

## REQUIREMENTS FOR STAFF AND OTHERS IN CHILD CARE CENTERS AND TYPE A HOMES

Position	Noncon-viction Statement (at hire and annually)	Medical (at hire and every 3 years)	Three Refs (at hire)	Educ. Verif. (at hire)	BCII* (at hire & every 4 years) #	FBI** (at hire) # Every 4 years at admin. discretion	Employee Policy Statement (at hire)	Inservice Training Required
<b>Child Care Staff Member (CCSM)</b> An adult employee, paid or unpaid, who is used in the staff/child ratio at the center. If persons such as janitors, cooks, secretaries, drivers, etc are used to meet ratio at anytime (breaks, naptime), they are child care staff members. Only CCSM may be responsible for supervision and discipline of children.	Required	Required	Required	Required	Required	Required (for persons hired after 9/1/08)	Required	Required
<b>Employee (present during child care hours)</b> A person paid or unpaid who is never used in the staff/child ratios, but is helping to meet children's needs. This includes all persons employed in any capacity at the center during hours of operation (except child care staff members).	Required	Required	Required	Not Required	Required	Required (for persons hired after 9/1/08)	Required	Not Required
<b>Substitute</b> A child care staff member who replaces an assigned staff member on a temporary basis.	Required	Required	Required	Required	Required	Required	Required	Not Required
<b>Volunteer/Foster Grandparent (present during child care hours)</b> An unpaid person who is never used in the staff/child ratios, never has care, custody or control, helps meet children's needs. <b>Three or fewer</b> times per calendar year	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required
<b>-Four or more</b> times per calendar year	Required	Required	Required	Not Required	Required (¥)	Required	Required	Not Required
<b>Parent Volunteer</b> Never used in staff/child ratio, helps meet children's needs. <b>Three or fewer</b> times per month	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required
<b>-Four or more</b> times per month	Required	Not Required	Not Required	Not Required	Required	Required	Not Required	Not Required
<b>College/ High School Worker</b> A person placed by a high school or college as part of a supervised field assignment or student teaching experience, not used in staff/child ratio, does not have care, custody or control of children. (The exception to this definition would be the second year joint vocational student in a child care program, who may be used in the staff/child ratio if they meet all the requirements of Rule 25 (C)). <b>This does not include students who are observing only, they would fall into the Visitor/Observer category.)</b>	Required	Required	Required	Not Required	Required (¥)	Not Required	Required	Not Required

<b>Position</b>	<b>Noncon- viction Statement</b> (at hire and annually)	<b>Medical</b> (at hire and every 3 years)	<b>Three Refs</b> (at hire)	<b>Educ. Verif.</b> (at hire)	<b>BCII*</b> (at hire every 4 years)	<b>FBI**</b> (at hire) *Every 4 years at admin. discretion	<b>Employee Policy Statement</b> (at hire)	<b>Inservice Training Required</b>
<b><u>Instructor- Gymnastics /Tumbling /Dance/Computer instructor, etc</u></b> If the instructors will be alone with children or used in the staff/child ratio, they must meet all of the child care staff member requirements.	Required	Required	Required	Required	Required (¥)	Required (+Can be from employer)	Required	Required
If the instructors are supervised at all times by a child care staff member and are not counted in the staff/child ratio. Information provided may be completed by the instructor's employer.	Required	Required	Required	Not Required	Required (¥)	Not Required	Required	Not Required
<b><u>Professional from Ohio Department of Education (ODE), local school district, Educational Service Center (ESC), or County Department of Developmental Disabilities (CDDD), ALONE with child.</u></b> Agency issued ID required.	+	+	+	Not Required	+	Not Required	Not Required	Not Required
<b><u>Professional from ODE, local school district, ESC, or CDDD, NOT left alone with child.</u></b> Agency issued ID required.	Not Required	Not Required	Not Required	Not Required	+	Not Required	Not Required	Not Required
<b><u>Professional from a community service agency providing services to a child- ALONE with child</u></b> Agency issued ID required.	Required	Required (Can be from employing agency)	Required (Can be from employing agency)	Not Required	Required (¥)	Not Required	Not Required	Not Required
<b><u>Professional from a community service agency providing services to a child-NOT alone with child</u></b> Agency issued ID required.	Not Required	Not Required	Not Required	Not Required	Required (¥)	Not Required	Not Required	Not Required
<b><u>Parents Working in a Parent Co-op Program (that is not incorporated)</u></b> Parents cannot be used in staff/child ratio, cannot have care, custody or control of children and are in the center more than 4 times a month. If parents are used as ccsm they must meet all CCSM requirements.	Required	Not Required	May use Parent Board Statement	Not Required (Unless used in staff/child ratios)	Required	Required	Required	Required (If used in staff/child ratios)
<b><u>Visitor (librarian, firefighter etc)/Observer</u></b> Visitors/Observers are present in the center <b>four times or less a month</b> and are not responsible for meeting needs of children. They may not be used in the staff/child ratio and they may not have care, custody or control of children at anytime.	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required
<b>-Five times or more a month</b>	Required	Required	Required	Not Required	Required	Required (for persons hired after 9/1/08)	Required	Not Required

+ A template approved by ODJFS may be used to meet this requirement.

¥ If person is not an employee of the program, the criminal records check may be requested by employer/agency placing the worker/student, must still meet child care licensing requirements.

<b>Position</b>	<b>Noncon-viction Statement</b> (at hire and annually)	<b>Medical</b> (at hire and every 3 years)	<b>Three Refs</b> (at hire)	<b>Educ. Verif.</b> (at hire)	<b>BCII*</b> (at hire every 4 years)	<b>FBI**</b> (at hire) Every 4 years at admin. discretion	<b>Employee Policy Statement</b> (at hire)	<b>Inservice Training Required</b>
<b>Employee/Volunteer (NOT present during any child care hours)</b>	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required
<b>Residents 18 yrs or older in a Type A Home<sup>#</sup></b>	Required	Not Required	Not Required	Not Required	Required	Required	Not Required	Not Required
<b>Second Adults for Child Care Centers</b> Must have signed second adult statement on file.	Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required
<b>Bus Driver- Employee of Center/Type A Home</b> Used in the staff/child ratio.	Required	Required	Required	Required	Required	Required	Required	Required
Other staff present and driver is not used in staff/child ratio and not responsible for the care of children.	Required	Required	Required	Not Required	Required	Required	Required	Not Required
<b>Contracted*** Driver or Monitor</b> - (Routine or Occasional) Alone with children, serving as a child care staff member and used in staff/child ratio.	Required	Required	Required	Required	Required (¥)	Required (¥)	Required	Not Required
<b>Contracted Driver or Monitor</b> - (Routine or Occasional) A child care staff member rides in the vehicle at all times, driver not used in staff/child ratio.	Not Required	Not Required	Not Required	Not Required	Ω	Not Required	Not Required	Not Required
<b>Public Transportation Driver or Public School Bus Driver</b> - driving for the public school, picking up or dropping off at child care. Drivers meet Ohio Department of Education requirements.	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required	Not Required

<sup>#</sup> Owners, administrators and any person eighteen years of age or older who resides in a type A family day-care home are required to obtain a BCII and FBI check every four years. These results must be sent to ODJFS.

\*BCII- Bureau of Criminal Identification and Investigation

\*\*FBI- Federal Bureau of Investigation

\*\*\* "Contracted" - an arrangement entered into by the center for another entity to transport children who are enrolled in the center or home.

Ω Verified through the JFS 01266 "Contracted Driver's Qualifications Statement"

¥ If person is not an employee of the program, the criminal records check may be requested by employer/agency placing the worker/student, must still meet child care licensing requirements.

**Times When a New Criminal Records Check is Needed  
For a Child Care Center Initial License or Administrator Change**

Reason for Issuing License	Staff		Owner/Administrator	
	New BCII	New FBI	New BCII	New FBI
<b>Brand New Center</b>	YES	YES	YES	YES
<b>Center Changing Location</b> (no change of ownership or staff)	NO	NO	NO	NO
<b>Center Changing Ownership</b> (no change of location or staff)	YES	YES	YES	YES
<b>New Intra Agency Center</b> (Center is new, staff are approved employees of the same agency/corporation)	NO	NO	YES	YES
<b>Administrator is promoted from within the same center</b>			X	XX
<b>Administrator moves from one center owned by an agency/corporation to another center owned by the same agency/corporation</b>			X	XX

**X** = Administrator's BCII records check results must be dated within the last four years and requested by the same owner/agency/corporation or a new criminal records check is required. Owner does not require new records check.

**XX**= Administrator's FBI record check results must be dated within the last four years and requested by the same owner/agency/corporation or a new FBI check is required. If the employee has not previously had an FBI records check completed this would need to be requested prior to the employee being named as administrator. Owner does not require a new records check.

## Guidelines for Criminal Record Checks & Nonconviction Statements

**Effective September 1, 2008 for Owners/Administrators and Employees in a Child Care Center and Owners/Administrators, Employees and any Resident 18 years of age and older in a Type A Home**

	<b>BCII</b>	<b>FBI</b>	<b>Nonconviction Statement</b>
<b>Owner Administrator</b>	♦ At time of initial application for license and every 4 years at time of license renewal through ODJFS	At time of initial application for license and every 4 years at time of license renewal through ODJFS	Complete annually
<b>Type A Resident (18 yrs of age or older)</b>	♦ Immediately at the time of residence and every 4 years at time of license renewal	At time of initial application for license and every 4 years at time of license renewal through ODJFS	By fifth date of moving into the type A home and annually
<b>Employee</b>	At hire and every 4 years from date of last check. Results to center or administrator	At hire and then at administrators discretion. Results to center or administrator.	At hire and annually

♦ = New BCII and FBI criminal records checks are needed for the administrator and owner (A & O) and any resident 18 years of age and older in a type A home, at the time of license renewal every four years. Until the records checks and the license renewal dates are synced, A & Os will need to complete their criminal records checks at the time of license renewal, which will most likely be less than a four year period. As the current license expiration date is approaching, A & Os and any resident 18 years of age and older in a type A home will need to determine if their criminal records checks will be more than four years old at the time of the next license renewal. If the criminal records checks will be more than four years old before the next renewal, A & Os need to request new records checks at this renewal, even though it may not have been a full four years yet. After doing this once, the dates of the A & O's criminal records check s should be synced with the license expiration date. As long as they remain at that center/type A home, it will be a full four years until the criminal records checks are required to be completed again at license renewal.