



## Child Care Manual Procedure Letter No. 142

**TO:** All Child Care Manual Holders

**FROM:** Kimberly Hall, Director

**SUBJECT:** Transitional Pandemic Step Up To Quality Assessment of Instructional Time and Revised JFS 01369

### **Background:**

Step Up To Quality (SUTQ) program standards are set forth in rule 5101:2-17-01 of the Ohio Administrative Code (OAC) for one to five-star ratings.

Due to the Governor's current State of Emergency resulting from the COVID-19 pandemic, child care programs have been operating under lower ratios. On August 9, 2020, child care programs will be permitted to resume to pre-pandemic ratios if they so choose.

Current rule requires each classroom to have a minimum of three and one-half hours daily of instructional time with a Lead Teacher. When ratio requires two teachers in a classroom the Lead Teacher meets the lead teacher educational requirements.

### **New Policy:**

The following new procedure will be effective August 9, 2020 and will stay in effect until the Governor lifts the State of Emergency.

In the event a classroom with a Lead Teacher and Assistant Teacher has divided into two classes in order to maintain a lower ratio and group size, the Assistant Teacher may be used to meet the instructional time requirements. The Lead Teacher must partner with the Assistant Teacher on the activity plan for the children and ensure that all other SUTQ standards are met.

This option is not available if a program follows regular licensing ratio requirements pursuant to Chapter 5101:2-12 of the OAC or SUTQ ratios for 4- or 5-star points.

### **The following form has been revised:**

The JFS 01369 "Records Transfer Policy/Request for Two to Five- Star Ratings for Step Up To Quality (SUTQ)" is one of the forms used by ODJFS staff to ensure programs/providers are in compliance with the program standard for transitioning children.

Wording has been added to remind programs their transition policy must include how the parents indicate which records will be shared during the transition.

Please contact the Child Care Policy Helpdesk at 1-877-302-2347, option 4, if you have any questions.

Ohio Department of Job and Family Services  
**RECORDS TRANSFER POLICY/REQUEST FOR TWO TO FIVE-STAR RATINGS  
 FOR STEP UP TO QUALITY (SUTQ)**

Program/Provider Name	Program Number	Date
<p>This is a sample form to meet the requirement of the Sub-Domain: Transitions. Two to five-star rated programs/providers must complete the following information about its policy on transferring children's records to a new setting at the family's request and with written consent. The policy must include how the parents indicate which records will be shared during the transition.</p>		
<p>What is the program's procedure for obtaining family consent to release children's records to a new setting?</p>		
<p>What is the program's procedure for transferring records that the program and parents have determined to share during the transition?</p>		
<p><i>Programs can use this sample form to obtain family consent to release children's records to a new setting and to determine which records to share during the transition.</i></p>		
Program Name	Program Number	Date
Child's Name		
Name of new program/setting to which the records are to be released		
Parent/Guardian's Name		
Parent/Guardian's Signature		
Date signed		