

This technical assistance document does not replace reading, understanding, and following the rules.

## 2.0 Child Enrollment Checklist

<b>Child Enrollment Checklist</b>		
<i>These items should be completed at the time of enrollment, or as the child's needs change.</i>		
Child's Name	Date of Birth	First Day of Attendance
Documents	Check One	Last Updated by Parent
<b>JFS 01234 "Child Enrollment and Health Information"</b> (complete and signed) [must be updated annually or when information changes]	<input type="checkbox"/> Complete	
<b>Child's Medical Statement and Immunization Record</b> (Sample form JFS 0305 may be used) [within 30 days of first day of attendance, and every 13 months after]	<input type="checkbox"/> Complete <input type="checkbox"/> Immunization Exemption statement on file, if applicable	
<b>Written policies and procedures given to parents</b>	<input type="checkbox"/> Complete	
<b>JFS 01236 "Medical/Physical Care Plan"</b> and <b>JFS 01217 "Request for Administration of Medication"</b> (if needed, see Rule 5101:2-12-15 or 5101:2-13-15 and 5101:2-12-25 or 5101:2-13-25) [must be updated annually or more often as child's needs change]	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable	
<b>JFS 01235 "Sleep Waiver"</b> signed (if applicable for infants under twelve months of age)	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable	
<b>Infant feeding instructions</b> from parents or health care provider (must be updated as feeding instructions change)	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable	
<b>Parent written permission for child 12-18 months old to sleep on cot/mat</b> (if applicable)	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable	
<b>Parent permission for bathing children in overnight care</b> (if applicable)	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable	
<b>Food/milk substitutions or supplements</b> (if applicable)	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable	
<b>Parent permission for planned routine trips, field trips, and swimming activities</b>	<input type="checkbox"/> Complete <input type="checkbox"/> Not Applicable	

All forms can be found by searching for the ODJFS number at: <http://www.odjfs.state.oh.us/forms/>

## Instructions

**1. Complete the JFS 01234 “Child Enrollment and Health Information” (complete and signed) [must be updated annually or when information changes]**

- Go to this link and download the file [https://drive.google.com/file/d/15Pq9JU\\_YWI7pCuUx0PyMAVQQUIdGSzLW/view?usp=drive\\_link](https://drive.google.com/file/d/15Pq9JU_YWI7pCuUx0PyMAVQQUIdGSzLW/view?usp=drive_link)

- Before submitting it should be completed and signed

**2. Child’s Medical Statement and Immunization Record [within 30 days of first day of attendance, and every 13 months after]**

- Go to this link to download the file [https://drive.google.com/file/d/1MT2o9oC6l3pLrYgq7kceiga\\_52iCGe1T/view?usp=sharing](https://drive.google.com/file/d/1MT2o9oC6l3pLrYgq7kceiga_52iCGe1T/view?usp=sharing)

**3. Written policies and procedures given to parents**

- Go to this link to download the file <https://drive.google.com/file/d/1A6lD7D8JT3O0YEYEv8B3yYMCEugHTFdo/view?usp=sharing>

**4. JFS 01236 “Medical/Physical Care Plan” [must be updated annually or more often as child’s needs change]**

- Go to this link to download the file [https://drive.google.com/file/d/1SVxKGmGFJsBNo\\_\\_B1x8tLVuU1TbbGTpp/view?usp=sharing](https://drive.google.com/file/d/1SVxKGmGFJsBNo__B1x8tLVuU1TbbGTpp/view?usp=sharing)

**5. JFS 01217 “Request for Administration of Medication” [must be updated annually or more often as child’s needs change]**

- Go to this link to download the file [https://drive.google.com/file/d/1aTKF\\_Ao74pFimYDtRN6Cq0z\\_UKcluv\\_M/view?usp=sharing](https://drive.google.com/file/d/1aTKF_Ao74pFimYDtRN6Cq0z_UKcluv_M/view?usp=sharing)

**6. JFS 01235 “Sleep Waiver” signed (if applicable for infants under twelve months of age)**

- Go to this link to download the file [https://drive.google.com/file/d/1jMrOkyAe2RZdrexN\\_vtyPkTdY5yYTBAY/view?usp=sharing](https://drive.google.com/file/d/1jMrOkyAe2RZdrexN_vtyPkTdY5yYTBAY/view?usp=sharing)

**7. Infant feeding instructions from parents or health care provider (must be updated as feeding instructions change)**

**8. Parent written permission for child 12-18 months old to sleep on cot/mat (if applicable)**

**9. Parent permission for bathing children in overnight care (if applicable)**

**10. Food/milk substitutions or supplements (if applicable)**

**11. Parent permission for planned routine trips, field trips, and swimming activities**

- Go to this link to download the file [https://drive.google.com/file/d/18Yj16tpPpOzqadVXGPZ\\_FPc7OIYvbes-/view?usp=sharing](https://drive.google.com/file/d/18Yj16tpPpOzqadVXGPZ_FPc7OIYvbes-/view?usp=sharing)