

How to License an Early Care and Education Program

Department of Children and Youth Bureau of Early Care and Education

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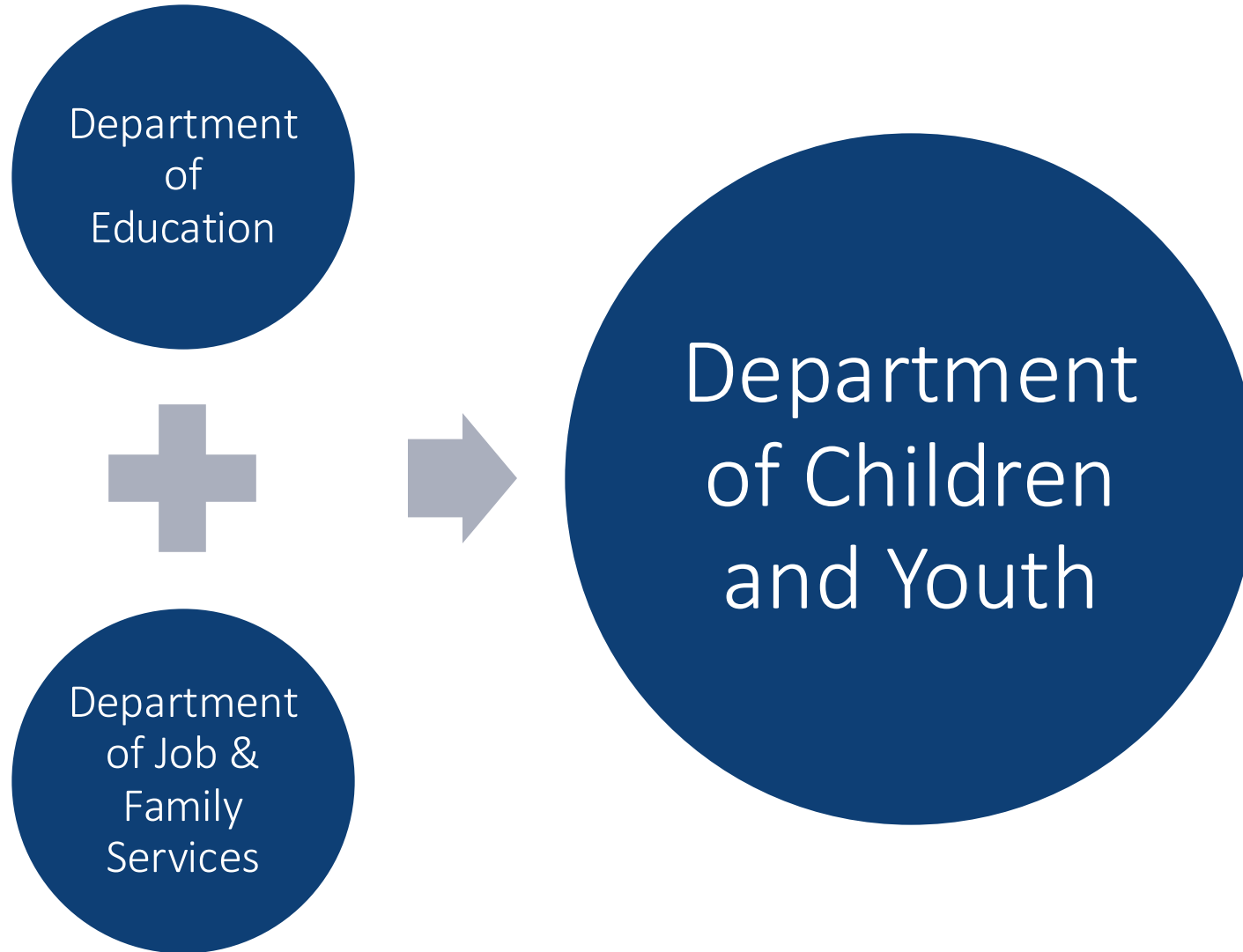
MIKE DEWINE
GOVERNOR OF OHIO



AGENDA

- 1/** Introductions
- 2/** Center-based vs School-based definitions
- 3/** Funding requirements
- 4/** Exemptions
- 5/** How to apply for a center-based license
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- 7/** Questions

CENTER-BASED VS SCHOOL-BASED PROGRAMS



CENTER-BASED CHILD CARE DEFINITION

- Defined in 5104.01 of the Ohio Revised Code (ORC)
 - Administering to the needs of infants, toddlers, preschool-age children and school-age children outside of school hours
 - By persons other than their parents, guardians or custodians
 - For part of the twenty-four-hour day
 - In a place other than a child's own home, except that an in-home aide provides childcare in the child's own home
 - By a provider required by Chapter 5104, of the ORC, to be licensed or approved by the department of Department of Children and Youth (DCY) or under contract with the department to provide publicly funded childcare (5104.32 of the ORC)
- These programs can be owned by an individual, a partnership or an LLC

CENTER-BASED CHILDCARE RULES

- Infant, Toddler, Preschool, School-age
 - Chapter 5101:2-12
 - <https://codes.ohio.gov/ohio-administrative-code/chapeter-5101:2-12>

SCHOOL-BASED DEFINITION

- Defined as:
 - Preschool programs (birth-age 5, not in kindergarten)
 - School-age childcare (5-14 years)
 - Operated by
 - Public schools
 - Eligible community schools
 - Educational service centers
 - Boards of developmental disabilities
 - Chartered nonpublic schools with multiple grades above kindergarten

SCHOOL-BASED RULES

- Preschool
 - Chapter 3301.37
 - <https://codes.ohio.gov/ohio-administrative-code/chapter-3301-37>

- School-age
 - Chapter 3301-32
 - <https://codes.ohio.gov/ohio-administrative-code/chapter-3301-32>

FUNDING/LICENSED - CURRENT

Section 3301.59 | License required for school child program to receive state or federal funds - eligible nonpublic school program alternatives.

- No school child program may receive any state or federal funds specifically allocated for school child programs unless the school child program is licensed by the department of education and workforce pursuant to sections [3301.52](#) to [3301.59](#) of the Revised Code or by the department of job and family services pursuant to Chapter 5104. of the Revised Code.

Last updated: September 6, 2023

FUNDING/LICENSED - FUTURE

- **Section 3301.59 | License required for school child program to receive state or federal funds - eligible nonpublic school program alternatives.**
- No school child program may receive any state or federal funds specifically allocated for school child programs unless the school child program is licensed by the department of children and youth pursuant to sections [3301.52](#) to [3301.59](#) or Chapter 5104. of the Revised Code.

Effective: January 1, 2025

EXEMPTIONS

- **ORC Section 5104.02 License Required**
 - Program operates for two consecutive weeks or less
 - Program operates no more than six weeks total in a calendar year
 - Program operates in a place of worship during religious activities
 - Program provides supervised training, instructions or activities in specific areas
 - Program is regulated by a state department other than DCY
 - Youth development program that provides informal care
 - Program provides activities for children five years or older, operated by a park district
 - Other programs as determined by the Director

HOW TO OBTAIN CENTER-BASED LICENSURE

- Complete an initial application online in the Ohio child licensing and quality system (OCLQS)
- Submission of a payment of fifty dollars made through OCLQS
- Submission of the following documents

5101:2-04

- Building approval
- Fire inspection approval
- Food service license, exemption and/or food processing establishment registration

5101:2-12-07

- Name of administrator and documentation that they meet qualifications
- Written information for parents and employees

5101:2-12-09

- Request for background checks for owners/administrators in the OPR
- BCI and FBI criminal records checks for owners/administrators

5101:2-12-16

- Written disaster plan

Additional Documents

- JFS 01250 "Plan of Operation for Child Care" and any attachments
- Articles of incorporation, if applicable

HOW TO OBTAIN SCHOOL-BASED LICENSURE

- Complete an electronic application to the department
- Submit the application at least 30 days prior to proposed open date
- Submission of the following documents (3301.55)

Preschool Documents

- Building approval
- Current fire inspection
- Food license or exemption

School-age Documents

- Fire inspection
- Food service license or exemption
- Building approval, if NOT in a school building

LICENSING PROCESS

- Program will submit a complete application in OCLQS
- Specialist will be assigned
- Specialist will reach out to program
- Specialist will review documents
- Program and specialist will schedule a pre-licensing visit
- Pre-licensing visit will occur
- Any non-compliances from pre-licensing visit will be corrected in OCLQS
- Specialist will submit for supervisor approval

OCLQS JOB AID LINKS

- Center-based and school-based job aides
 - <https://jfs.ohio.gov/child-care/information-for-providers/licensing-compliance/oclqs-licensing-job-aids>



Welcome to the Ohio Child Licensing and Quality System!

Log in as ODE User

Log in as ODJFS User

OR

Register As ODJFS User

This web-based portal gives Ohio's Early Care and Education programs access to the Ohio Child Licensing and Quality System (OCLQS).

The OCLQS portal supports the two most recent versions of Chrome, Internet Explorer, Firefox and Safari. Best results are achieved using the most recent version of Chrome.

The screenshot shows the login page for the Ohio Child Licensing and Quality System (OCLQS). It features a blue header with the text "Welcome to the Ohio Child Licensing and Quality System!". Below the header is a large image of four diverse young children lying on their stomachs in a grassy field, smiling. To the right of the image are three blue buttons: "Log in as ODE User", "Log in as ODJFS User", and "Register As ODJFS User". Below the buttons is the text "OR" flanked by horizontal lines. At the bottom of the page, there is a light blue box containing two paragraphs of text: "This web-based portal gives Ohio's Early Care and Education programs access to the Ohio Child Licensing and Quality System (OCLQS)." and "The OCLQS portal supports the two most recent versions of Chrome, Internet Explorer, Firefox and Safari. Best results are achieved using the most recent version of Chrome."

WHO TO CONTACT

- DCY Help Desk
 - 844-234-KIDS (5437)

- DCY Website
 - [Department of Children and Youth | Ohio.gov](https://childrenandyouth.ohio.gov)

CONNECT WITH DCY

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 <https://www.facebook.com/ohdcy>

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 <https://www.instagram.com/ohiodcy/>

 <https://www.youtube.com/@OhioDCY>

QUESTIONS?

THANK YOU!
