

Required Documents for an Application for an Approved Child Day Camp

The following documents shall be submitted online in the Ohio Child Licensing System (OCLQS) at <https://oclhs.force.com>:

- Written documentation of current accreditation by the American camp association (ACA) or any nationally recognized organization that accredits child day camps by using standards that the Ohio department of job and family services (ODJFS) has determined are substantially similar and comparable to those of the ACA.
- Name of the child day camp administrator(s).
- JFS 00598 "Owner's Authorized Representative/Partnership for Child Care" (rev. 10/2015) [if the day camp is owned by a corporation or partnership].
- Articles of incorporation, if applicable.
- JFS 01282 "Plan of Operation for Child Day Camp" (4/2018) and any necessary attachments.
- Fire inspection approval by the state fire marshal or local fire safety inspector for any buildings identified as primary use spaces in the JFS 01282.
- Documentation of building approval issued by either the Ohio department of commerce or local certified building authority for any building identified as a primary use space in the JFS 01282. Note: Approval will not be issued until the final Certificate of occupancy is issued by either the Ohio department of commerce or local certified building authority.
- Valid food service operation license, permitting the preparation and serving of food, or exemption status, from the local health department having jurisdiction or from the Ohio department of health or the Ohio department of agriculture.
- Written information for parents and employees as required in rule 5101:2-18-05 of the Administrative Code.

Note: Fingerprints for the bureau of criminal investigation (BCI) and federal bureau of investigation (FBI) criminal records checks for the owner(s) and administrator(s) shall be requested at the time of application in accordance with rule 5101:2-18-07 of the Administrative Code. The JFS 01175 "Request for a Background Check for Child Care" (10/2017) or the OPR system generated equivalent shall be submitted pursuant to rule 5101:2-18-07 of the Administrative Code.