool programs?

A preschool program is to comply with all applicable federal and state privacy laws including, but not limited to, the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC 1232g and its implementing regulations at 34 C.F.R. Part 99 (2012), and sections 3319.321 and 5104.038 of the Revised Code as applicable.

(F) What are the requirements for children whose living situation meets the federal definition of homelessness?

School districts with children who meet the definition of homeless children or youth under the McKinney-Vento Homeless Assistance Act, 114 Stat. 1675, 42 USC 11434a (2000) are to comply with division (F)(13) of section 3313.64 of the Revised Code.