



Summer Fun

Field Trip VS. Routine Trip

(M) "Field trips" means infrequent or irregularly scheduled excursions from the center.

(BB)"Routine trips" means repeated excursions off the center premises which regularly occur on a previously scheduled basis and that parents have been made aware of the destinations of the trip.

5101:2-12-14 Transportation and Field Trip Safety for a Licensed Child Care Center

(A) What is to be available on all trips, including routine walking trips?

The center is to:

- (1) **Have written and signed permission from the parent before transporting or escorting a child away from the center for field trips and routine trips as detailed in appendix A to this rule.** The permission slips are to be kept on file at the center for one year from the date of the trip.

- 2) Attach to each child on a routine or field trip, except children being transported only to and from school or to and from home, **identification containing the center's name, address, and a telephone number to contact in the event the child becomes lost.**

- (3) Have a completed copy of the [JFS 01234](#) "**Child Enrollment and Health Information for Child Care**" for each child on the trip, except routine walks.
- (4) Have **first aid supplies** as required by rule [5101:2-12-16](#) of the Administrative Code.
- (5) Have the completed [JFS 01236](#) "**Child Medical/Physical Care Plan for Child Care**" for any child who has a health condition which could need medication, special procedures or precautions during the course of the trip. **The center is also to take supplies** needed to provide such treatment and medications that may need to be administered during the trip.
- (6) Have a **working cellular phone or other means of immediate communication**. Cellular phones are **not to be used by a driver while the vehicle is in motion**.
- (7) Ensure that the child care staff member responsible for each child on the field trip maintains a **written record of which vehicle each child is being transported in and the cellular phone number of the adult in that vehicle who could be contacted in an emergency**.

- (8) Ensure that a **person trained in cardiopulmonary resuscitation (CPR), first aid and management of communicable disease in accordance with rule [5101:2-12-10](#)** of the Administrative Code is **present in the vehicle for routine trips and field trips and at the destination on all field trips**. More than one person may be used to meet this requirement.
- (9) Ensure that **if the vehicle used to transport children is manufactured with seat belts, they are to be utilized by adults and children**, no more than one person may be strapped in each seat belt. Children or adults are not to be permitted to stand in a moving vehicle, sit on the floor or ride in a vehicle where all seats are not securely anchored.
- (10) Not leave children in the vehicle when it is being refueled except when a trip is of such a length as to need refueling after starting with a full tank.

Field Trips Written permission from the parent shall include:

- The child's name.
- The date(s) and destination(s) of the trip(s).
- The departure and return time(s) of the trip(s).
- The signature of the parent.
- The date on which the permission was signed.
- A statement notifying parents how their child will be transported.



Routine Trips Written permission from the parent shall include:

- The child's name.
- The destination(s) of the trip(s).
- The signature of the parent.
- The date on which the permission was signed.
- A statement notifying parents how their child will be transported. The written permission shall be valid for the routine trip(s) for one year or until withdrawn by the parent.



- * It is allowable for all field trips to be included on a single permission form per child. The form must include all the required information per trip and each trip must have a space for the parents to sign.
- * If a program is planning to use a space that has not been approved for child care such as parking lots for bikes, open fields, picnic groves and such then the program must secure written routine permission to use these spaces. Be reminded that safety and supervision will still be assessed during licensing visits.

B)What are the ratio and supervision requirements for trips, including routine walking trips?

- (1)The staff/child ratio requirements of rule [5101:2-12-18](#) of the Administrative Code are to be met on field trips and routine trips. Children are to be assigned to specific child care staff members for all field trips.
- (2)Parents, guardians or adults authorized by the center may be drivers on field trips as long as staff/child ratio requirements are met at the destination.
- (3)One additional adult is to be present in the vehicle whenever five or more children are being transported and one or more of the children are infants.**
- (4)One additional adult is to be present in the vehicle when there are seven or more children being transported and no infants are present.**
- (5)One additional adult is to be present in the vehicle when there are ten or more school-age children, or the driver is to have a means of immediate communication, such as a cellular phone, to summon an additional adult when only school-age children are transported in one vehicle.**

(6) The additional adult in the vehicle may be the driver, parent or volunteer.

(7) The vehicle is to be checked at completion of each trip to ensure that no child has been left on the vehicle.

(8) During routine walking trips or walking field trips, one additional adult is to be present when there are five or more infants or a combination of seven or more toddlers, preschool and school-age children or for ten or more school-age children if the group of children on the walking trip includes only school-age children.

(9) While children are being transported from their homes or schools directly to the center or from the center directly to their homes or schools, the children are not to count in the center's capacity.



(D)What are the vehicle requirements for the center?

- (1)Any vehicle operated by the center or driven by an employee or child care staff member to transport children for routine trips or field trips is to be mechanically safe at all times.
- (2)**Requirements for center vehicles used for transportation of children are listed in appendix B to this rule.**
- (3)The personal vehicles driven by parents who are not employed by the center are not required to meet the requirements of paragraph (E) of this rule.

Licensed Center Vehicle Requirements

- A. Centers may use any of the following vehicles to transport children:
 - 1. School buses as defined in section 4511.01 ORC.
 - 2. Multi-function school-activity buses.
 - 3. **Vehicles designed by the manufacturer to carry nine or fewer passengers.**
- B. **No program shall transport children in converted cargo vans or passenger vans designed by the manufacturer to carry ten or more passengers.**
- C. Vehicles used for transporting children which are purchased or leased after September 1, 2008 and are required by the United States department of transportation to be equipped with seat belts at the time of manufacturing or assembly, shall have factory installed passenger restraint anchorages and passenger restraints that are suitable for the use in transporting children of any age. "Factory installed" means installed by the manufacturer or retrofitting that is accompanied by a certification document from the manufacturer. Add-on restraints such as infant carriers, car seats or booster seats are designed to be installed by the end user and are not subject to these requirements.
- D. **The driver is considered to be a passenger of any vehicle approved for use in this appendix.**

(E)When are vehicles used for transporting children to be inspected?

The **vehicles used for transporting children are to be inspected weekly by child care center staff and annually by an automotive service excellence (ASE) certified mechanic, federal motor carrier safety administration (FMCSA) safety inspector, or the Ohio state highway patrol.**

- (1)The center is to maintain documentation that staff have performed weekly inspections followed by any necessary repairs or other appropriate actions, for the following items:
 - (a)A visual inspection of the vehicle's tires for wear and adequate pressure.
 - (b)A visual inspection for working headlights and taillights, signals, mirrors, wiper blades and dash gauges.
 - (c)An inspection for properly functioning child and driver restraints.
 - (d)An inspection for properly functioning doors and windows.
 - (e)An inspection for, and cleaning of, debris from the vehicle's interior.
- (2)The annual safety check is to be completed and approved prior to the use of any vehicle for transporting children, except that a new vehicle purchased directly from the dealer is to have the safety check completed before one year from the date of purchase. The bill of sale from the vehicle purchase is to be maintained on file at the center to verify compliance.
 - (a)Verification of the safety check is to be documented on the [JFS 01230](#) "Vehicle Inspection Report for Child Care" and include notation and correction of any safety violation, and is to be maintained on file at the center for review by the ODJFS.
 - (b)A vehicle sticker issued from the Ohio state highway patrol indicating the vehicle has passed a school bus or personal vehicle inspection may be used to meet the annual safety check requirement.
 - (c)**School buses and multifunction school activity buses which are inspected and licensed by the Ohio state highway patrol are exempt from the annual safety check required in this rule. The center is to prepare the buses before each trip following the Ohio department of education's operational and safety rules of Chapter 3301-83 of the Administrative Code.**

5101:2-12-24 Swimming and water safety Requirements for a Licensed Child Care Center



(A)What are the requirements for swimming sites for a licensed child care center?

- (1)All swimming sites shall meet all state and local guidelines for environmental health inspections. Inspection reports for on-site and private pools shall be on file at the center.
- (2)A center shall have one lifeguard present for every thirty-five children when children are involved in a water activity for on-site or private pools over eighteen inches in depth.
- (3)Activities in bodies of water eighteen inches or more in depth shall be supervised by people who are currently certified as lifeguards or water safety instructors by the "American Red Cross" or an equivalent water safety program, as determined by the Ohio department of job and family services (ODJFS). **If the lifeguard is a child care staff member, they shall not be counted as a child care staff member in the staff/child ratio.**
- (4)Child care staff members shall be actively supervising children pursuant to rule [5101:2-12-19](#) of the Administrative Code and **shall be able to clearly see all parts of the swimming area including the bottom of pools.**

(5)The use of saunas, hot tubs, and spas by children is prohibited.

(6)Swimming in lakes, rivers, ponds, creeks or other similar bodies of water is prohibited.

(7)Swimming pools, wading pools and other swimming/wading sites shall be made inaccessible to the children when not in use.

(8)A center may use wading pools less than eighteen inches in wall height regardless of the amount of water put into it.

(a)Wading pools shall be filtered or emptied daily, and portable wading pools shall be sanitized daily or more often if needed.

(b)The child care staff membercenter shall supervise children at all times while a wading pool is in use and shall be able to clearly see all parts of the wading area.

B)What are the requirements for parental permission for water and swimming activities?

(1)A center shall have written ~~parental~~ permission from the parent when water is directly accessible to children and for the following activities:

(a)Before the child swims or plays in water eighteen inches or more in depth.

(b)Before the child participates in activities ~~near~~ in or on water eighteen inches or more in depth.

(c)Before infants and toddlers use wading pools.

(2)Written parental permission shall be on file for one year at the center. Written permission for on-going activities such as the wading pools shall be updated annually.

(C)What shall be included in the written parental permission?

- (1)Child's name and date of birth.
- (2)Statement indicating whether the child is a ~~non-swimmer~~non-swimmer or capable of swimming.
- (3)Location of the water activities or swimming site by water of eighteen or more inches in depth.
- (4)A statement of whether or not the center is providing additional adults or child care staff members above the licensing ratio requirements for this activity.
- (5)A signature and date from the parent indicating permission for the activity.

Sunscreen



- *Sunscreen can be applied with written parental permission (child's name/product name/permission to apply/when to apply/parent signature and date).
- *Aerosol products can only be used if applied outdoors, away from other children.
- *Actual product must be clearly labeled with child's name and stored out of reach of children.
- *Per center policy, school-age children can apply their own product under staff supervision.

Rule 5101:2-12-19

Leave no child unsupervised. Supervision means the child care staff members have knowledge of a child's needs and accountability for his or her care at all times, including but not limited to, developmental and behavioral needs and parental preferences. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately including responding to the child's basic needs and protecting them from harm.



Ensure all children in care are within sight and hearing of child care staff members at all times.



Rule 18 Trip Supervision/ Ratio:

What are the ratio and supervision requirements for trips, including routine walking trips?

- (1) The staff/child ratio requirements of rule [5101:2-12-18](#) of the Administrative Code are to be met on field trips and routine trips. Children are to be assigned to specific child care staff members for all field trips.
- (2) Parents, guardians or adults authorized by the center may be drivers on field trips as long as staff/child ratio requirements are met at the destination.
- (3) One additional adult is to be present in the vehicle whenever five or more children are being transported and one or more of the children are infants.
- (4) One additional adult is to be present in the vehicle when there are seven or more children being transported and no infants are present.

- (5) One additional adult is to be present in the vehicle when there are ten or more school-age children, or the driver is to have a means of immediate communication, such as a cellular phone, to summon an additional adult when only school-age children are transported in one vehicle.
- (6) The additional adult in the vehicle may be the driver, parent or volunteer.
- (7) The vehicle is to be checked at completion of each trip to ensure that no child has been left on the vehicle.
- (8) During routine walking trips or walking field trips, one additional adult is to be present when there are five or more infants or a combination of seven or more toddlers, preschool and school-age children or for ten or more school-age children if the group of children on the walking trip includes only school-age children.

Schoolage children leaving for field trips and boarding vehicles

Rule 14 (C) (1) (f): See that each child safely boards and exits the vehicle from the curb side of the street whenever physically possible and out of the path of moving vehicles. Drop off or pick up at which it is not possible to board and exit from the curb side is to be conducted in a safe manner and with close supervision by the child care staff member responsible for the children.



Ohio Department of Job and Family Services
FIELD TRIP CHECKLIST FOR CHILD CARE

Date	Age Group	Teacher Responsible for Group	
Destination		Address	Phone Number
Departure Time from Program	Arrival Time at Destination	Departure Time to Program	Arrival Time in Classroom
Other Staff with Group			
Driver		Valid Driver's License Checked <input type="checkbox"/> Yes <input type="checkbox"/> No	

	Child's Name	Name Tag	In Room	On Bus	Seat Belt	Off Bus	During Time	During Time	During Time	On Bus	Seat Belt	In Room
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												

<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Staff with First Aid, CPR and Management of Communicable Disease Training	<input type="checkbox"/> Additional Adult (as needed)	<input type="checkbox"/> Cell Phone (Number to call in an emergency)
<input type="checkbox"/> Permission Slips Verified	<input type="checkbox"/> JFS 01234 "Child Enrollment and Health Information for Child Care"	<input type="checkbox"/> JFS 01236 "Child Medical/Physical Care Plan for Child Care" and Trained Child Care Staff Member	<input type="checkbox"/> Child Medications and Supplies (if applicable)

Vehicle Checked at Destination Arrival <input type="checkbox"/> Yes <input type="checkbox"/> No Staff's Initials	Vehicle Checked at Return to Program <input type="checkbox"/> Yes <input type="checkbox"/> No Staff's Initials
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Supervision considerations at destinations where there are crowds of other people:

- *Children must be assigned to a specific adult who must have a list of names of children they are responsible for.
- *Discuss safety ahead of time with children and cover always staying with their adult and what to do if they need to go to the restroom.
- *Name to face attendance should be taken when entering and exiting buildings or when moving to a new area.
- *Bright colored identical t-shirts are recommended for quick spotting in a crowd.
- *Considering partnering children in a buddy system to look out for each other.

Supervision considerations with swimming pools:

If groups participate in swimming activities, Rule 24 (A) (4) says this: Child care staff members shall be actively supervising children pursuant to rule [5101:2-12-19](#) of the Administrative Code and shall be able to clearly see all parts of the swimming area including the bottom of pools.

And Rule 24 (A) (6) this: Swimming in lakes, rivers, ponds, creeks or other similar bodies of water is prohibited.

This is because it is too hard to clearly see children and ensure their safety.

Staff should be in or next to the pool for supervision.

Children should be supervised in restrooms where other people are also in proximity to children.

Playground Supervision

Rule 19 (A) (7) says this:

(7)Supervise outdoor play.



(a)The child care staff member shall remain outdoors with the children at all times.

(b)The child care staff member shall be able to summon another adult without leaving the group unsupervised.

(c)When the outdoor play space is not on the premises, child care staff members shall accompany and supervise all children in transit and at the outdoor play space.

Playground Supervision – staff need to be on their feet near climbing equipment, watching blind spots, monitoring children for unsafe behavior on equipment.

Staff who are alone outside must have a form of communication with staff indoors in case of an emergency (phone/walkie talkie/playground door in outdoor play space that can be opened to summon another staff member).

Rule 17 (A) (5) states this:

Requirements include providing outdoor play in suitable weather for any infant over twelve months of age, toddler, preschool, and school-age child in attendance four or more consecutive daylight hours. Suitable weather is at a minimum of twenty-five to ninety degrees Fahrenheit.

Staff need to closely monitor children on hot/humid days and adjust the time spent outdoors to prevent overheating. Rule 11 (C) (1) (d) requires the program to Provide access to bathroom facilities and drinking water during outdoor play times and (f) Provide a shaded area.

Supervising Staff who are Supervising Children

Hiring summer staff and providing training is the Administrator's responsibility. Resources are provided in the last slide to use in training staff. Staff need to thoroughly understand the ratio/supervision rules, playground safety and what supervision on field trips means BEFORE they are left to actively supervise a group outdoors or on a field trip.

Choose your best staff for field trips who are "Supervision Superstars". Administrators should observe groups leaving/arriving from field trips to ensure staff are actively providing safe supervision. Attend an occasional field trip and observe how staff are managing children in the field trip setting and how supervision is being met.



Rule 2-12-03, Appendix A – Moderate/Serious Risk Non-Compliances

5101:2-12-19 Supervision of children & child guidance for a center

Moderate Risk Non-Compliance (3 Points)

- Child left unattended.
- Child care staff member uses prohibited disciplinary techniques.
- Staff under the influence of a substance which impairs their ability to supervise children who are present.

Serious Risk Non-Compliance (6 Points)

- Child unattended outside of facility building, during a swimming activity or any time child is off site.
- Child completely alone in building (no adults).
- Program fails to report suspected abuse/neglect/endangerment.
- Owner or administrator uses prohibited disciplinary techniques.
- Substantiated public children's services agency finding of abuse, neglect or endangerment for any employee, child care staff member, owner or administrator.
- Child(ren) not protected from harm which resulted in a serious incident or injury

All other supervision non-compliances are low risk (1 point) non-compliances

What do you do if a child is accidentally left unsupervised? What do the rules require?

- reporting to Administrator
- notifying parent
- notifying ODJFS
- differences between two incident reports
- Administrator's Role in handling incidents

Resources

Keys To Compliance Cards

System Guide to Maintaining Ratio/Supervision

System Guide to Transportation Safety

Child Care Transmittal Letter 35

Field Trip Safety (Center & FCC)

Sample Field Trip Permission

Sample Routine Trip Permission

Prescription for Safety

Swimming and Water Safety (Center & FCC)