



AGENDA

BOARD OF ZONING AND BUILDING APPEALS THURSDAY, JULY 18, 2019 6:30 PM

**PLACE: COUNCIL CHAMBERS
7232 E. MAIN ST, REYNOLDSBURG, OH 43068**

A. CALL TO ORDER

1. ROLL CALL
2. APPROVAL OF MINUTES
 1. Board of Zoning and Building Appeals – Regular Meeting – June 20, 2019
3. APPROVAL OF AGENDA
4. SWEARING IN OF SPEAKERS

B. PUBLIC COMMENT

C. UNFINISHED BUSINESS

D. NEW BUSINESS

1. 414 Jonell Lane; Application #2019-5204; Applicants Justin and Keshia Oliver; Special Exception Use Permit - Type a Home Child Care (Overnight)

E. OTHER BUSINESS

F. ADJOURNMENT

MINUTES

BOARD OF ZONING AND BUILDING APPEALS THURSDAY, JUNE 20, 2019 6:30 PM

PLACE: COUNCIL CHAMBERS
7232 E. MAIN ST, REYNOLDSBURG, OH 43068

A. CALL TO ORDER

PRESENT: Linder, Donovan, Darling, Furst
ABSENT: Rettke

2. APPROVAL OF MINUTES

1. Board of Zoning and Building Appeals – Regular Meeting – May 16, 2019

Minutes stand Approved

3. APPROVAL OF AGENDA

Agenda stands approved

4. SWEARING IN OF SPEAKERS

Speakers sworn in by Mr. Rettke

B. PUBLIC COMMENT

None

C. UNFINISHED BUSINESS

None

D. NEW BUSINESS

1. 414 Jonell Lane; Application #2019-5204; Applicants Justin and Keshia Oliver; Special Exception Use Permit - Type a Home Child Care (Overnight)

Ms. Wheeler Yes Mr. Chairman. Miss Darling. Here. Mr. Furst. Here. Pastor Linder. Here Mr. Rettke. Absent. And Mr. Donovan. Here.

Mr. Donovan Are there any changes or additions to the business from the previous meetings? Hearing none, meeting stands approved. Any changes the agenda? Hearing none, agenda stands approved. Speakers will have to sign in. Anybody is going to speak. Would you please stand up? Raise your right hand. (Speakers sworn in). Everyone on to reading the first item on our agenda.

Ms. Wheeler Thank you Mr. Chair. The first agenda item this evening is for a special exception Use Permit 2019 - 5204. As for the property at 2414 Jonell Lane. The applicants are requesting BZBA approval for special exception to operate a Type A overnight home child care business. In our zoning ordinance, we do require that type

Minutes Acceptance: Minutes of Jun 20, 2019 6:30 PM (APPROVAL OF MINUTES)

A child care businesses be reviewed as a special exception and all zoning districts. These are defined as child care having 7 to 12 children depending on the age. Generally it's seven to twelve children cared for in the provider's personal residence and I believe the applicant has also provided a written statement of the proposed business and I believe they're here this evening and with that I would be happy answer any questions or the applicant.

Ms. Oliver Well I'm Lisa Oliver, 414 Jonell Lane Reynoldsburg Ohio 43068.

Mr. Oliver Justin Oliver, 414 Jonell Lane Reynoldsburg.

Ms. Darling I do. How many children do you plan on having in your home?

Ms. Oliver Up to 12.

Ms. Darling And do you have sufficient enough rooms for those children to especially sleep over night and things like that.

Ms. Oliver So we built an addition on. It was finished probably February March timeframe.

Ms. Darling So do we have a picture of the addition that was built?

Well that's just a drawing. But the building inspector came. They had to do all the inspections, but we had an addition added on. It was about 360 square feet but 216 would be used for the childcare space. So it's like a multipurpose room that we're going to use it for.

Mr. Donovan How many do you believe will be staying overnight or on weekends.

Mr. Oliver Between (Inaudible)

Ms. Darling What are their age ranges?

Ms. Oliver Age ranges will be from twelve months to eleven years old. To eleven years of age.

Mr. Furst Do you have; how do you plan on attracting the children. You know, do you have a network that already is kind of committed to send them to your care? Are you going to advertise?

Mr. Oliver A lot of people are you going for church. Really. Word of mouth as well. A lot of people actually had a lead as well. They kind of help us to build that business.

Mr. Donovan But you're not going to have a sign in your front yard or daycare?

Ms. Oliver And also with being certified through the Ohio Jobs and Family Services it's going to be on their website.

Mr. Donovan They are strict. They are real strict, be careful. Do it right.

Ms. Oliver Absolutely.

Pastor Linder Have you been operating already and just not having overnight or is this all starting up right now?

Ms. Oliver Starting up.

Pastor Linder OK the second question again this is Pastor Linder. I noticed in the ordinance that you cannot have someone employed who is not a permanent resident. So I guess the question is are you able to continue as you move along without employing people who are not permanent residents of the home? Do you plan to be able to manage it between the two of you and anyone else that lives there?

Ms. Oliver Yes until we can get a bigger space.

Pastor Linder And then you would probably set up in a different location?

Ms. Oliver Yes.

Pastor Linder Got you. OK thank you.

Ms. Darling How many children are you each allowed to have? Like under your care? Isn't there a rule from ODJFS of age wise and how many are allowed to have per person?

Ms. Oliver I believe it's.....

Ms. Darling Like if it's 12 months old you're only allowed to have so many per person and things like that. So if you have two 12 months olds and he has ten other kids I think he might be a little outnumbered. I mean I have kids so they're rambunctious.

Ms. Oliver I think from first glance I think. The youngest ratio was 1 to 6.

Mr. Donovan What going to be your cutoff on age?

Ms. Oliver 11 years old.

Mr. Donovan I mean from the beginning.

Ms. Oliver Oh twelve months.

Mr. Donovan Well a month every twelve months or older?

Ms. Oliver Yes sir.

Mr. Donovan For your plan that you gave us just a minute; I don't need it back, you're good. How many spaces can you sit in that room for sleeping purposes like if you have beds or cribs or things like that to me it doesn't look like a huge space to be in. Let's say you have ten overnight hours. Do you have enough room to put any roll away beds, any air mattresses, any cribs, any toddler beds things like that where they'll be safely in that area without it being too clustered. If something would happen you could be able to get all the children out?

Mr. Oliver We have two doors two exit doors as well.

Ms. Oliver No she's talking about space... Multiple people talking. The reason why we started off at 12 months because through ODJFS if you're if you get written permission from the parent then the child can sleep on a cot. So we're basically asking like if.....

Multiple people talking.

Ms. Darling I mean like if you pay a bunch of cribs in there and there goes your room for cribs here. So do you plan on then asking the parents for permission so the child can sleep on a cot? Then how many cots do you feel like you can get in that room?

Ms. Oliver Inaudible..... SQUARE FEET DIVIDED BY 60. Six kids can finish there at thirty five square feet.

Ms. Darling How many restrooms do you have that are available for just the child care area? Not including, not the ones that are just included in your home?

Ms. Oliver One

Ms. Wheeler Did you say.... I know that we internally we will do an inspection with our building inspector as well as the local fire jurisdiction. Does ODJFS also do some type of inspection? Like after they've issued the license and everything?

Ms. Oliver Yes. Well that'll be, I believe this before they issue the license. They come in.

Mr. Donovan And then there's a regular inspection process that they go through. Isn't it? Surprise inspections that they just walk in.

Ms. Oliver Yes.

Mr. Donovan The fire department would do that to you also.

Pastor Linder Just curious if you've had conversation with the neighbors on either side, do they know what your plans are? And then if you haven't. What's the flow of your relationship right now? Has there been any type of conflict. How do you feel like they'll receive it? Do they keep to themselves? They're not worried about what you. Do to anticipate any issues with your neighbors?

Mr. Oliver New neighbors across the street seem to be silence. You know we talk. Say hello. No big issues.

Mr. Oliver They pretty much keep to themselves and I think the lady across the street she keeps a child. Like you said we (Inaudible) and wouldn't be any following issues as far as parking or any of that nature because they can park in the driveway or park in front of our house on the street.

Mr. Furst So they typically are vacant parking spots on the street or in your driveway? It's you know I've driven through some neighborhoods where you can barely find a parking spot, but there would be some available for pickup and drop off.

Ms. Oliver Yes.

Mr. Donovan Every child has to be walked inside by a parent?

Ms. Oliver Correct.

Ms. Darling I'm thinking. Are you preparing meals and feeding them as well or are you asking the parents to provide their meals?

Ms. Oliver We will be preparing meals. I think that I put in the policy book at the 15th of the hour like at 7:15 as a cut off it after 7:15. The parent will have to stay in the home to feed the child.

Ms. Darling And you have more than one kitchen to do that are just your home kitchen?

Ms. Oliver We have our home kitchen.

Ms. Darling Does ODJFS require you to get an additional permit through like food licensing and all that stuff or anything like that? Or food safety training how to prepare foods and how to keep them correctly cold and warm for the children?

Mr. Oliver I'm sorry. I mean I know I'm certified, but I don't think.

Ms. Darling You're certified in food training?

Mr. Oliver Yes.

Ms. Darling OK.

Ms. Oliver Also we were thinking about, we were thinking about going through; there's a nutritional program through the state where they can deliver the food and things of that nature. So we're still looking into that. Hopefully once we get certified through ODJFS we'll be able to get more information on how to enroll so they can get in FCP one of those programs will provide meals things of that nature so if we don't cook then we can get it brought in.

Ms. Darling How are you going to separate the girls from the boys like it in the evening time. If they need to change and things like that if you only have one restroom. Are you going to just have like where the boys go at certain times and then the girls go? Or you going to have like a different changing area for each one.

Ms. Oliver So we would have separate times where they can go and change if they don't feel comfortable changing downstairs we can possibly take them upstairs. So that the ladies can change or the boys can change and bring it back downstairs.

Mr. Furst Well we're kind of mulling it over here as it is there any other information you'd like to add that you haven't already expressed yet. That might help us make a determination. Any other thing you'd like done.

Ms. Oliver We just have an updated statement. That we were going to give you is just additional information so.

Pastor Linder Well thank you. This may seem redundant but I really just want it on the record. I am personally certain of this just because your presentation, but would you answer yes or no. You plan to be in complete compliance with all the regulations required for licensing. I know the answer but I want it on the record. With the agency Ohio Department of Job and Family Service certify family child care type a home everything that regulates that it is your intention to be completely compliant with that.

Ms. Oliver Yes sir.

Pastor Linder I had a feeling thank you.

Ms. Wheeler While they're feeling that over and we'll also let you know this is for a special exception permit whatever decision the board makes tonight that is a recommendation. And then our city council has the option to pick up the case as well and either uphold the recommendation or basically have an open hearing about that as well. And we'll let you know that the date but that will happen as well.

Ms. Oliver You said this is the board gives a nice recommendation?

Ms. Wheeler Correct. Then to actually issue the special exception permit we would need our City Council too essentially; they have the option to discuss it at council. If they choose not to. Then we can issue the permit.

Mr. Furst Mr. Chairman this is a pretty atypical request for the board. I would like to make a motion to the table is for a month so we can gather some additional information. Just so we can make the right decision.

Ms. Darling I second.

Mr. Donovan Can you call the roll please?

Ms. Wheeler Ms. Darling. Yes. Mr. Furst. Yes. Pastor Linder yes. Mr. Donovan Yes.

Mr. Donovan We have to move this to the next month's meeting. We want to do some research to make sure that everything is going to be fine. We have kids to worry about you know. So we just want to be careful.

Ms. Oliver And is that the third Thursday the month?

Ms. Wheeler Yeah. It'll be July 18th at 630.

RESULT:	TABLED [UNANIMOUS]	Next: 7/18/2019 6:30 PM
AYES:	Linder, Donovan, Darling, Furst	
ABSENT:	Rettke	

E. OTHER BUSINESS

None

F. ADJOURNMENT

18:55

Chairman

Planning and Zoning Administrator

Received

JUN 05 2019

Reynoldsburg Building Division
Section 1159

**BOARD OF ZONING & BUILDING APPEALS
APPLICATION**

Reynoldsburg Building Division
App./Case#: 2019-5204
Date Submitted: 6/5/19
Fee Amount: \$350.00

D.1.a

☒ Paid: Mastala

I. PROPERTY INFORMATION

Property Address:

414 Jonell Lane

Parcel ID#(s):

060-00682100

II. PROPERTY OWNER OF RECORD

Property Owner Name(s):

Justin & Keshia Oliver

Contact Email:

jegnace@gmail.com Keshiaellis97@yahoo

Contact Phone Number:

614.496-4164 or 614.207.2809

III. BUSINESS/TENANT INFORMATION (IF APPLICABLE)

Business Name:

Jegna Childcare Center

Contact Name:

Justin & Keshia Olive

Contact Phone Number:

614.496.4164 or 614.207.2809

Contact Email:

jegnace@gmail.com

Description of Use:

Weekend day childcare

IV. APPLICANT INFORMATION

Applicant Name:

Applicant Address

414 Jonell Lane Reynoldsburg

Applicant Phone Number:

614.496.4164 or 614.207.2809

Applicant Email:

Keshiaellis97@yahoo.com

☒ Property Owner

☒ Business Owner/Tenant

☐ Contractor

☐ Architect/Engineer

PROJECT INFORMATION

CHECK AND DESCRIBE IF APPLICABLE:

Variance (☐ Non-Residential (\$450) / ☒ Residential (\$100)):

☒ Special Exception Use Permit (\$350):

weekend childcare-overnight care

☐ Other:

Type A Home Child Care (overnight)

Please review the attached checklist and note the items you are responsible for submitting with this application. All required items must be submitted to the Planning & Zoning Administrator.

Applicant Signature: [Signature]

Date: 6.3.19

By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner.

****OFFICE USE ONLY****

Additional Notes:

Emily will process additional
Paperwork once received - AB.
BZBA meeting on 6/20/19

Zoning Information

Zoning District: R-3

☐ Historic District

☐ CC Overlay

Add'l Approvals Req'd

☐ Planning Commission

☐ Other:

BZBA Meeting

Date: 6/20/19

☐ Approved as Submitted

☐ Approved w/ Conditions

☐ Tabled

☐ Denied

City Council Meeting

Date: 7/2/19

☐ No Action Taken

☐ Approved as Submitted

☐ Approved w/ Conditions

☐ Denied

P&Z Admin:

Date:

Clerk of Council:

Date:

R CITY OF REYNOLDSBURG
Department of Development
Planning & Zoning Division
7232 East Main Street
Reynoldsburg, Ohio

Received
Received
JUN 05 2019

App./Cert.#: 2019-300
Date Submitted: 6/5/19
Fee Amount: \$75.00

D.1.a

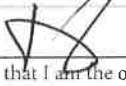
Reynoldsburg Building Division
Section 1143.02

☒ Paid: Master

ZONING CERTIFICATE APPLICATION

I. PROPERTY INFORMATION	
Property Address: 414 Jonell Lane	Parcel ID#(s): 060-006821-00
II. PROPERTY OWNER OF RECORD	
Property Owner Name(s): Justin & Keshia Oliver	
Contact Email: Keshiaellis97@yahoo.com	Contact Phone Number: 614.496.4164 or 614.207.2809
III. BUSINESS/TENANT INFORMATION (IF APPLICABLE)	
Business Name: Jegna Childcare Center, LLC	Contact Name: Justin or Keshia Oliver
Contact Phone Number: 614.496.4164 / 614.207.2809	Contact Email: Jegnacc@gmail.com
IV. APPLICANT INFORMATION	
Applicant Name: Keshia Oliver	Applicant Address: 414 Jonell Lane, Reynoldsburg, OH 43068
Applicant Phone Number: 614.496.4164	Applicant Email: Keshiaellis97@yahoo.com
☒ Property Owner ☐ Business Owner/Tenant ☐ Contractor ☐ Architect/Engineer	

RESIDENTIAL (\$50)	NON-RESIDENTIAL (\$80)	Project Information (If Applicable)
CHECK IF APPLICABLE: ☐ New Building (+\$50) ☐ Swimming Pool ☐ Building Modification ☐ Patio ☒ Home Occupation (\$75) ☐ Deck ☐ Accessory Structure ☐ Driveway Modification ☐ Shed ☐ FENCE (\$35) (All Dists.)	CHECK IF APPLICABLE: ☐ New Business/Use ☐ Accessory Structure ☐ New Building ☐ Building/Site Modification ☐ MIN. SITE PLAN (+\$250)	Total Square Footage: _____ Est. Cost of Construction: _____ Est. Additional Employees: _____
Description of Use/Project: Weekend Childcare - overnight care Type A Home Child Care (overnight)		

Applicant Signature:  Date: 6.3.19

By signing this application, I certify that I am the owner of the property or the owner's agent, and that the work is authorized with the full knowledge of the owner.

OFFICE USE ONLY

Additional Notes:	<u>Zoning Information</u>	<u>Additional Requirements</u>
	Zoning District: R-3	☐ CoA ☐ Variance
	☐ Historic District	☐ Special Exception Use Permit
	☐ CC Overlay	☐ PGU ☐ Building Permit
	<u>Add'l Approvals Req'd</u>	
	☐ PC	P&Z Admin.: _____ Date: _____
	☐ BZBA	Floodplain Admin.: _____ Date: _____

Received

JUN 05 2019

Reynoldsburg Building Div

Justin and Keshia Oliver
414 Jonell Lane
Reynoldsburg, Ohio 43068
Phone (614) 207.2809 or (614) 496.4164
Email: jegnacc@gmail.com
Business Name: Jegna Childcare Center

06/04/2019

City of Reynoldsburg
Department of Development
Planning and Zoning Division
7232 East Main Street
Reynoldsburg, Ohio 43068

Re: Special Exception Use Permit

To Whom it May Concern,

I spoke with Emily Wheeler of the Planning and Zoning Division and she stated that we need a Special Exception Use Permit to operate a *Family Child Care Type A Home*.

Description on the Business: We will operate a weekend/overnight daycare in our home. No signage will be outside of our home

Ages: 6 months to 11 years old (age range may change)

Days of the Week: Friday-Sunday

Hours of Operation: 07:00 PM- 06:00 AM

Employees: We will start out with two employees- My husband (Justin Oliver) and I (Keshia Oliver)

Parking (Picking Up/Drop Off): Clients can park in the driveway or on the street in front of our home

Thank you,

Justin Oliver

Keshia Oliver

Attachment: App #2019-5204 (App# 2019-5204, 414 Jonell Lane, Oliver)

Department of Job and Family Services

State Agencies | Online Services

[JFS HOME](#)[LEGAL/POLICY CENTRAL CALENDAR](#)[SEARCH CENTER](#)[FORMS CENTRAL](#)[Child Support
Program](#)[Cash / Food
Assistance](#)[Legal Services](#)[Child Care](#)[Families and
Children](#)[Workforce
Development](#)[Local
Administration](#)[Unemployment
Insurance
Operations](#)[eManuals Home](#)[Family Assistance - Child Care](#)[Child Care Center Manual](#)[Child Care Center Rules](#)[prev page](#)[next page](#)[view clean \(no strike-throughs or underlines\)](#)[print](#)[view entire manual](#)[get notified of updates to this manual](#)

Child Care Center Rules

5101:2-12-21 Evening and Overnight Care for a Licensed Child Care Center

CCCM TL 16

Effective Date: December 31, 2016**Most Current Prior Effective Date: December 1, 2011**(A) When is a licensed child care center considered to be providing evening and overnight care?Evening or overnight care is provided when children are in attendance anytime between the hours of seven p.m. and six a.m.(B) What is required when evening and overnight care is provided?If a licensed child care center has evening or overnight care, the following are required:

- (1) Child care staff members shall remain awake at all times, and shall supervise sleeping children pursuant to rule 5101:2-12-19 of the Administrative Code.
- (2) The center shall provide adequate lighting indoors in all areas, including bathrooms, hallways, and sleeping rooms to ensure that child care staff members are able to see all children at all times.
- (3) The center shall ensure that parking areas, outdoor walkways, and all building entrances be adequately lighted for safety and security.
- (4) The center shall ensure that anyone on the premises during evening and overnight care hours shall be limited to persons authorized by the administrator or owner and parents and guardians of children in care.
- (5) Each child in care during evening and overnight hours shall be provided with an individual crib, cot, or mat in accordance with rule 5101:2-12-20 of the Administrative Code.
- (6) The center shall develop bedtime routines in consultation with the parents of the children.
- (7) The center shall provide a written security plan that ensures that access to the center is limited to parents and guardians of children in care and authorized persons. The center shall ensure that children are supervised at all times during the limited access hours. The plan shall ensure the supervision of the children.
- (8) The center shall provide sleeping arrangements so that sleeping children are cared for separately from children who are awake, and so that sleeping children are not disturbed by arrivals and departures.
- (9) The center shall ensure areas where children sleep during evening and overnight care are on the building's ground floor unless another floor has been approved for the care of sleeping children by the local fire official having jurisdiction.
- (10) The provider shall have activities before bedtime which allows for children's individual choices and needs. Activities may include meals, play, homework, relaxation, personal grooming, and outdoor play during daylight hours.

(C) What sanitary environment and additional hygiene stipulations shall be followed by the center?The center shall:

- (1) Ensure that each child who sleeps at the center for four or more hours has clean comfortable sleeping clothes.
- (2) Ensure that child care staff members assist children during washing and changing clothes according to children's developmental needs.
- (3) Separate school-age boys from school-age girls during washing and while changing clothes to ensure privacy.

- (4) Change bed linens weekly, when soiled, and when assigned to a different child.
- (5) Ensure each child has a clean, individual washcloth, towel and toothbrush, as appropriate for the age of the child, labeled with the child's name and stored in a sanitary manner.
- (6) Provide children access to running water, liquid soap and toothpaste.
- (7) Ensure bathtubs and showers are equipped to prevent slipping, if the center provides bathing. The center shall also have written permission from the parent prior to allowing the child to bathe.
- (8) Ensure bathtubs and showers are cleaned and sanitized after each use. The tub or showers do not have to be sanitized between uses if the children are siblings and the parent has provided written consent. All children shall bathe separately unless the children are siblings and the parent has provided written consent that the children can be bathed together.

Replaces: 5101:2-12-23

Effective: 12/31/2016

Five Year Review (FYR) Dates: 12/31/2021

Certification: CERTIFIED ELECTRONICALLY

Date: 12/06/2016

Promulgated Under: 119.03

Statutory Authority: 5104.015

Rule Amplifies: 5104.015

Prior Effective Dates: 4/1/03, 1/1/07, 12/1/11

Attachment: App #2019-5204 (App# 2019-5204, 414 Jonell Lane, Oliver)



411 Jonell Ln

414 Jonell Lane

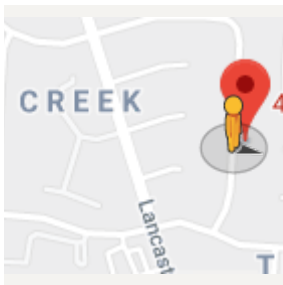


Image capture: Nov 2015 © 2019 Google

Reynoldsburg, Ohio



Street View - Nov 2015



Attachment: 414 Jonell Ln - Google Maps (App# 2019-5204, 414 Jonell Lane, Oliver)

CITY OF REYNOLDSBURG *Mayor Brad McCloud*

June 13, 2019

Board of Zoning and Building Appeals
City of Reynoldsburg
7232 E. Main Street
Reynoldsburg, OH 43068

RE: 414 Jonell Lane – Special Exception Use Permit #2019-5204
Staff Report

Board of Zoning and Building Appeals:

Below is the staff review of the above referenced application.

1. Project Summary

- a. The property is located at 414 Jonell Lane and is zoned R-3 Single Family Residence District.
- b. The applicants are requesting Board of Zoning and Building Appeals approval for a Special Exception Use Permit to operate a Type A overnight home child care business.

2. Zoning Review (Chapter 1175 – District Regulations)

- a. The zoning code requires that Type A home child care businesses be reviewed as a Special Exception in all zoning districts. Type A homes are defined as having 7 to 12 children (or 4 to 12 children if 4 children are under two years of age) cared for in the provider's personal residence.
- b. Type A homes must be licensed by the state and must pass an inspection. A home occupation permit is also required, per the City's zoning ordinance. Section 1187.02 does not permit changes to the outside appearance of the property in which a home occupation is operating.

3. Staff Recommendation

- a. The Board shall consider whether the proposed variance is consistent with the standards contained in Section 1145.09 of the zoning code.
- b. Staff recommends APPROVAL of the proposed SEUP, pending clarity of number of children expected, traffic volume, and staff.

If you have any questions or comments, please feel free to contact Emily Wheeler, Planning and Zoning Administrator, at 614-322-6829.

Attachment: 414 Jonell Lane - Staff Report (App# 2019-5204, 414 Jonell Lane, Oliver)

[Print](#)

Reynoldsburg Code of Ordinances

1145.09 STANDARDS AND REQUIREMENTS FOR ALL SPECIAL EXCEPTIONS.

In review of a special exception application, the Board shall consider whether the application is complete and whether it provides adequate evidence that the proposed special exception is consistent with the following standards:

- (a) The proposed use shall be in harmony with the existing or intended character of the district and nearby affected districts and shall not change the essential character of the districts;
- (b) The proposed use shall not adversely affect the use of adjacent property;
- (c) The proposed use shall not adversely affect the health, safety, morals, or welfare of persons residing or working in the neighborhood;
- (d) The proposed use shall be served adequately by public facilities and services such as, but not limited to, roads, police and fire protection, storm water facilities, water, sanitary sewer, and schools;
- (e) The proposed use shall not impose a traffic impact upon the public right-of-way significantly different from that anticipated from permitted uses of the district;
- (f) The proposed use shall be in accord with the general and specific objectives, and the purpose and intent of this Zoning Code and the Land Use Plan and any other plans and ordinances of the City;
- (g) The proposed use complies with the applicable specific provisions and standards of this Code;
- (h) The proposed use shall be found to meet the definition and intent of a use specifically listed as a special exception in the district in which it is proposed to be located, except as otherwise provided by this Zoning Code.

(Ord. 114-99. Passed 9-13-99.)

[Print](#)

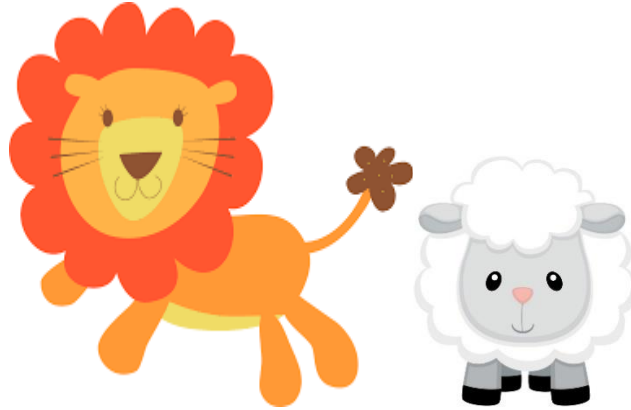
Reynoldsburg Code of Ordinances

1187.02 HOME OCCUPATIONS.

(a) A home occupation may be conducted in a dwelling as an accessory use provided that:

- (1) No person who is not a permanent resident of the dwelling shall be employed in the home occupation;
 - (2) The home occupation shall be clearly incidental and subordinate to the dwelling use. No more than fifteen percent (15%) of the floor area of all buildings on the lot shall be used in the conduct of the home occupation;
 - (3) There shall be no change in the outside appearance of the dwelling or lot, or other visible evidence of the conduct of the home occupation. No sign is permitted.
 - (4) The home occupation shall not generate traffic in greater volumes than would normally be expected in a residential neighborhood.
 - (5) No equipment or process shall be used which creates noise, vibration, glare, fumes, odors, or electrical interference detectable to the normal senses off the lot. In the case of electrical interference, no equipment or process shall be used which creates visual or audible interference in any radio or television receivers off the premises, or causes fluctuations in the line voltage off the premises.
- (b) Prior to establishing a home occupation, the owner or occupant of the dwelling shall apply and receive approval for a zoning certificate.

(Ord. 114-99. Passed 9-13-99.)



Jegna Childcare Center Parent/Guardian Handbook

Location:

Jegna Childcare Center

414 Jonell Lane

Reynoldsburg, Ohio 43068

Friday-Sunday 7:00 PM-6:00 AM

Phone Number: (614) 496-4164 or (614) 207-2809

Website: GET WEBSITE

Welcome to Jegna Childcare Center. This handbook contains information regarding our childcare program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about Jegna Childcare Center.

Philosophy and Goals

Jegna Childcare was established to provide quality, loving care for children 12 months through 12 years old. The staff recognizes the importance of balanced growth so they provide opportunities for mental, physical and emotional growth through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

Mission

Our mission at Jegna Childcare Center is to ensure Parent/Guardian that their children will develop a love for learning with a rich and exciting imagination. By providing top-level childcare we will attract and maintain more members. We are determined to offer the highest quality, safe and secure childcare at all times. Our services will exceed the expectations of our customers. Providing the closest and most personal attention for each child is essential in our attempt in developing our facility, therefore properly trained personnel will be hired to ensure each child has the proper and appropriate supervision for their care. Each child's distinctive qualities will be nurtured and developed in an effort to build the child's self-esteem.

License

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

Admissions

A child is considered to be enrolled in the center only after all ODJFS/Enrollment documents have been received and the administrator confirms the availability of space. This includes basic enrollment, health information, Decision to Not Vaccinate policy (if Applicable) and Refusal to Grant Consent for Emergency Transportation policy (**All Forms Are In The Child Enrollment Packet**). At this time, no formal assessments will be conducted, if Jegna Childcare Center finds there may be child development concerns, then we will meet with Parent/Guardian to assist with community resources that may be available to the family. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 15 days of admission. This medical form must be updated every 13 months.

Hours and Days of Operation

The center will be in operation from Friday at 7:00PM through Sunday at 6:00 AM. A late fee of \$45.00 will be charged if a child is not picked up by closing time on holidays. The center will also closed to observe the following holidays:

- **New Years Day** (Early dismissal will occur on New Year's Eve 6 p.m., depending on how this holiday falls)
- **Martin Luther King Day**
- **Memorial Day**
- **Fourth of July**
- **Labor Day**
- **Veteran's Day**
- **Thanksgiving**
- **Christmas Day** (Early dismissal or closure will occur on Christmas Eve depending on how this holiday falls)

Daily Schedules

The children's daily schedule is flexible enough to provide adaptability. Overnight schedules will be posted in sleeping areas.

Infant Schedule (Diaper checks are every 2 hours daily & Diaper/clothing changes when wet or soiled, as well as bottle feedings)

6:00 PM-7:00 PM Arrival of Evening Care Children
 7:00 PM-7:05 PM Handwashing
 7:05 PM-7:50 PM Dinner (based on child's dietary needs)
 7:50 PM-8:00 PM Clean-up snack/dinner, Diaper Checks/Handwashing
 8:00 PM-9:00 PM Age Appropriate Television and/or Indoor Activity
 9:00 PM-9:15 PM Preparation for Bed/Story Time/ Wash Up
 9:15 PM-9:30 PM Bedtime
 10:30 PM-10:45 PM Diaper Checks/Bottle Feeding/Handwashing
 12:30 AM-12:45 AM Diaper Checks/Bottle Feeding/Handwashing
 2:30 AM-2:45 AM Diaper Checks/Bottle Feeding/Handwashing
 4:30 AM-4:45 AM Diaper Checks/Bottle Feeding/Handwashing
 6:30 AM- Check out/Departure

Toddler/Twos Schedule

6:00 PM-7:00 PM Arrival of Evening Care Children
 7:00 PM-7:05 PM Handwashing
 7:05 PM-7:50 PM Dinner/Supervised free choice time
 7:50 PM-8:00 PM Diaper Checks/Toileting Older Children
 8:00 PM-9:00 PM Age Appropriate Television and/or Self-Selected Indoor Activity
 9:00 PM-9:15 PM Preparation for Bed/Story Time
 9:15 PM-9:30 PM Bedtime
 10:30 PM-10:45 PM Diaper Checks /Toileting Older Children/Handwashing
 12:30 AM-12:45 AM Diaper Checks /Toileting Older Children/Handwashing
 2:30 AM-2:45 AM Diaper Checks /Toileting Older Children/Handwashing
 4:30 AM-4:45 AM Diaper Checks /Toileting Older Children/Handwashing
 6:30 AM- Check out/Departure

A typical Preschoolers day would include

6:00 PM-7:00 PM Arrival of Evening Care Children
 7:00 PM-7:05 PM Handwashing
 7:05 PM-7:50 PM Dinner/Supervised free choice time
 7:50 PM-8:00 PM Bathroom Break
 8:00 PM-9:00 PM Age Appropriate Television and/or Self-Selected Indoor Activity
 9:00 PM-9:15 PM Preparation for Bed/Story Time
 9:15 PM-9:30 PM BedTime/ Bathroom Break/Handwashing
 10:30 PM-10:45 PM Toileting Older Children, if needed/Handwashing
 12:30 AM-12:45 AM Toileting Older Children, if needed/Handwashing
 2:30 AM-2:45 AM Toileting Older Children, if needed/Handwashing
 4:30 AM-4:45 AM Toileting Older Children, if needed/Handwashing
 6:30 AM- Check out/Departure

Staff/Child Ratios and Maximum Group Size

Per rule **5101:2-13-18 Group size and Ratios for a Licensed Family Child Care Provider**

- (1) Each child care staff member shall care for no more than six children at any one time. No more than three of those children may be under two years of age.
- (2) The family child care provider shall not exceed the license capacity at any time when caring for children during the provider's hours of operation.

Jegna Childcare will not exceed the following state required ratios as noted through ODJFS:

1:6 or 2:12 Infants (12 months-18 months)
 1:7 Toddlers (18 months-30 months)
 1:8 Toddlers (30 months to 36 months)
 1:12 Preschoolers (3 years- 4 years)
 1:14 Preschoolers (4 years until eligible for kindergarten)
 1:18 School-agers (eligible for school)

Meals and Snacks

Jegna Childcare will providedinner/snacks. All meals will be provided by Jegna Childcare until the 15th minute mark of each mealtime. Parent/Guardian are permitted to bring a meal in our home up the 20th minute mark of each mealtime, after that time your child must be fed before the Parent/Guardian departs.

Meals times are as followed: Dinner and/or Evening Snack at 7:05pm

*****Per Ohio Child Care Licensing in Appendix A to rule 5101:2-12-22-Achildcare center is required to uphold the below following meal and snack requirements:**

Center Hours of Operation	Meals and Snacks Available
4 to 8 hours per day	One of the following: • 1 meal and 1 snack • 1 meal and breakfast
More than 8 hours and fewer than 14 hours per day	One of the following: • 1 meal and 2 snacks • 1 meal and breakfast • 1 meal and 1 snack • 2 meals and 1 snack
More than 14 hours or overnight	breakfast, 2 meals and 2 snacks
After school for school children	1 snack

Note: No child shall go longer than 4 hours without being served a snack or meal, except when sleeping.

Each of the snacks will contain at least two nutritional foods. Dinners and Evening Snacks will meet all day care licensing Requirement and CACFP food requirements. Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.

Parent/Guardian- if it is your child's scheduled day to attend you must sign up or call your center before 11a to place their children's names on the meal list for dinner for the next day.

CACFP Nondiscrimination Statement:

"In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the bases of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of civil Rights, Room 326-W, Whitten building, 1400 Independence Ave, SW, Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TDD). USDA is and equal opportunity provider and employer."

Outdoor Play

There will be no outdoor play due to the non-traditional center hours.

Parent/Guardian Participation

Parent/Guardian are encouraged to participate whenever possible in the activities at the center and to attend all Parent/Guardian meetings. Parent/Guardian have access to all areas of the home utilized for weekend overnight childcare during hours of operation.

Other family members may volunteer their time at the center. However, we ask that management is notified before something is scheduled and planned with that family member.

All guests volunteering at the center will need to first check in with the office and sign in on the visitor log located outside of the office.

Administrators and staff members are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, Parent/Guardian are asked to make appointments with staff when it is necessary to engage in any lengthy conversations.

If Parent/Guardian have concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found:

1. Administrator –Monday-Friday 9:00 AM-6:00 PM
2. Owner or Advisory Board

Please feel free to bring concerns up when they occur. Often concerns can be addressed before they grow into bigger problems. Staff fully realizes that you are trusting us with your little ones and we want our relationship to be a good one. We operate with an open-door policy!

Tuition/Fees and Payment Policies

Full time (weekly basis) fee for families paying the full-time weekly rate is due on **Monday the 1st** day of the week childcare is provided. Children will not be left at our home unless full payment is received. In the event of illness, full payment is expected, except for an extended illness. An extended illness is considered to be an illness that keeps the child out of the center for more than 5 consecutive weekdays. Half payment is required for extended illnesses to maintain the child's space.

Title XX Co-Pay/Private Pay are due every Monday (1st Day of your child's attendance)

Private Pay Fees by Child's age as follows:

- *Infant Full time-\$196.54*
- *Infant Part time-\$126.05*
- *Toddler Full time-\$171.59*
- *Toddler Part time-\$101.02*
- *Preschool fulltime-\$147.07*
- *Preschool part time-\$63.73*
- *School age Full time-\$77.64*
- *School Age part-time-\$53.68*
- *Summertime School Age - \$134.36 Part-time \$87.34*

Full time is considered 25-60 hours a week

Part time is considered 8-24.9 hours a week

Hourly Rates are no longer available

All certified money orders are to be made payable to: **Jegna Childcare Center**. Our tax ID number is available upon request.

Registration Fee

N/A

Late Pick-up Charges

If a Parent/Guardian realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested at (614)496-4164 or (614) 207-2809. This is important as many children fear they have been forgotten when Parent/Guardian do not arrive at their usual time. A **late fee of \$1.00 per minute per child** will be charged for every minute after Mom/Dad's scheduled pick up time.

Vacations

The center must be notified of vacation dates at least two weeks in advance. Each child is granted five free vacation days (after 90 days of attendance). These days may be used individually or for an entire week. If the child is on vacation more than five days, the normal rate will be charged after the first week.

Holidays

Full tuition is due for any periods including holidays. Staff receives these days as paid holidays.

Delinquent Accounts/Returned Checks

We do not accept personal checks

Onsite Breastfeeding or Pumping:

Jegna Child Care is committed to providing a breastfeeding friendly environment for our enrolled children and staff. Jegna Child Care Center subscribes to the following policy:

Breastfeeding mothers shall be provided a place to breastfeed or express their milk.

Breastfeeding mothers, including employees, shall be provided a private and sanitary place (other than a bathroom) to breastfeed their babies or express milk. This area has an electric outlet, comfortable chair, and nearby access to running water.

A refrigerator will be made available for storage of expressed breast milk.

Breastfeeding mothers and employees may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.

Sensitivity will be shown to breastfeeding mothers and their babies.

The center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off

giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding.

Staff shall be trained in handling breast milk.

All center staff will be trained in the proper storage and handling of breast milk, as well as ways to support breastfeeding mothers.

The center will follow human milk storage guidelines from the American Academy of Pediatrics and Centers for Disease Control and Prevention to avoid waste and prevent food borne illness.

Enrollment:

Enrollment and Medical Statement will be in accordance with **Form JFS 01234** on the ODJFS website. The form shall be completed and on file 30 days prior to the child's first day of attendance and updated annually as needed.

Required enrollment information includes:

1. The child's name and birth date.
2. Home address.
3. Parent/Guardian Information.
4. Emergency Contacts.
5. Allergies, Special Health or Medical Conditions and Food Supplements
6. Diapering Statement
7. Emergency Transportation Authorization
8. Acknowledgement of Policies and Procedures
9. The date of the medical examination. **(Form JFS 01305)**
10. A statement that the child has been examined and is in suitable condition for participation in group care.
11. The signature, business address and telephone number of the physician, physician's assistant (PA), advanced practice registered nurse (APRN) or certified nurse practitioner (CNP) who examined the child.
12. A record of the immunizations that the child has had, specifying the month, day and year of each immunization. This record may be an attachment to the medical statement.
13. A statement from the physician, PA, APRN, or CNP that the child has been immunized or is in the process of being immunized against the diseases required by division 5104.014 of the Revised Code and found in Appendix A to this rule or a statement that the child meets one of the following:
 - a. A statement from a physician, PA, APRN, or CNP that an immunization against the disease is medically contraindicated for the child.
 - b. A statement from a physician, PA, APRN, or CNP that an immunization against the disease is not medically appropriate for the child's age.
 - c. A statement from the child's parent that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions

Care of Children without Immunizations

We must have immunizations on file 30 days prior to enrollment, as it relates to Rule 5101:2-12-15.

Arrival/Departure

Parent/Guardian are required to arrive with their child (ren) within one (1) hour of the scheduled time and to sign the child in on the clipboard by the door.

If your child has not beensigned in and /or a notification call has not been made to Jegna Childcare, then your child (ren) will be marked absent for that day.

Any special messages, special pickup notes, etc. are to be given to the administrator.

Children may not be dropped off at the entrance of the home or be sent inside alone.

Staff must be made aware of each child's presence before the parent/guardian/guardian departs.

Atthe time of pick up, Parent/Guardian are asked to make contact with their child's supervising staff member to ensure that staff are aware that the child has been picked up.

Parent/Guardian or designated persons are responsible for the supervision of their child before and after sign-in.

Release of a Child

Staff will release children only to persons on the release form provided by the parent/guardian/guardian. If an emergency arises, then the Parent/Guardian must provide a written, signed note giving them person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. **The children's safety is our priority!** Staff will not release children to anyone, including Parent/Guardian, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may deny Parent/Guardian access to their child without proper documentation.

Children Arriving to the Center from Other Programs

No other programs will be held at this time.

Supervision of Infants (When Applicable)/Toddlers/Preschoolers

At no time, will a child be left unattended. Staff will supervise children at all times, including nap time. If a child becomes ill, they may be isolated in a section of the home not in use, but within the sight and hearing of a staff member.

Supervision of School Age Children

School Age children may perform light household duties or use the restroom alone or in groups of no more than six children without adult supervision, as long as the following conditions are met:

- The children are within hearing distance of their staff member
- The staff member checks on them children regularly until they return
- The restroom is for the exclusive use of those enrolled in the weekend/overnight care. .
- One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically.

Guidance Policy

This discipline policy applies to all staff and Parent/Guardian while they are at the center. If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the Parent/Guardian and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the Parent/Guardian

prior to this occurring. If the child demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the Parent/Guardian and would be consistent with the requirements of **Rule 5101: 2-12-19 OAC**.

According to Rule **5101:2-12-19**, all employees shall follow Appendix A to this rule regarding guidance techniques to be used with children. The center shall communicate and consult with the parent prior to implementing a specific behavior management plan. This plan shall be in writing and signed by the parent and shall be consistent with the requirements of this rule.

Jegna Childcare staff will use the following techniques or practices as a means to guide or discipline children. Any technique or practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident.

1. Setting clear limits.
2. Redirecting to an appropriate activity.
3. Showing positive alternatives.
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior.
6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
7. Separation from the situation, if used, shall last no more than one minute per each year of the child's age and shall not be used with infants. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.
8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

Jegna Childcare staff believe that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect.

The Staff will not:

1. Abuse, endanger or neglect of children, including shaking a baby.
2. Utilize cruel, harsh, unusual, or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children.
5. Use physical restraints on a child.
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control. O
 - a. Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
 - b. Prone restraint includes physical or mechanical restraint.
7. Place children in a locked room or confine children in any enclosed area.
8. Confine children to equipment such as cribs or high chairs.
9. Humiliate, threaten or frighten children.
10. Subject children to profane language or verbal abuse.
11. Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.
12. Punish children for failure to eat or sleep or for toileting accidents.

13. Withhold any food (including snacks and treats), beverages or water, rest or toilet use.
14. Punish an entire group of children due to the unacceptable behavior of one or a few.
15. Isolate and restrict children from any or all activities for an extended period of time.

Food Supplements or Modified Diet

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this. Jegna Childcare Center **DOES NOT** provide substitute meals for food allergies. Parent/Guardian must provide the food substitutions monthly menus will be provided to Parent/Guardian upon request.

Management of Illnesses

Jegna Childcare provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health.

We ask that you not bring a sick child to the center. They will be sent home!

Please also plan ahead and have a backup care plan in place if you are not able to take time off from work/school.

According to **Appendix B to Rule 5101:2-12-16**, a child with any of the following signs and/or symptoms of illness shall be immediately isolated and discharged to his Parent/Guardian or person designated by the Parent/Guardian:

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary(armpit)) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.

- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Communicable Diseases

According to **Rule 5101:2-12-16 (D)**, any child enrolled and attending the center with signs and/or symptoms of illness listed in Appendix B to this rule shall be immediately isolated and discharged to his parent/ guardian or person designated by the parent or guardian.

- Within sight and hearing of a staff member at all times.
- Cared for in another room or portion of a room away from other children.
- Provided with a cot and made comfortable. After use, the cot shall be sanitized with an appropriate germicide sanitizing agent, or if soiled with blood, feces, vomit or other body fluids, the cot shall be cleaned with hot, soapy soap and water and sanitized with an appropriate germicide. bleach solution which is prepared on a daily basis, or other acceptable disinfectant solution which is environmental protection agency (EPA) rated as hospital disinfectant with a label claim for Micro-Bactericidal activity.

The center shall implement the following preventative practices for the management of communicable disease on a daily basis:

- The center administrator shall ensure that training is provided for all staff in the process of hand washing and diapering. Employees shall also be provided with training on basic standard precautions as outlined in rule **5101:2-12-13** of the Administrative Code.
- The center administrator shall ensure that staff are following procedures described in paragraph **(E)(1)** of this rule.

The center shall release employees who have a communicable disease or who are unable to perform their duties due to illness.

The center shall notify Parent/Guardian, within the next day of center operation, when their child has been exposed to a communicable disease.

Any child (ren) demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The Parent/Guardian will be notified.

If a child does not feel well enough to participate in center activities the Parent/Guardian will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

Parent/Guardian will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

Accidents/Emergencies

The center has devised several procedures to follow in the event that an emergency would occur while a child is in our care.

- In the event of a fire or tornado, staff would follow the written instructions posted in each sleeping area, describing emergency evacuation routes and the procedures to be followed to ensure that children have arrived at the designated spot.

In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills.

A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parent/Guardian will also be contacted as soon as possible to come to pick up your child. If a Parent/Guardian cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event, there would be an environmental threat or a threat of violence;

- The staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the Parent/Guardian as soon as the situation allows.
- An incident report will also be provided to the parent/guardian.

There is always one staff member present that has received training in First-Aid/Communicable Diseases and CPR.

In the case of a minor accident/injury:

- The staff will administer basic First Aid and TLC.

If the injury/illness would be more serious:

- First aid would be administered, and the Parent/Guardian would be contacted immediately to assist in deciding an appropriate course of action.

If any injury/illness is life threatening:

- EMS will be contacted, Parent/Guardian will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only Parent/Guardian or EMS will transport. An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur:
 - The child has an illness, accident, or injury which requires First Aid
 - The child receives a bump or blow to the head
 - The child must be transported by emergency squad, or
 - An unusual or unexpected event occurs which jeopardizes the safety of the child.
 If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 days of the incident.

Emergencies

General emergencies include:

1. Any threats to the safety of children due to environmental situations or threats of violence;
2. Natural disasters such as fire, tornado, flood, etc.;
3. Loss of power, heat, or water.

"Serious incident, injury, or illness" includes any situation occurring while a child is in care of the center, that requires emergency medical treatment or professional consultation or transportation for emergency treatment.

A fire and weather alert plan shall also be posted in occupied area, and other spaces used by the children and shall include a diagram indicating evacuation routes.

In the event of a tornado, the children will assemble at the center of the home in restrooms.

In the event of evacuation, the children will resume at the assemble in front of Jonell Lane.

In the event that we may have to evacuate away from the building the children and stay safe spot (Please see your centers Evacuation Plan posted in occupied areas on the wall near the door)

If a child is transported for emergency treatment, the child's health and medical records required by rules 5101:2-12-37 and 5101:2-12-38 of the Administrative Code shall accompany the child.

The center administrator or a childcare staff member shall stay with the child until the Parent/Guardian assumes responsibility for the child's care.

Medications

All Jegna Childcare Centers are medicine free centers, which means we will not administer medications to your child.

Medications may NOT be stored in a child's cubby or book bag. The only exception to this requirement is for School Age children that require the immediate use of an inhaler for a medical condition. School Aged only will be permitted to maintain control of their inhalers. **JFS 01268** (6/2005) Page 16 of 21

Parent/Guardian must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times, it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

Prescription Medications

No Medications will be administered. Center Administrators will call 911, then Parent/Guardian. A staff member will remain with your child until paramedics arrive to the daycare center.

Food Supplements or Modified Diets

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this. Jegna Childcare Center **DOES NOT** provide substitute meals for food allergies. Parent/Guardian must provide the food substitutions monthly menus will be provided to Parent/Guardian upon request.

Field Trips/Transportation of Children

The center will not transport children in emergency situations. If a child requires transportation, the Parent/Guardian or the emergency squad will be contacted.

Water Activities/Swimming

There will be no water activities or swimming.

Infants Care (12 months to 18 months)

At no time, will a child be left unattended. Staff will supervise children at all times, including nap time. If a child becomes ill, they may be isolated in a section of the home not in use, but within the sight and hearing of a staff member.

According to rule **5101:2-12-23**, the center shall:

- Allow infants to safely and comfortably sit, crawl, toddle, walk and play according to the infant's stage of development.
- Remove each infant from the crib, swing, infant seat, exercise seat or other equipment throughout the day for individual attention.
- Provide each non-crawling infant the opportunity for tummy time each day.
- Maintain a daily written record for each infant that is provided to the infant's parent or person picking up the infant on a daily basis. The record shall include the following information:
 - Food intake.
 - Sleeping patterns.
 - Times and results of diapers. Diapers and clothing will be changed immediately when wet or soiled.
 - Information about daily activities

Each infant shall be removed from his or her cot for all feedings. Infants will be held or fed sitting up for bottled feedings. At no time shall a bottle be propped for an infant.

We will, prepare and serve infant food in a manner appropriate to the developmental needs of each child. The center shall introduce new foods only after consultation with the parent. The center shall comply with written feeding instructions from the infant's parent, physician, physician's assistant, or certified nurse practitioner (CNP) which shall include the following:

- Type of food and/or formula/breast milk.
- Amount of food and/or formula/breast milk.
- Feeding times or frequency of feedings.

We require the parent to update the written feeding instructions as needed.

Not feed any foods, other than formula or breast milk, to infants under four months of age, unless there is written documentation on file from a physician, physician's assistant or CNP.

Ensure that formula, breast milk, or other liquids in a bottle are not heated in a microwave oven.

- If formula or breast milk is to be warmed, bottles shall be placed in a container of water not hotter than one hundred twenty degrees or be placed in a commercial bottle warmer. The container of water shall be kept out of reach of children and shall be emptied and cleaned each day. The bottle shall be shaken well, and the formula or breast milk temperature tested before feeding.
- Frozen breast milk shall be thawed under cold running water or in the refrigerator.
- Ensure that the unused portion of formula, breast milk or food remaining in a container from which the infant has been directly fed shall not be reheated or served again.
- Store, prepare and serve food, formula and breast milk in a safe and clean manner.
- If we prepare infant formula, we shall do so according to the manufacturer's instructions or instructions from the infant's physician, physician's assistant or CNP.
- Ensure that open containers of ready-to-feed and concentrated formula shall be covered, dated and refrigerated according to the manufacturer's instructions. Prepared formula and food shall be discarded or sent home daily if not used.

- Label all bottles or prepared food with the infant's name and date of preparation. All formula shall be refrigerated immediately after preparation or upon arrival if the formula is prepared by the parent. All commercially prepared food shall be stored according to the manufacturer's instructions and not served after the expiration date.
- Ensure that if breast milk is provided by the parent, it shall be labeled with the infant's name, the date pumped, and the date the bottle was prepared. We shall follow the chart in Appendix A to this rule for storing breast milk.

We will not be laundering any clothes onsite. Soiled diapers or clothing will be sent home with a parent. We will store the diapers or clothing for no longer than one day in an individual covered container or plastic bag away from the child's belongings and out of the reach of children.

We will store soiled disposable diapers in a plastic-lined covered container that prevents hand contamination and is not easily accessible to children and discard diapers daily or more frequently as needed to eliminate odor.

Napping and Resting

According to rule **5101:2-12-20**, the center shall:

- Provide a quiet space for children to rest, nap or sleep,
- Nap and rest time will be in accordance with the developmental needs of the child.
- Sleeping areas will be lighted to allow visual supervision of all children at all times.
- Any child who does not fall asleep during the designated nap/sleep time will have the opportunity to engage in quiet activities.
- Cots or mats will be individually signed, cleaned and sanitized in accordance with Appendix A to rule **5101:2-12-13** of the Administrative Code and before reassignment to another child.
- The cot will stand at least three inches and no more than eighteen inches off the floor. The cot will be firm enough to support the child but shall be resilient under pressure. Each cot will be at least thirty-six inches in length and at least as long as the child assigned to the cot is tall.
- We will need written permission for infants twelve months or older from Parents/Guardians to use a cot.

Evening and Overnight Care

According to **5101:2-12-21**, we will:

1. Remain awake at all times and will supervise sleeping children pursuant to rule 5101:2-12-19 of the Administrative Code.
2. Provide adequate lighting indoors in all areas, including bathrooms, hallways, and sleeping rooms to ensure that childcare staff members are able to see all children at all times. The center shall ensure that parking areas, outdoor walkways, and all building entrances be adequately lighted for adequately lighted for safety and security.
3. The center shall ensure that anyone on the premises during evening and overnight care hours shall be limited to persons authorized by the administrator or owner and parents and guardians of children in care.
4. Each child in care during evening and overnight hours shall be provided with an individual crib, cot, or mat in accordance with rule **5101:2-12-20** of the Administrative Code.
5. The center shall develop bedtime routines in consultation with the parents of the children.
6. The center shall provide a written security plan that ensures that access to the center is limited to parents and guardians of children in care and authorized persons.
7. The center shall ensure that children are supervised at all times during the limited access hours. The plan shall ensure the supervision of the children.
8. The center shall provide sleeping arrangements so that sleeping children are cared for separately from children who are awake, and so that sleeping children are not disturbed by arrivals and departures.
9. The center shall ensure areas where children sleep during evening and overnight care are on the building's ground floor unless another floor has been approved for the care of sleeping children by the local fire official having jurisdiction.
10. We will have activities before bedtime which will allow children's individual choices and needs. Activities may include meals, play, relaxation and personal grooming.
11. We will ensure that each child who sleeps at the center for four or more hours has clean comfortable sleeping clothes.
12. Ensure that child care staff members assist children during washing and changing clothes according to children's developmental needs.
13. Separate school-age boys from school-age girls during washing and while changing clothes to ensure privacy.
14. Change bed linens weekly, when soiled, and when assigned to a different child.
15. Ensure each child has a clean, individual washcloth, towel and toothbrush, as appropriate for the age of the child, labeled with the child's name and stored in a sanitary manner.
16. Provide children access to running water, liquid soap and toothpaste.
17. We will not offer bathtubs ad shower use at this time

Inclement Weather

On rare occasions, it may be necessary to close the center due to poor weather conditions. We will make every effort to open our doors at the normal time. If circumstances should arise, contact your center, tune into 10TV for closing information and/or listen to radio station 107.5 FM. On these occasions, regular payment is expected.

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

School Delays/Cancellations

Our program will operate a full day program for School Aged children when schools are closed for vacations, delays or cancellations. School Aged children shall NOT be permitted to stay at the center due to missed buses, suspension from school, or sickness, during regular scheduled school hours

Substitute/Child Care Staff Member Pursuant to 5101:2-13-08

Child Care Staff Member

1. Meet all of the requirements detailed in Appendix A to this rule.
 - a. Be at least eighteen years of age.
 - b. Provide verification of a high school education, a high school diploma or general educational development (GED) in accordance with the guidelines in Appendix A of rule **5101:2-13-07** of the Administrative Code.
 - c. Meet the eligibility for employment criteria based on the background check requirements pursuant to rule **5101:2-13-09** of the Administrative Code.
 - d. Provide a medical statement that meets the requirements detailed in Appendix B to rule **5101:2-13-02**.
 - e. Annually sign and submit the JFS 01328 "Statement of Nonconviction for Child Care" (rev. 12/2016).
 - f. Complete a Bureau of Criminal Investigation (BCI) and federal bureau of investigation (FBI) criminal records check and results returned to the appropriate agency prescribed in rule **5101:2-13-09** of the Administrative Code.
 - g. Have not had a prohibited offense as required by rule **5101:2-13-09** of the Administrative Code.

- h. Provide a safe and healthy environment when children are present.
- i. Ensure that any individuals whose behavior or health endangers the health, safety and wellbeing of children are not present while child care is being provided by the substitute.
- j. Provide verification of the child care staff member's current certification in first aid and cardiopulmonary resuscitation (CPR).

If the we choose to utilize a substitute, the substitute shall:

- 2. Meet all of the requirements detailed in Appendix B to this rule.
 - a. Be at least eighteen years of age.
 - b. Provide verification of a high school education, a high school diploma or general educational development (GED) in accordance with the guidelines in Appendix A of rule **5101:2-13-07** of the Administrative Code.
 - c. Meet the eligibility for employment criteria based on the background check requirements pursuant to rule **5101:2-13-09** of the Administrative Code.
 - d. Provide a medical statement that meets the requirements detailed in Appendix B to rule **5101:2-13-02**.
 - e. Annually sign and submit the JFS 01328 "Statement of Nonconviction for Child Care" (rev. 12/2016).
 - f. Complete a Bureau of Criminal Investigation (BCI) and federal bureau of investigation (FBI) criminal records check and results returned to the appropriate agency prescribed in rule **5101:2-13-09** of the Administrative Code.
 - g. Have not had a prohibited offense as required by rule **5101:2-13-09** of the Administrative Code.
 - h. Provide a safe and healthy environment when children are present.
 - i. Ensure that any individuals whose behavior or health endangers the health, safety and wellbeing of children are not present while child care is being provided by the substitute.
 - j. Provide verification of the child care staff member's current certification in first aid and cardiopulmonary resuscitation (CPR).
- 3. Complete the staff orientation training as prescribed by the Ohio Department of Job and Family Services (ODJFS) within thirty days of starting employment unless the child care staff member has documentation of completion of the training after December 31, 2016. Substitutes employed prior to the effective date of this rule shall complete the orientation by January 1, 2018.
- 4. Follow all of the requirements in rule **5101:2-13-19** of the Administrative Code.
- 5. Substitute child care shall occur only in the family child care home to which the children are authorized.

Involuntary/Voluntary Withdrawals

Parent/Guardian wishing to withdrawal their child (ren) may do so at any time. A one-week notice, in writing, is appreciated. Jegna Childcare reserves the right to withdraw or disenroll a student immediately at Center Administrators discretion. Some examples of reason for disenrollment are:

- Parent/guardian/Guardian or child's behavior is harmful to staff and other children at the center
- Necessary documents needed have not been received in a timely manner
- Lack of attendance with no communication from the parent/guardian/guardian and etc.

Parent/guardian/Guardian will be notified in writing of termination. All items belonging to your child will only be held for maximum of 10 days, at that time Jegna Childcare reserves the rights to discard any left at the center.

Child Abuse Reporting

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they MUST make a report to the local Children's Services Agency. The safety of the children is always our first concern

Formal Assessments

Due to the nature of our non-traditional hours, we will not be conducting formal assessments or program reports.

Required Information JFS 01237

Required information listed on the JFS 01237 will be given a copy to all Parent/Guardian upon enrollment and a copy shall be found at entrance of building posted on wall, next to center license.

Required Information JFS 08087

Required information listed on the JFS 08087 will be given a copy to all Parent/Guardian upon enrollment and a copy shall be found at entrance of building posted on wall, next to center license.

Jegna Childcare Parent/Guardian Orientation & Checklist

Parent/Guardian, after reading the handbook and completing orientation please sign and return this page to the administrator. This is due before the child attends the center. Please feel free to ask the administrator questions about any of the policies in the handbook.

_____ I acknowledge that I have received a copy of the Parent/Guardian handbook for JCC and have had the policies reviewed with me. I agree to follow all policies outlined within.

_____ I understand that Jegna Childcare operates from Friday-Sunday 7:00 PM-6:00 AM. Jegna Childcare will only provide childcare for max daily 10 hours daily, if you are in need of more than 10 hrs. you must turn in a school/work paperwork to the Center Administrator for approval. If not after 10 hours a late fee of \$1.00 per child per minute will apply.

_____ I understand that if I am a Variable Schedule Parent/Guardian (meaning non-set hours) I must provide documentation to JCC of a current work/school schedule. We must know if all schedule changes. If JCC staff has no current schedule, then childcare service will be refused until a current schedule is received.

_____ I understand that Private Pay Tuitions and Title XX Weekly Co-Pays are due on the Monday of every week. I understand No Payment, No Childcare Services

_____ I understand that JCC is unable to bill ODJFS Title XX for any outside appointments that are not covered under the Case Name assigned. Should I need coverage outside of my allotted scheduled hours, I must see an Administrator for private pay rates.

_____ I understand that if my child is not in attendance or I have not notified JCC at (614) 496-4164 or (614) 207-2809 within one (1) hour my scheduled attendance time, then my child will be marked absent for that day. Please call your center's telephone number.

_____ I authorize JCC to have video/photograph permission of my child and myself. I understand that those video/photographs may be used for website and/or media promotion.

_____ I understand that if I do not pick my child up on time I will be subject to pay the designated late fee (\$1.00 per minute per child) before my child can return. Late fee amount must be paid within 10 (ten days) of the late fee date.

_____ I understand that my child (ren) will need to arrive before the 15th minute of each meal time to be served by JCC Staff and if my child (ren) attends 7 hours or more they will only be served one (1) meal along with snacks that day.

Signature of Parent/Guardian

Date

Hello Parent/Guardian(s),

Welcome to Jegna Childcare; as the Owner, I am asking you to write in the space below a brief summary of your expectations of the JCC staff. In order for our staff to have a better understanding of your child(ren) needs, please return this completed form within 48 hours of your child (ren) first scheduled day of attendance.

Thank you in advance for your cooperation and participation.

Justin and Keshia Oliver

My Expectations of Jegna Childcare Center are:

Jegna Childcare Expectation of Enrolled Student's Family(s): Is to be respectful, responsible and actively involved in your child's day to day attendance, along with our staff to ensure a happy productive day. By providing your child's basic needs, communicating with staff, making sure your child is in attendance regularly based on your scheduled days. We hope that we will exceed your expectations at the end of each day by returning your child back to you in the same condition, if not better through a day that has been filled with fun while academically challenging them as well.

Created 06/2019

Hello,

Please see below requested information:

Number of children that will be in your care (and their ages)

- Each child care staff member shall care for no more than six children at any one time. No more than three of those children may be under two years of age.
- It is too early to tell the number of children we will have in our care. The maximum number of children that can be cared for in a Type A home is 12.
 - The square footage of our addition, which will be used for child care is 216 square feet. Based on ODJFS square footage policy, we would be able to have 6 children sleeping in that space.
- We will service ages 12 months to 12 years.

Marketing plan for recruiting clients

- Word of mouth
- ODJFS website

The number and ages of your own children who currently live in the home

- None

Basic site layout of house and where children will sleep, etc.

- Please see attached. According to rule **5101:2-13-11 Indoor and Outdoor Space Requirements for a Licensed Family Child Care Provider**, There shall be at least thirty-five square feet of usable wall-to-wall indoor floor space per child for the total number of children who are present at one time.

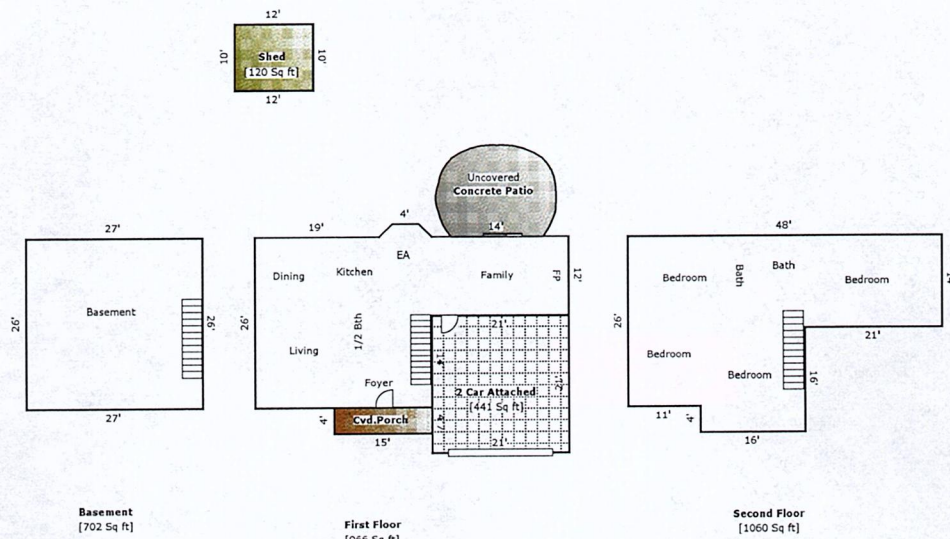
Staffing detail (including confirmation that no additional employees will be in the house and that you and your husband will be able to provide for the number of children in your care per state regs)

- According to rule **5101:2-13-08 Employees, Child Care Staff Members and Substitute Responsibilities and Qualifications for a Licensed Family Child Care Provider, of the ODJFS E-Manual, we are allowed to have substitute caregivers in the home as long as the meet the ODJFS requirements, which is attached**, Appendix B to Rule 5101:2-13-08
 1. Be at least eighteen years of age.
 2. Provide verification of a high school education, a high school diploma or general educational development (GED) in accordance with the guidelines in appendix A of rule 5101:2-13-07 of the Administrative Code.
 3. Meet the eligibility for employment criteria based on the background check requirements pursuant to rule 5101:2-13-09 of the Administrative Code.
 4. Provide a medical statement that meets the requirements detailed in appendix B to rule 5101:2-13-02.
 5. Provide a safe and healthy environment when children are present.
 6. Ensure that any individuals whose behavior or health endangers the health, safety and wellbeing of children are not present while child care is being provided by the substitute.

Building Sketch

D.1.h

Borrower/Client	Keshia R & Justin E Oliver			
Property Address	414 Jonell Lane			
City	Reynoldsburg	County	Franklin	State OH Zip Code 43068
Client	ACT Appraisal			



TOTAL Sketch by a la mode, inc.

Area Calculations Summary

Living Area	
First Floor	966 Sq ft
Second Floor	1060 Sq ft
Total Living Area (Rounded):	2026 Sq ft
Non-living Area	
Shed	120 Sq ft
2 Car Attached	441 Sq ft
Cvd.Porch	60 Sq ft
Concrete Patio	226.08 Sq ft
Basement	702 Sq ft