

Certified Child Care Center Health & Safety Review Checklist

License Number: _____ Expiration Date: _____
 Visit Date: _____
 Licensing Specialist: _____ Phone # _____

New Facility Renewal Re-Open Change of Ownership Visit #: _____

Facility Name: _____
 Facility Address: _____
 Phone Number: _____ Fax Number: _____
 Owner: _____
 Site Director: _____ Registry Expiration Date: _____
 Site Coordinator: _____ Registry Expiration Date: _____
 Multi-Site Coordinator: _____ Registry Expiration Date: _____
 Email Address: _____

Hours of Operation

Mon: _____ - _____ Tu: _____ - _____ Wed: _____ - _____ Th: _____ - _____
 Fri: _____ - _____ Sat: _____ - _____ Sun: _____ - _____

Ages served: _____ Ratio Table A B Capacity: _____

Exception and Conditions: Yes No Existing Facility/Continuous Operation

Building Dept. and/or Planning & Zoning Approval (if applicable): Date: _____

Environmental Health Specialist Approval: Date: _____ Fire Marshal Approval: Date: _____

Floor Plan Submitted Management List Submitted Employee List Updated 2nd Adult on Site or plan

Room	Room Use	Square Footage/Actual Capacity	Licensed Capacity

Number of Toilets: _____ Handwashing Sinks: _____ Outdoor Square Footage: _____ Licensed Capacity: _____

Note: Licensed capacity is determined by actual capacity, ages of children using a room, and by availability of the room at all times. Limits set by other agencies may also apply.

Room use changes submitted in writing: Yes No Floor Plan Submitted

Changes Approved: _____

Certification changes submitted in writing: Yes No

Changes Approved: _____



In Compliance	Not in Compliance	Discussed Only	Rule Number	Requirement
Required Postings and Available Information				
			0030(1)	The operator shall display the following near the entrance, or in some other area of the center, where they may be clearly viewed by parent(s) of children in care:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(1)(a)	<ul style="list-style-type: none"> The most current certificate issued by OCC.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(1)(b)	<ul style="list-style-type: none"> Name of the director and/or the substitute director.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(1)(c)	<ul style="list-style-type: none"> Notice of planned field trips away from the immediate neighborhood, showing the date and place of each excursion
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(1)(d)	<ul style="list-style-type: none"> The current week's menu for all meals and snacks, if meals are provided by the center. Any substitution shall be recorded on the menu.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(1)(e)	<ul style="list-style-type: none"> A notice that the items identified in section (2) of this rule are available for review on request.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(1)(f)	<ul style="list-style-type: none"> Information on how to report a complaint to OCC regarding certification requirements.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(1)(g)	<ul style="list-style-type: none"> Notice that custodial parents have access to the center during the hours of operation and without advance notice.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(1)(h)	<ul style="list-style-type: none"> Notice of center closures (vacation days, holidays, etc.).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(1)(i)	<ul style="list-style-type: none"> The Early Learning Division Website [www.oregonearlylearning.com] and phone number [1-800-556-6616], and a statement advising parents that they can access information about their child care provider on the child care safety portal.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0205(7)(b)	The operator must post the most recent lead test results summary provided by OCC in an area of the facility where the summary can be clearly viewed by parents. The operator must post the lead test results summary immediately after receiving the summary from OCC.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0330(1)	A center shall have a written policy on guidance and discipline of children. The policy shall be posted in the center.
			0030(3)	The operator shall have available for review on request:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(3)(a)	<ul style="list-style-type: none"> A copy of OAR 414-300-0000 through 414-300-0415, Rules for the Certification of Child Care Centers.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(3)(b)	<ul style="list-style-type: none"> The most recent OCC, sanitation, and fire safety inspection reports.

			0030(8)	The following information shall be in writing and made available to staff, OCC, and to parent(s) at the time of enrollment:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(8)(a)	<ul style="list-style-type: none"> Name, business address, and business telephone number of the person(s) who have immediate responsibility for the daily operation of the center.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(8)(b)	<ul style="list-style-type: none"> Guidance and discipline policy.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(8)(c)	<ul style="list-style-type: none"> Arrival and departure procedures.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(8)(d)	<ul style="list-style-type: none"> Emergency plan, as specified in OAR 414-300-0170(3).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(8)(e)	<ul style="list-style-type: none"> Procedures for field trips.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(8)(f)	<ul style="list-style-type: none"> Information on transportation, when provided by the center.
Record Keeping				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(11) (PR)	Facilities must have parent(s) or guardian(s) of each child enrolled in the center, sign a declaration form approved by the Office of Child Care verifying they have reviewed a copy of the current license certificate. The declaration shall be updated any time there has been an exception or condition added to the license.
			0040(6)	The operator shall obtain the following written authorizations from parent(s) of each child before admission:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0040(6)(a) (PR)	<ul style="list-style-type: none"> Permission for the center to obtain emergency medical treatment for the child
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0040(6)(b) (PR)	<ul style="list-style-type: none"> Permission for the center to call an ambulance or take a child to an available physician or medical treatment facility.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0040(6)(c)(A) (PR)	<ul style="list-style-type: none"> Approval when applicable for: Participation in field trips.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0040(6)(c)(B) (PR)	Approval when applicable for: Participation in swimming or wading activities, both on and off the premises of the center.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	00350(4) (PR)	If transportation is provided between the center and the child's school or other destination, the center shall have in writing an acknowledgment from the parent(s) that they are aware of the time of day their child is to be picked up and/or delivered by the center. If the pick-up schedule results in children being unsupervised at school or other location, the center shall notify parents of this fact.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0040(7) (PR)	A center shall maintain separate information and authorization forms on each child in care.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)	The operator shall keep all records, except those specified in OAR 414-300-0060(1)(d)(F) and 414-300-0060(1)(e), for at least two years, and staff and children's records for two years after termination of employment or care. These records shall be available at all times to OCC:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(c)	<ul style="list-style-type: none"> • Personnel record for each staff, which shall include:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(c)(A)	<ul style="list-style-type: none"> ○ Name, address and telephone number of staff.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(c)(B)	<ul style="list-style-type: none"> ○ Position in center.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(c)(D)	<ul style="list-style-type: none"> ○ Verification that the staff is currently enrolled in the Central Background Registry (CBR).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(c)(E)	<ul style="list-style-type: none"> ○ Statement of the staff's duties.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(c)(F)	<ul style="list-style-type: none"> ○ Record of current health-related training, such as CPR, Life Support, Life Saving, and First Aid, and current food handler certifications, as appropriate.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(c)(G)	<ul style="list-style-type: none"> ○ Driving record, driver's license number and expiration date if the person is to transport children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(c)(H)	<ul style="list-style-type: none"> ○ Documentation of dates and participation in orientation, training, and staff development activities, as required in OAR 414-300-0120.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0080(9)(d)	<ul style="list-style-type: none"> • The substitute director shall: Have on file documentation of an orientation and training in these administrative rules and the functions and duties of a director.
			0060(1)(d)	<ul style="list-style-type: none"> • A written record of:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(d)(A)	<ul style="list-style-type: none"> ○ Participation in field trips.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(d)(B)	<ul style="list-style-type: none"> ○ A death of or injury to a child, as specified in OAR 414-300-0030(5)(a).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(d)(D)	<ul style="list-style-type: none"> ○ Dates and times of the practices of emergency procedures.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(d)(E)	<ul style="list-style-type: none"> ○ Medications dispensed, as specified in OAR 414-300-0230(1)(d).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(d)(F)	<ul style="list-style-type: none"> ○ Meals and snacks provided by the center for the previous three weeks.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(d)(G)	<ul style="list-style-type: none"> The program of activities for each group of children, as specified on the certificate issued by OCC.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(d)(H)	<ul style="list-style-type: none"> The daily schedule for each group of children, as specified in OAR 414-300-0290.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0070(11)	The center shall have a written plan to ensure that individuals who are not enrolled or conditionally enrolled in the CBR and are on the child care premises shall not have unsupervised access to children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0070(12)	The center shall maintain a log of arrival and departure times of all individuals 18 and older who are not enrolled or conditionally enrolled in the CBR and enter the center while child care children are present, excluding persons authorized to drop off and pick up a child care child.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0080(7)	The director must have completed OCC approved health and safety training.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0120(4)	Key people in food preparation must have food handler certification, pursuant to ORS 624.570, within 30 days of employment or have current certification on file. Food handler's training must be kept current during employment at the center. Key people include cooks, kitchen staff who handle food, and classroom staff who serve meals from a communal source.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0120(5)	The director, head teacher, and all teachers shall participate yearly in at least 15 clock hours of training or education related to child care, of which at least eight clock hours shall be in child development or early childhood education. The annual 15 clock hours of training or education must include OCC approved health and safety training curriculum. If an individual has worked in the facility less than a year, the training requirements will be prorated as follows: At least 1.25 clock hours for each month worked in the current license period.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0120(9)	All staff, with the exception of Aide I's, who count in staff to child ratios must complete OCC approved training on recognizing and reporting child abuse and neglect, and health and safety training, prior to having unsupervised access to children and functioning in their position. Aide I's must complete the training within the first 30 days of employment.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0205(7)(a)	<ul style="list-style-type: none"> The operator must keep a copy of the most recent lead test results on-site at all times.
Physical Setting				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0140(1)	There shall be a minimum of 35 square feet of indoor activity area per child. Space considered in determining the facility capacity shall be available for use by children at all times, shall be used exclusively for child care during the hours of operation and shall be determined on a room-by-room basis. The following shall not be counted as part of the 35 square feet per child requirement: heating units; storage areas; teachers' desks; large permanent equipment; any space not useable by children. Cribs will be counted as useable space if the space underneath the cribs is accessible to children.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0140(3)	In a room used by more than one group of children not yet attending kindergarten, the area occupied by each group shall be defined by use of portable or permanent room dividers or program equipment that stand above the eye level of the children who use the area. Rooms used only for large group activities (e.g., eating, napping, large muscle activities) are exempt from this requirement.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0140(4)	Storage space shall be available for each child's clothing and personal possessions.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0140(5)	Storage space shall be available for play equipment, teaching equipment and supplies, records and files, cots, mats, and cleaning equipment and supplies.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0150(2)	There shall be at least 75 square feet of outdoor space for each child using the area at one time. In centers where groups of children are scheduled at different times for outdoor play, there shall be 75 square feet times one third of the center's capacity, if permitted by local zoning regulations.
			0150(3)	The outside activity area shall:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0150(3)(a)	<ul style="list-style-type: none"> Be suitably surfaced. All pieces of playground equipment shall be surrounded by a resilient surface of an acceptable depth or by rubber mats manufactured for such use, according to standards of the US Consumer Product Safety Commission. <p>Ground Cover Type: _____</p> <p>Acceptable depth: <input type="radio"/> Yes <input type="radio"/> No</p>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0150(3)(b)	<ul style="list-style-type: none"> Be well drained.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0150(3)(c)	<ul style="list-style-type: none"> Be kept free of litter, solid waste and refuse, ditches, or other conditions presenting a potential hazard.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0150(3)(d)	<ul style="list-style-type: none"> Be equipped to provide age-appropriate activities for gross motor development.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0150(4)	<p>The outdoor activity area of a center serving children not yet attending kindergarten shall be enclosed by a barrier (fence, wall, or building) at least four feet high. Centers with certification in effect on July 15, 2001, must comply with a barrier at least three feet high until such time as the existing barrier is replaced. Spacing between vertical slats of a fence shall be no greater than 4 inches. Fences must meet applicable local codes.</p> <p><input type="radio"/> 3 Feet <input type="radio"/> 4 Feet <input type="radio"/> Other _____</p>
			0170(1)	Protection from Hazards:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(1)(a)	<ul style="list-style-type: none"> Glass surfaces subject to impact by children shall be of safety glass and marked at a child's eye level or have a protective barrier in place.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(1)(b)	<ul style="list-style-type: none"> Electrical outlets accessible to children not yet attending kindergarten shall have protective caps or safety devices when not in use.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(1)(c)	<ul style="list-style-type: none"> All stairways with three steps or more used by children shall have handrails installed a minimum of thirty inches to a maximum of thirty-four inches above the stair tread.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(1)(d)	<ul style="list-style-type: none"> Protective barriers shall be used in any hazardous location accessible to a child.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(1)(f)	<ul style="list-style-type: none"> Lights shall be protected from hazards or breakage by installation of covers or shields.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(1)(g)	<ul style="list-style-type: none"> All rooms used by staff and children shall have adequate lighting.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(1)(h)	<ul style="list-style-type: none"> Floors shall be free of splinters, large or unsealed cracks, sliding rugs, and other hazards.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(1)(i)	<ul style="list-style-type: none"> Items of potential danger to children (e.g., cleaning supplies and equipment, poisonous and toxic materials, paints, plastic bags, aerosols, detergents) shall be:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(1)(i)(A)	<ul style="list-style-type: none"> o Kept in the original container or labeled.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(1)(i)(B)	<ul style="list-style-type: none"> o Secured by a child-proof lock or latch.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(1)(i)(D)	<ul style="list-style-type: none"> o Stored separately from food service equipment and supplies.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(1)(m)	<ul style="list-style-type: none"> Other hazards observed in the certification process must be corrected.
			0170(2)	Preparation for Emergencies:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(2)(a)	<ul style="list-style-type: none"> A portable emergency light source, in working condition, shall be available with each group of children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(2)(b)	<ul style="list-style-type: none"> Telephone service shall be accessible and available in the center at all times when children are in care.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(2)(c)	<ul style="list-style-type: none"> The center must have a system in place to ensure that parents can have contact with facility staff at all times when children are in care.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(2)(d)	<ul style="list-style-type: none"> Telephone numbers for fire, emergency medical care, and poison control shall be posted on or near all telephones. Portable telephones must have emergency numbers on the phone.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(2)(e)	<ul style="list-style-type: none"> Written instructions for evacuating the building, including a map illustrating exiting, shall be posted in each room children use.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0180(2)(b)	Heat and Ventilation: Room temperature shall be at least 68° F. (20 C.) and not so warm as to be dangerous or unhealthy in the center when children are present.
			0180(4)	Maintenance:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0180(4)(a)	<ul style="list-style-type: none"> The building, toys, equipment, and furniture shall be maintained in a clean and sanitary condition.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0180(4)(b)	<ul style="list-style-type: none"> The center shall be kept hazard-free, in good repair, and free of litter or rubbish and unused or inoperable equipment and utensils.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0190(3)	If toilets or hand washing sinks are adult size, easily-cleanable steps or blocks shall be provided so that preschool age children can use the toilets and sinks without adult assistance.
			0210(1)	Furniture shall:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0210(1)(a)	<ul style="list-style-type: none"> Be durable.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0210(1)(b)	<ul style="list-style-type: none"> Have cleanable or non-absorbent surfaces.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0210(1)(c)	<ul style="list-style-type: none"> Be safely constructed, with no sharp, rough, loose, or pointed edges.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0210(1)(d)	<ul style="list-style-type: none"> Be in good repair.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0210(2)	<ul style="list-style-type: none"> Tables and seating shall be scaled to the height and size of a child.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(1)(b)	The center shall have play equipment and materials that are: Sturdy and free of sharp points or corners, splinters, protruding nails or bolts, loose rusty parts, hazardous small parts, or paint that contains lead or other toxic materials.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0210(3)	There shall be a safe, washable cot or rest mat for each toddler and preschool age child in the center at nap time and for each school-age child who wants to rest.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0210(4)(b)	Each mat used for napping shall be: At least one inch thick.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0210(5) (PR)	Mats or cots shall be placed at least two feet apart if children are placed head to toe; or three feet apart otherwise. They shall be arranged in a manner that allows for a direct, unobstructed passage to each child.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0210(6) (PR)	Each child who is resting shall have individual bedding consisting of at least a sheet or blanket.

Health and Sanitation

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0030(13)(e)	A center shall have written health policies and procedures approved by the Health Division or the county health department which cover, but are not limited to, the following: Hand washing procedures. The hand washing procedures must be posted at hand washing sinks.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0070(3)	Notwithstanding OAR 414-300-0120(3), there shall be at least one person in the center at all times who has current certification in first aid and CPR.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0180(1)(b)	Water Supply: There shall be safe drinking water available to children that is supplied in a sanitary manner. Drinking water for preparing food, infant formula, drinking or cooking shall not be obtained from bathroom sinks or diaper changing sinks.
			0180(6)	Hand washing:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0180(6)(a) (PR)	<ul style="list-style-type: none"> • Staff and children shall wash their hands with soap and warm running water after using the toilet or wiping the nose, and before and after eating.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0180(6)(b) (PR)	<ul style="list-style-type: none"> • Staff shall wash their hands with soap and warm running water before and after changing a diaper, before and after feeding a child or handling food and after assisting a child with toileting or wiping the nose.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0180(6)(d)	<ul style="list-style-type: none"> • Commercial products labeled "hand sanitizers" shall not replace hand washing. If hand sanitizers are present in the center, they shall be kept under child-proof lock and shall not be used by children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0190(2)(b)	<ul style="list-style-type: none"> • A sink used for hand washing, bathing, or diaper-changing shall not be used in any way for preparation of food or drinks, or for dish washing.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0220(1)(d)	<ul style="list-style-type: none"> • A specific place for isolating a child who becomes ill shall be provided. The isolation area:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0220(1)(d)(B)	<ul style="list-style-type: none"> ○ Shall be equipped with a cot, mat, or bed for each sick child.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0220(2)(c)	<ul style="list-style-type: none"> • First aid supplies and a chart or handbook of first aid instructions shall be maintained in one identified place away from food and food-contact surfaces and be available for staff use but kept out of reach of children:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0220(2)(c)(A)	<ul style="list-style-type: none"> ○ The first aid supplies shall include Band-Aids, adhesive tape, sterile gauze pads, soap or sealed antiseptic towelettes or solution to be used as a wound cleaning agent, scissors, disposable plastic gloves for handling blood spills, chlorine bleach for sanitizing after a blood spill, and a sanitary temperature-taking device.
			0230(1)	No prescription medication or non-prescription medication, including, but not limited to, pain relievers, sunscreen, cough syrup, diapering and first aid ointments or nose drops, may be given to a child except under the following conditions:

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0230(1)(b)	Prescription medication is in the original container and labeled with the child's name, name of the drug, dosage, directions for administering, date, and physician's name.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0230(1)(c)	<ul style="list-style-type: none"> Non-prescription medication is in the original container, labeled with the child's name, dosage, and directions for administering.
			0230(2)	All medications shall be:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0230(2)(a)	<ul style="list-style-type: none"> Secured in a tightly-covered container with a child-proof lock or latch.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0230(2)(b)	<ul style="list-style-type: none"> Stored in an area not used by children.

FOOD SERVICE

Plan for Serving Meals and Snacks			Hour Served Days School in Session	Hour Served Days School in Session	
Breakfast	<input type="radio"/> Yes	<input type="radio"/> No			
AM Snack	<input type="radio"/> Yes	<input type="radio"/> No			<input type="checkbox"/> Center Prepared
Lunch	<input type="radio"/> Yes	<input type="radio"/> No			<input type="checkbox"/> Parent Prepared
PM Snack	<input type="radio"/> Yes	<input type="radio"/> No			<input type="checkbox"/> Catered
Dinner	<input type="radio"/> Yes	<input type="radio"/> No			<input type="checkbox"/> USDA

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0270(2) (PR)	Each lunch and dinner served shall equal at least 1/3 of a child's daily nutritional needs. Every meal shall meet USDA guidelines and shall include at least one serving from each of the following groups: fluid milk; breads and grains; meat, fish, poultry or meat alternatives (e.g., dried beans, peanut butter, yogurt or cheese). Each meal shall include two servings of fruits and vegetables. No liquids other than milk and 100% fruit juice shall be counted as part of the daily nutrition.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0270(3) (PR)	Each breakfast served shall meet USDA guidelines and shall include at least one serving each of milk, fruit or vegetable, and bread or grain.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0270(4) (PR)	Snacks (mid-morning or mid-afternoon) shall meet USDA guidelines and shall consist of food or beverage from at least two of the following food groups: fluid milk; breads and grains; meat, fish, poultry or meat alternatives (e.g., dried beans, peanut butter, yogurt or cheese); fruits and vegetables. No liquids other than milk and 100% fruit juice shall be counted as part of the daily nutrition. A snack shall not consist of only two beverages.
			0280(1)	Meals and snacks provided to children shall meet the following requirements:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0280(1)(a) (PR)	<ul style="list-style-type: none"> Food services hours may be flexible but there shall be no more than 3-1/2 hours between meals and snacks in any center providing care for the same children 3-1/2 or more consecutive hours.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0280(1)(b) (PR)	<ul style="list-style-type: none"> In a center open morning through afternoon, lunch and morning and afternoon snacks shall be served to the children in care. If breakfast is served in the center to all children, a midmorning snack is not required, as long as there is no more than 3-1/2 hours between meals.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0280(1)(d) (PR)	<ul style="list-style-type: none"> When the planned attendance is prior to 7 a.m. or after 6:30 p.m., a child shall be offered a complete meal if it is not provided or arranged for by the parent(s).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0280(3) (PR)	During the service and eating of meals and snacks, the appropriate number of staff to meet staff/child ratios shall be engaged with the children in food related activities.
			0280(5)	When parent(s) provide food for the meal:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0280(5)(a) (PR)	<ul style="list-style-type: none"> Food shall be brought on a daily basis and be ready to eat.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0280(5)(b) (PR)	<ul style="list-style-type: none"> All food and beverage containers shall be labeled with the child's name.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0280(5)(c) (PR)	<ul style="list-style-type: none"> The center shall provide at least one serving of milk to each child at meals and shall provide morning and afternoon snacks.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0280(5)(d) (PR)	<ul style="list-style-type: none"> Each child's food shall be monitored daily to ensure that the food meets nutritional requirements as defined in OAR 414-300-0270.

(PR) Meal Observed: Yes No **(PR)** Actual Meal Served: Yes No

(PR) Menu For today:

Ratios, Attendance, and Supervision

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1) (PR)	The operator shall keep all records, except those specified in OAR 414-300-0060(1)(d)(F) and 414-300-0060(1)(e), for at least two years, and staff and children's records for two years after termination of employment or care. These records shall be available at all times to OCC:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0060(1)(b) (PR)	<ul style="list-style-type: none"> Records of daily attendance showing: <ul style="list-style-type: none"> <input type="radio"/> The date of employment, time of arrival and departure, and room assignment for each staff. <input type="radio"/> The date, name of each child in attendance, and time of arrival and departure. The record must show the children in attendance at any given time.

(PR) Staffing

Ratio Table A

Ratio Table B

Add Rows

Age/Class	Total Children	Teachers	Aides



Age/Class	Total Children	Teachers	Aides

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0130(1) (PR)	The number of caregivers and group size shall be determined by the number and ages of the children in attendance.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0130(3) (PR)	Children shall at all times have the full attention of the appropriate number of staff. Children shall be within sight and sound of a caregiver at all times, except as specified below.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0130(4) (PR)	At least one caregiver who meets the qualifications of a teacher (OAR 414-300-0100) shall supervise each group of children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0130(5) (PR)	In a mixed group of older toddler, preschool and school-age children, the number of caregivers shall be determined by the age of the youngest child in the group.
Program & Care of Children				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0290(1) (PR)	The center shall develop and post a written daily schedule for each group of children, according to their ages, interests and abilities.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0290(2) (PR)	The center shall follow the written daily schedule, allowing flexibility to respond to the needs of individual children and/or groups of children.
			0295(3)	The program of activities shall be planned to provide:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0295(3)(a) (PR)	<ul style="list-style-type: none"> • Positive learning experiences appropriate to the individual developmental needs of children in care.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0295(3)(b) (PR)	<ul style="list-style-type: none"> • Individual and group activities.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0295(3)(c) (PR)	<ul style="list-style-type: none"> • A balance of active and quiet activities.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0295(3)(d) (PR)	<ul style="list-style-type: none"> • Opportunities for free choice by children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0295(3)(e) (PR)	<ul style="list-style-type: none"> • Daily indoor and outdoor activities in which children use both large and small muscles.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0295(4) (PR)	The center shall follow the written program of activities.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0330(5) (PR)	Guidance and discipline shall be fair, consistently applied, timely, and appropriate to the infraction and the age of the child. Positive statements or redirection of behaviors shall be used.
			0340(1)	The center shall have play equipment and materials that are:

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(1)(a) (PR)	<ul style="list-style-type: none"> • Appropriate to the developmental needs and interests of the children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(1)(d) (PR)	<ul style="list-style-type: none"> • Easily accessible to the children.
			0340(2)	The quantity and variety of play materials (i.e., toys, books and games) shall be sufficient to:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(2)(a) (PR)	<ul style="list-style-type: none"> • Avoid excessive competition.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(2)(b) (PR)	<ul style="list-style-type: none"> • A balance of active and quiet activities.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(2)(c)(B) (PR)	<ul style="list-style-type: none"> • Provide a balance of: Individual/group activities.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(2)(d) (PR)	<ul style="list-style-type: none"> • Meet the developmental needs of each group of children
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(2)(e) (PR)	<ul style="list-style-type: none"> • Provide the variety of activities required in OAR 414-300-0295, 414-300-0300, 414-300-0310, and 414-300-0320, as appropriate.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(3) (PR)	The center shall have a variety of age-appropriate toddler, preschool and school age toys, materials and equipment which give children choices from the following:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(3)(a) (PR)	<ul style="list-style-type: none"> • Blocks
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(3)(b) (PR)	<ul style="list-style-type: none"> • Manipulatives
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(3)(c) (PR)	<ul style="list-style-type: none"> • Books
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(3)(d) (PR)	<ul style="list-style-type: none"> • Sensory experiences
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(3)(e) (PR)	<ul style="list-style-type: none"> • Gross motor activities
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(3)(f) (PR)	<ul style="list-style-type: none"> • Music
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(3)(g) (PR)	<ul style="list-style-type: none"> • Art
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(3)(h) (PR)	<ul style="list-style-type: none"> • Dramatic play
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0340(3)(j) (PR)	<ul style="list-style-type: none"> • Discovery of nature

School Age

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0130(3) (PR)	Children shall at all times have the full attention of the appropriate number of staff. Children shall be within sight and sound of a caregiver at all times, except as specified below:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0130(3)(a) (PR)	<ul style="list-style-type: none"> School-age children shall be within sight and/or sound of staff at all times, and staff shall be near enough to children to respond when needed. Children out of direct visual contact shall be monitored regularly and frequently and must be in approved activity areas. A written plan regarding the use and monitoring of these activity areas must be approved by OCC.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0130(3)(b) (PR)	<ul style="list-style-type: none"> School age programs with toilet facilities or activities off-site shall have a written plan, approved by OCC, to assure accountability for all children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0190(1)(c) (PR)	<ul style="list-style-type: none"> Toilet facilities shall provide privacy for school age children.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0280(1)(c) (PR)	<ul style="list-style-type: none"> School age children arriving after school shall be served a snack.
			0320(3)	In addition to those activities specified in OAR 414-300-0295(2), school age children shall have opportunities to choose from a variety of activities, including:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0320(3)(a) (PR)	<ul style="list-style-type: none"> Creative expression through the arts.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0320(3)(b) (PR)	<ul style="list-style-type: none"> Individual projects, which may include homework.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0320(3)(c) (PR)	<ul style="list-style-type: none"> Exposure to individual and team physical activities.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0320(3)(d) (PR)	<ul style="list-style-type: none"> Opportunities to experience or learn about the tasks of adulthood(e.g., the world of work, taking responsibility, budgeting).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0320(3)(e) (PR)	<ul style="list-style-type: none"> Opportunities to rest if tired. The center shall provide a space that encourages rest for those children who wish to rest.
Preschool				
			0310	In addition to those activities specified in OAR 414-300-0295(2), preschool age children shall have opportunities, on a daily basis, to choose from a variety of activities and experiences, which shall include:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0310(1) (PR)	<ul style="list-style-type: none"> Creative expression through the arts.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0310(2) (PR)	<ul style="list-style-type: none"> Dramatic play.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0310(3) (PR)	<ul style="list-style-type: none"> Gross motor development.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0310(4) (PR)	<ul style="list-style-type: none"> Fine motor development.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0310(5) (PR)	<ul style="list-style-type: none"> Music and movement.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0310(6) (PR)	<ul style="list-style-type: none"> Opportunities to listen and speak.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0310(7) (PR)	<ul style="list-style-type: none"> Concept development.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0310(8) (PR)	<ul style="list-style-type: none"> Appropriate sensory play.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0310(9) (PR)	<ul style="list-style-type: none"> A supervised nap or rest period.
Infant-Toddler				
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0120(10) (PR)	All infant caregivers, with the exception of Aide I's, must complete OCC approved training on safe sleep, prior to having unsupervised access to children and functioning in their position. Aide I's must complete the training within the first 30 days of employment.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0170(1)(e) (PR)	A movable barrier, such as a mesh-type gate, shall be placed at the top and/or bottom of all stairways accessible to infants and toddlers. Gates and enclosures should have the Juvenile Products Manufacturers Assn. (JPMA) certification seal to ensure safety.
			0280(9)	A center serving children under 12 months of age shall comply with the following requirements for those children:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0280(9)(h) (PR)	<ul style="list-style-type: none"> Children who cannot feed themselves shall be held or, if able to sit alone, fed in an upright position.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0280(9)(h)(A) (PR)	<ul style="list-style-type: none"> Infants up to six months of age shall be held or sitting up in a caregiver's lap for bottle feeding.
			0300(6)	The following safe sleep practices must be followed:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0300(6)(a) (PR)	<ul style="list-style-type: none"> Each infant shall sleep in a crib, portable crib, bassinet or playpen with a clean, non-absorbent mattress. All cribs, portable cribs, bassinets and playpens must comply with current Consumer Product Safety Commission (CPSC) standards.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0300(6)(b) (PR)	<ul style="list-style-type: none"> Bassinets may only be used until the infant is able to roll over on their own.
			0300(6)(c)	<ul style="list-style-type: none"> Each mattress shall:
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0300(6)(c)(A) (PR)	<ul style="list-style-type: none"> Fit Snugly.

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0300(6)(c)(B) (PR)	<ul style="list-style-type: none"> ○ Be covered by a tightly fitting sheet.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0300(6)(d) (PR)	<ul style="list-style-type: none"> • A clean sheet shall be provided for each child.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0300(6)(e) (PR)	<ul style="list-style-type: none"> • Infants must be placed on their backs on a flat surface for sleeping.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0300(6)(f) (PR)	<ul style="list-style-type: none"> • While on the child care premises, if an infant falls asleep in a place other than their crib, portable crib, bassinet or playpen, the caregiver must immediately move the infant to an appropriate sleep surface.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0300(6)(g) (PR)	<ul style="list-style-type: none"> • No child shall be routinely left in a crib, portable crib, bassinet or playpen except for sleep or rest.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0300(6)(h) (PR)	<ul style="list-style-type: none"> • There shall be no items in the crib, portable crib, bassinet or playpen with the infant, except a pacifier (e.g. bottles, toys, pillows, stuffed animals, blankets, bumpers).
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0300(6)(i) (PR)	<ul style="list-style-type: none"> • Swaddling or other clothing or covering that restricts the child's movement is prohibited.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0300(6)(j) (PR)	<ul style="list-style-type: none"> • Clothing or items that could pose a strangulation hazard (e.g. teething necklaces, pacifier attachments, clothing drawstrings) are prohibited.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0300(6)(k) (PR)	<ul style="list-style-type: none"> • Car seats are to be used for transportation only. Children who area sleep in a car seat must be removed upon arrival to the center and placed in an appropriate sleep surface.

Transportation

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0350(1)(d)	<p>When transportation is provided by or arranged for by the center, the following requirements shall be met:</p> <ul style="list-style-type: none"> ○ The provider must take precautions to protect children from vehicular traffic.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0350(2)	<p>The operator shall obtain a copy of the driving record from DMV for each staff whose job description includes driving duties. The DMV check shall be updated annually.</p>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0350(5)	<p>When transporting children on a regular basis, there shall be sufficient staff to meet the required staff/child ratios (OAR 414-300-0130) for each age group of children being transported.</p>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0350(8)	<p>The center shall maintain a written plan for transportation.</p>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0350(9)(d)(b)	<p>A vehicle manufactured to carry ten or more passengers that was manufactured before 2010, with the following conditions:</p> <ul style="list-style-type: none"> • The vehicle must have an annual safety inspection by a garage, dealership or auto repair shop. Proof of inspection must be on the form provided by the Early Learning Division or on a form provided by the inspector which contains the same information.

Animals, Swimming, and Night Care

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0240(2)	Reptiles (e.g., lizards, turtles, snakes, iguanas), frogs, monkeys, hook beaked birds, baby chicks, ferrets, and potentially aggressive animals are prohibited. Educational programs which include prohibited animals and are run by zoos, museums and other professional animal handlers are permitted.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0240(3)	Parent(s) shall be informed in writing of any animal in the center.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0240(5)	The center shall have and follow written procedures for the care and maintenance of the animals in the center.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0240(10) (PR)	If children are allowed to handle animals, they shall immediately and thoroughly wash their hands after handling.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0360	If applicable review night care practices.
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	0380	Rules for on premises and off premises swimming have been reviewed
<input type="checkbox"/> Pool Inspection/License			Approval Date of Health Division pool inspection/license: _____	

Discussed
Only

Rule Number

Requirement

Items to be Discussed

<input type="radio"/>	0005(5)(a)	<p>"Central Background Registry" means OCC's Registry of individuals who have been approved to be associated with a child care facility in Oregon pursuant to ORS 329A.030 and OAR 414-061-0000 through 414-061-0120.</p> <ul style="list-style-type: none"> "CBR Enrollment" means approval for a 5 year period to be enrolled in the CBR following an Oregon State Police criminal records check, child abuse and neglect records check, checks of adult protective services and foster care certification and an FBI records check.
<input type="radio"/>	0005(40)	"School-Age Child" means a child eligible to attend kindergarten or above in public school. This includes the months from the end of the prior school year to the start of the kindergarten school year.
<input type="radio"/>	0010(4)(b)	The applicant shall complete and submit an application to OCC at least: For renewal of certification, 30 days prior to the expiration of the certificate.
<input type="radio"/>	0015(4)	Any changes in the conditions of certificate shall be requested in writing to OCC and approved by OCC before the condition(s) of the current certificate may be changed. Changes include, but are not limited to, facility capacity, age range of children, or hours of operation.
<input type="radio"/>	0030(2)	The certified child care center shall immediately notify all parents of any closure of the active license.
<input type="radio"/>	0030(4)	The operator shall report to OCC:
<input type="radio"/>	0030(4)(a)	<ul style="list-style-type: none"> Any death of a child while in care, within 24 hours;

<input type="radio"/>	0030(4)(c)	<ul style="list-style-type: none"> Any serious injury or incident, as defined in OAR 414-300-0010(43) within 5 calendar days after the occurrence.
<input type="radio"/>	0030(4)(d)	<ul style="list-style-type: none"> Damage to the building which affects the operator's ability to comply with these requirements, within 48 hours after the occurrence.
<input type="radio"/>	0030(4)(f)	<ul style="list-style-type: none"> Any change in director prior to the director being on site. Such prior notification must include the replacement person's qualifications for the position and documentation that the person is enrolled in the Central Background Registry. An e-mail or a phone call, followed by written documentation, or a FAX will serve as notification.
<input type="radio"/>	0030(6)	Staff shall report suspected child abuse or neglect immediately, as required by the Child Abuse Reporting Law (ORS 419B.005 through 419B.050), to the Department of Human Services Child Welfare (DHS) or to a law enforcement agency. By statute, this requirement applies 24 hours per day.
<input type="radio"/>	0030(7)	The child care center shall comply with state and federal laws related to child safety systems and seat belts in vehicles, bicycle safety, civil rights laws, and the Americans With Disabilities Act (ADA).
<input type="radio"/>	0030(12)	The written emergency plan must be given to parents of children in care.
<input type="radio"/>	0040(3)	As required by state and federal civil rights laws and the Americans with Disabilities Act (ADA), the center shall not discriminate against any child on the basis of race, religion, color, national origin, gender, marital status of parent, or because of a need for special care.
<input type="radio"/>	0040(8)	An opportunity shall be given for each child, with his/her parent(s), to have a pre-placement visit to the center and for the center staff to exchange information with the parent(s).
<input type="radio"/>	0050(1)	A center shall require that the person bringing a child to the center remain with the child until the child is accepted by staff.
<input type="radio"/>	0050(2)	A center shall release a child only to a parent or another person named and identified by the parent(s). The operator shall verify the identification of any person, other than the parent, who picks up a child.
<input type="radio"/>	0070(4)	Any staff with evidence of a child care-restrictable disease, as defined in OAR 333-019-0010, symptom of physical illness, as defined in OAR 414-300-0220(1), or mental incapacity that poses a threat to the health or safety of children shall be relieved of his/her duties.
<input type="radio"/>	0070(6)	No one shall have access to child care children or be in the center during child care hours who has demonstrated behavior that may have a detrimental effect on a child. This includes any individual in the center who has or may have unsupervised access, however brief, to child care children (i.e., the owner, the operator, all child care staff, maintenance staff who work on-site during hours of operation, volunteers who may be left alone with children, etc.). This does not apply to persons authorized to drop off and pick up a child care child.
<input type="radio"/>	0070(6)(a)	<ul style="list-style-type: none"> The operator, all child care staff and others as described in section (6) above 18 years of age or older shall be enrolled in OCC's Central Background Registry prior to the issuance of an initial or renewal certification.

<input type="radio"/>	0070(6)(b)	<ul style="list-style-type: none"> The facility must receive confirmation from OCC that staff who are 18 years of age or older, are enrolled or conditionally enrolled in the CBR before they may be on-site of the child care premises during child care hours.
<input type="radio"/>	0070(6)(c)	<ul style="list-style-type: none"> When a center is notified by OCC that a staff member or other individual has been removed from the Central Background Registry, the center shall not permit the staff member or other individual to have access to child care children.
<input type="radio"/>	0070(6)(d)	<ul style="list-style-type: none"> If any person listed in section (6) and section (6)(a) of this rule has been charged with, arrested for, or a warrant is out for any of the crimes which OCC has determined indicate behavior which may have a detrimental effect on a child, with final disposition not yet reached, certification will be denied or suspended until the charge, arrest, or warrant has been resolved if the person continues to operate, be employed in, or have access to children in the center.
<input type="radio"/>	0070(14)	Alcohol shall not be consumed or stored on the child care center premises during the hours the child care business is conducted or when child care children are present. No one shall be under the influence of alcohol on the child care center premises during the hours the child care business is conducted or when child care children are present.
<input type="radio"/>	0070(15)	No one shall possess, use or store illegal controlled substances on the child care center premises. No one shall be under the influence of illegal controlled substances on the child care center premises.
<input type="radio"/>	0070(16)	No one shall grow or possess marijuana plants or distribute marijuana on the child care center premises. No one shall possess, use or store marijuana on the premises of the child care center unless medically necessary to treat a child care child. No adult shall use or be under the influence
<input type="radio"/>	0070(18)	Volunteers must meet the following requirements:
<input type="radio"/>	0070(18)(a)	<ul style="list-style-type: none"> If volunteers are counted in determining the staff/child ratios, they must meet the qualifications of the position they are filling and be enrolled in the Central Background Registry.
<input type="radio"/>	0070(18)(b)	<ul style="list-style-type: none"> If volunteers may have unsupervised access to children, they must be enrolled in the Central Background Registry.
<input type="radio"/>	0070(18)(c)	<ul style="list-style-type: none"> If volunteers do not have unsupervised access to children at any time, including during emergencies, the center must have a written policy to this effect, the policy must be known to all center staff and volunteers, and the volunteers do not have to be enrolled in the Central Background Registry.
<input type="radio"/>	0070(19)	No person shall smoke or carry any lighted smoking instrument, including an e-cigarette or vaporizer in the certified center or within ten feet of any entrance, exit, or window that opens or any ventilation intake that serves an enclosed area, during child care hours or when child care children are present. No person shall use smokeless tobacco in the certified center during child care hours or when child care children are present. No person shall smoke, carry any lighted smoking instrument, including an e-cigarette or vaporizer or use smokeless tobacco in motor vehicles while child care children are passengers.

<input type="radio"/>	0080(4)	A director responsible for a center certified for fewer than 100 children shall be in the center at least one-third of the hours that the center is in operation. The hours shall be calculated on a weekly basis, except for planned vacations and emergency absences. The time on-site must include time spent directly observing staff and children.
<input type="radio"/>	0080(5)	A director responsible for a center certified for more than 100 children can be responsible for only one site. The director shall be in the center at least half of the hours that the center is in operation. The hours shall be calculated on a weekly basis, except for planned vacations and emergency absences. The time on-site must include time spent directly observing staff and children.
<input type="radio"/>	0080(6)	The director, or a substitute director, shall be on the premises during all hours of operation.
<input type="radio"/>	0080(9)	The substitute director shall:
<input type="radio"/>	0080(9)(a)	<ul style="list-style-type: none"> • Meet at least the qualifications of a teacher.
<input type="radio"/>	0080(9)(b)	<ul style="list-style-type: none"> • Be familiar with the certification requirements.
<input type="radio"/>	0080(9)(c)	<ul style="list-style-type: none"> • Be authorized, able, and available to correct a deficiency that might be an immediate threat to children's health or safety.
<input type="radio"/>	0080(9)(d)	<ul style="list-style-type: none"> • Have on file documentation of an orientation and training in these administrative rules and the functions and duties of a director.
<input type="radio"/>	0130(6)	If there are four or fewer children of any age in care for 45 minutes or less directly after opening or directly before closing, OAR 414-300-0300(10) does not apply and infants and younger toddlers may be included with older children. The staff shall be teacher-qualified in one of the represented age groups and the staff/child ratio must be 1:4.
<input type="radio"/>	0140(1)	There shall be a minimum of 35 square feet of indoor activity area per child. Space considered in determining the facility capacity shall be available for use by children at all times, shall be used exclusively for child care during the hours of operation and shall be determined on a room-by-room basis. The following shall not be counted as part of the 35 square feet per child requirement: heating units; storage areas; teachers' desks; large permanent equipment; any space not useable by children. Cribs will be counted as useable space if the space underneath the cribs is accessible to children.
<input type="radio"/>	0220(2)(a)	<ul style="list-style-type: none"> • All caregivers shall take appropriate precautions to prevent shaken baby syndrome and abusive head trauma.
<input type="radio"/>	0220(3)(b)	Emergency Medical Care: <ul style="list-style-type: none"> • (b) In the event of an illness or injury which requires immediate medical care, the director or the substitute director is responsible for securing such care and notifying the parent(s).
<input type="radio"/>	0280(10)	Children of any age shall not be laid down with a bottle.
<input type="radio"/>	0290(1)	The center shall develop and post a written daily schedule for each group of children, according to their ages, interests and abilities. The schedule shall:

<input type="radio"/>	0290(1)(d)	<ul style="list-style-type: none"> • Include one or more regularly scheduled rest periods. Children who do not sleep after 20 -45 minutes of quiet time must be provided with an alternative quiet activity. The activity may be in the same room where children are sleeping if it is not distracting to sleeping children.
<input type="radio"/>	0295(5)	The center shall inform parents when children are participating in contracted services (e.g., tumbling, music) that the contracted services have not been certified by OCC.
<input type="radio"/>	0330(2)	All staff, volunteers and parents shall be familiar with the guidance and discipline policy.
<input type="radio"/>	0330(7)	The center shall not accept parental permission to use any form of punishment listed in subsection (6) of this rule.

Information Provided on

Office of Child Care Findings Review Procedure

Office of Child Care Complaint Procedure

Other (specify)

Application Received Timely Yes No

Program Review Completed Yes No

Follow Up Required Yes No



I understand that this checklist covers selected rules from the RULES FOR CERTIFIED CHILD CARE CENTERS, and that knowledge of and compliance with all of the rules within that document must be maintained at all times for certified facilities.

Visit 1

Temporary License Approved? Yes No

Annual License Approved Yes No

Visit Type: In-Person Virtual Hybrid

Comments Visit 1:

[Empty text box for comments]

For Recipient:

I have read the above information and understand that I will
 receive a copy of this report at this email address:

Office of Child Care Staff

Date

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care at 503-947-1400. Please notify the OCC staff listed above if you would like to receive a mailed copy of this report.

