

# Certified Child Care Centers

## Health & Safety Review Checklist



Please retain this copy for your records.

KIDM	Visit Information
	Visit Type: _____ Visit Number: _____ Conducted: _____ Visit Date: _____ Expiration Date: _____

Licensing Specialist Information
Licensing Specialist (LS): _____ LS Phone Number: _____

General Facility Information
Facility Name: _____ License Number: _____ Facility Address: _____ Fax Number: _____ Email Address: _____ Phone Number: _____ Owner: _____ Site Director: _____ Multi-Site Coordinator: _____

Program Details				
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> <b>Facility Cares for:</b>  <input type="checkbox"/> Infants (under 12 months)  <input type="checkbox"/> Toddlers (12 months - 36 months)  <input type="checkbox"/> Preschool-Age (36 months - kinder eligible)  <input type="checkbox"/> School-Age (kindergarten eligible - 12yrs)                  Ages Served: _____             </td> <td style="width: 33%; vertical-align: top;"> <b>Program Includes</b>  <input type="checkbox"/> Animals/Pets on site  <input type="checkbox"/> Swimming  <input type="checkbox"/> USDA Participant  <input type="checkbox"/> Transportation  <input type="checkbox"/> Night Care             </td> <td style="width: 33%; vertical-align: top;"> <b>Other</b>                  Capacity: _____  <input type="checkbox"/> Management List  <input type="checkbox"/> Employee List  <input type="checkbox"/> Second Adult on Site  <input type="checkbox"/> Floor Plan Changes? <input type="radio"/> Yes <input type="radio"/> No             </td> <td style="width: 15%; vertical-align: top;"> <b>Ratio Table</b>  <input type="radio"/> A <input type="radio"/> B             </td> </tr> </table>	<b>Facility Cares for:</b> <input type="checkbox"/> Infants (under 12 months) <input type="checkbox"/> Toddlers (12 months - 36 months) <input type="checkbox"/> Preschool-Age (36 months - kinder eligible) <input type="checkbox"/> School-Age (kindergarten eligible - 12yrs) Ages Served: _____	<b>Program Includes</b> <input type="checkbox"/> Animals/Pets on site <input type="checkbox"/> Swimming <input type="checkbox"/> USDA Participant <input type="checkbox"/> Transportation <input type="checkbox"/> Night Care	<b>Other</b> Capacity: _____ <input type="checkbox"/> Management List <input type="checkbox"/> Employee List <input type="checkbox"/> Second Adult on Site <input type="checkbox"/> Floor Plan Changes? <input type="radio"/> Yes <input type="radio"/> No	<b>Ratio Table</b> <input type="radio"/> A <input type="radio"/> B
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Hours of Operation	Fire and Sanitation
	<input type="checkbox"/> Environmental Health Specialist Approval Date: _____ <input type="checkbox"/> Fire Marshal Approval Date: _____

Rule Exception(s)			
Ongoing	Exception Summary	Start Date	End Date

Changes/Updates
Room Use Changes Approved: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A                      Certification Changes Approved: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

Building Information								
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.								
<table border="1" style="width: 100%;"> <tr> <th style="width: 25%;">Room</th> <th style="width: 25%;">Room Use</th> <th style="width: 25%;">Sq Ft/Actual Capacity</th> <th style="width: 25%;">Licensed Capacity</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>	Room	Room Use	Sq Ft/Actual Capacity	Licensed Capacity				
Room	Room Use	Sq Ft/Actual Capacity	Licensed Capacity					
<input type="checkbox"/> Building dept. and/or planning/zoning approval (CCLD-0108) Date: _____ Licensed Capacity: _____ Number of Toilets: _____ Handwashing Sinks: _____ Outdoor square footage: _____								

The director, teachers, aides, substitutes and all staff are responsible for knowing and following all the rules applicable to the child care license anytime child care children are present, including all rules not directly referenced in this document and/or not reviewed during this visit. Parental request or permission to waive any of the rules for the certification of childcare centers does not give the center permission to do so.

**Ratios and Group Size**

Age/Class	Children Present		
	Number of Children	Number of Teachers	Number of Aides

0400(1) Children shall be admitted only in accordance with the conditions of the certificate, including, but not limited to, capacity, hours of operation, age range, and special conditions.

0400(4) A center must have at least one caregiver who meets the qualifications of a teacher, as defined under OAR 414-305-0340(2), with each group of children.

0400(6) The number of teachers and aides and group size is determined by the number and ages of the children in attendance, per Table 3A or 3B, as applicable.

0400(7)(a) One teacher, aide II, or aide I, with CBR enrollment, may supervise the area where children are resting if:  
 (A) There are no infants in the group;  
 (B) All children are in the process of going to sleep, asleep, or in the process of waking up;  
 (C) The room is arranged so all children are supervised, as defined in OAR 414-305-0500, Supervision of Children; and  
 (D) The center has sufficient staff on site that can be summoned to meet the required ratio in case of an emergency or as children wake.

**Supervision**

0500(1) A center must ensure that children have the full attention of the required number of staff at all times who must:

- (a) Be aware of what each child is doing;
- (b) Know and take into account the age of each child, the child's individual behaviors, interests, and abilities, the layout of indoor and outdoor space, and any potential hazards or risks from activities children are engaged in;
- (c) Be near enough to children to assist and respond when needed;
- (d) Be within sight and sound, without relying on audio or video monitoring devices, except as specified in OAR 414-305-0500(4).
- (e) Not participate in personal activities that could interfere with supervision, such as visitors, phone calls, or electronic device use; and
- (f) Provide supervision when contracted non-staff persons are with children (also see OAR 414-305-0400, Staff-to-Child Ratios and Group Size).

0500(2) A center's staff must position themselves or arrange indoor and outdoor equipment to allow supervision of children while playing on all equipment.

0500(3) A center must provide sufficient light in any room where children are napping or resting so that staff can clearly see each child's face from any point in the room.

**Program Schedule and Care of Children**

0520(1) A center must develop, post, and follow a written daily schedule for each group of children, according to their ages, interests, and abilities.

(a) The written schedule must include a consistent routine that allows for flexibility to respond to the needs of the individual children and group of children.

(b) The schedule must:

(A) Cover all hours of operation;

(B) Provide a balance of active and quiet opportunities;

(C) Include activities such as small and large group activities, free play, daily outdoor experiences and snacks and meals;

0520(1)(b)(D) Meet the following daily morning or afternoon active outdoor play time requirements:

(i) 20 minutes for every 3 hours of programming for infants (as tolerated) and toddlers;

(ii) 30 minutes for every 3 hours of programming for children preschool age and older; and

(iii) Programs that operate more than 6 hours a day must provide 90 minutes of active play for children preschool age and older or 60 minutes of active play for infants and toddlers (30 minutes of which may be moderate to vigorous indoor activities).

(2) A center must ensure daily outdoor play for each child regardless of age, provided weather and environmental conditions do not pose a significant health or safety risk.

0520(3) For preschool age and younger children, a center must include one or more regularly scheduled rest periods.

(a) Rest periods must include the opportunity for each child to lay down on a cot or mat. Rest periods may take the form of children sleeping, being awake but inactive, or participating in alternative quiet activities.

(b) If children are unable to sleep after 30 minutes, the center must provide alternative quiet activities. Activities may be in the same room where children are sleeping if it is not distracting to sleeping children.

(c) A preschool-age classroom that operates up to 6 hours a day is not required to schedule nap or rest times.

**Activity Plan for All Children**

0525(2) A center must develop, post and follow written weekly activity plans for each classroom that:

(a) Indicate indoor and outdoor plans for each day;

(b) Are designed to meet the children's developmental abilities, interests, cultural and individual needs; and

(c) Are inclusive for all children in the group regardless of disabling or limiting conditions.

0525(4) A center must provide children with opportunities to choose from a variety of developmentally appropriate activities and experiences which include:

(a) Reading books;

(b) Creative expression through the arts;

(c) Dramatic play;

(d) Gross motor development;

(e) Fine motor development;

(f) Music and movement;

(g) Opportunities to listen and speak;

(h) Concept development; and

(i) Sensory play.

(5) A center must not provide or allow a child to have more than 2.5 hours of screen time per week.

**School-Age Care**

0235(4) If a school-age child has parental permission to arrive or depart on their own (also see OAR 414-305-0230(1)(f), Parental Permissions), a staff member must sign the child in or out, as appropriate.

0500(4) School-age children must be within sight or sound of staff at all times.  
 (a) School-age children out of direct visual contact must be monitored regularly and frequently and must be in approved activity areas;  
 (b) With staff knowledge or permission, one child at a time may be out of sight and sound supervision, while on the premises of the child care program, when using the restroom or completing a task separate from the larger group, for a maximum of 5 minutes.

0530(3) A center must provide school-age children with opportunities to choose from a variety of activities, including:  
 (a) Individual projects, which may include homework;  
 (b) Exposure to individual and team physical activities;  
 (c) Opportunities to rest if tired. The center must provide a space that encourages rest for children who wish to rest.

**Infant and Toddler Care**

0600 A center must provide the following information to each parent of an infant and toddler on a daily basis (also see OAR 414-305-0270, Notifications):  
 (a) Times and amount of food consumed;  
 (b) Their child's toilet and diapering activities;  
 (c) Their child's sleep schedule;  
 (d) Their child's general mood for the day; and  
 (e) A brief summary of the activities in which the child participated.

0600(4) A center must be responsive to each infant and toddler's individual, physical, and developmental needs.  
 (a) Infants and younger toddlers must be allowed to form and follow their own pattern of sleeping and waking periods.  
 (b) Each child must be given opportunities throughout the day to move freely in a safe, clean, open, and uncluttered area.  
 (c) Infants and younger toddlers must be given opportunities to interact and be near one another.

0600(11) If infants and young toddlers are sharing an activity area used by older children, a center must:  
 (a) Ensure there is separation of non-mobile infants from mobile children; and  
 (b) Ensure activities and materials are safe and developmentally appropriate to children in the group.

**Feeding Infants and Toddlers**

0610(1) If serving children under 12 months of age, a center must comply with the following requirements for each child under 12 months of age:  
 (a) The center must have and follow a written feeding plan and schedule that includes the types and amounts of formula, human milk, and food that is obtained from the child's parent(s) and updated regularly.  
 (b) The center must feed the child on their own feeding schedule and fed when hungry.  
 (c) The center must clearly mark formula, human milk, bottles, and food provided by the parent(s) with the child's full name and date and refrigerated if required.

0610(1)(s) Solid foods fed to infants must be selected from the Child and Adult Care Food Program Meal Pattern (CACFP):

- (A) Solid foods must not be fed to infants less than four months of age;
- (B) Commercially packaged baby food must be served from a dish and not directly from the factory-sealed container;
- (C) Leftovers in the serving container must be discarded;
- (D) Solid foods, with the exception of finger foods, must be fed with a spoon; and
- (E) Food must be cut into small pieces no larger than 1/4 inch cubes for infants and 1/2 inch cubes for 1-year-olds.
- (t) Partially served containers of baby food must be either sent home with parents or the contents discarded daily.

0610(2) When bottle feeding, a center must:

- (a) Hold infants up to 6 months of age and older children who cannot hold their own bottles or sit alone;
- (b) Ensure the infant's head is elevated while being fed; and
- (c) Not allow infants to walk around with or sleep with a bottle or training cup.
- (3) A center must not lay a child of any age down with a bottle or training cup.
- (4) A center must not prop a bottle by any means at any time.

**Furniture and Equipment for Infants and Toddlers**

0620(1) A center must provide an individual crib, portable crib, or play yard for each infant.

- (a) Each crib, portable crib, or play yard must:
  - (A) Comply with Consumer Product Safety Commission(CPSC) standards for use by infants and have documentation from the manufacturer or retailer stating that either the crib was manufactured after June 28, 2011 or the play yard was manufactured after February 28, 2013;
  - (B) Have a firm, flat, non-inclined sleep surface;
  - (C) Have a clean, firm, tight-fitting mattress. The mattress must:
    - (i) Be designed to fit the specific equipment used, with no gap between the mattress and sides of the product;
    - (ii) Be covered in a durable, washable, waterproof, form-fitting material;
    - (iii) Be firm enough that it maintains its shape and does not indent or conform to the shape of the infant's head; and
    - (iv) Be covered in a tight-fitting sheet that remains tightly-fitted with normal use and does not have any slack or bunching.

0620(1)(a)(D) Be placed at least 2 feet from other cribs, portable cribs or play yards when in use that allows for a direct, unobstructed passage to each child;

- (E) Be assigned and labeled by name or number for a specific child;
- (F) Be thoroughly cleaned and sanitized before use by another child and when soiled; and
- (G) Be placed away from window blinds or draperies.

0620(2) Crib bumper pads must not be on the premises of a center.

0620(3) To support traditional indigenous practices, the center may allow cradleboards or other traditional indigenous sleep equipment to be used as a sleep surface for infants. Caregivers must be careful to not over-bundle or overheat an infant while using the equipment.

0620(4) If a center uses high chairs, the chairs must comply with current Consumer Product Safety Commission (CPSC) standards and have:

- (a) A broad base to prevent tipping;
- (b) A latch to keep a child from raising the tray; and
- (c) T-shaped straps or a guard to prevent a child from becoming entrapped or sliding out.
- (5) If a center uses clip-on chairs, the chairs must have straps to prevent a child from sliding out.

0620(6) A center must provide at least one adult-sized chair for each group of infants and toddlers.

0620(9) A center may not use the following equipment for infants, which have been identified as unsafe for infants by the Consumer Product Safety Commission (CPSC) and the American Academy of Pediatrics:

- (a) Baby walkers, which are devices that allow an infant to sit inside and are equipped with rollers or wheels and move across the floor;
- (b) Baby doorway jumpers, which are devices that allow an infant to bounce while supported in a seat by an elastic "bungee cord" suspended from a doorway;
- (c) Accordion safety gates;
- (d) Bean bags, waterbeds, and foam pads for use as sleeping equipment; and
- (e) Unstructured infant slings or wraps.

0660(2) A center must wash, rinse, and sanitize the following after each use:

- (a) Bottles and training cups, if used; and
- (b) High chairs, tables and chairs.

**Infant Safe Sleep**

0630(1) In addition to safe equipment (OAR 414-305-0620), a center must follow safe sleep practices for infants to reduce the risk of sudden unexpected infant death (SUID) as follows:

(a) While sleeping, infants must be monitored frequently to ensure they are breathing, not overheated, not in distress, and do not need assistance.

0630(1)(b) Infants must be placed on their backs on a flat, firm, non-inclined surface for sleeping.  
 (c) Infants who can roll from back-to-front or back-to-side may remain in the sleep position they assume.

0630(1)(d) Except for a plain pacifier, there must not be any items (e.g., pacifier clips, bottles, toys, pillows, stuffed animals, blankets, bumpers) in or attached to the crib, portable crib or play yard.

0630(1)(e) Infants must not have their heads or faces covered by items such as blankets or linens at any time.

(f) There must not be any items (e.g. blankets, tents, sheets) placed over the top or on the sides of a crib, portable crib or play yard.

0630(1)(g) Items that may cause suffocation or strangulation such as headwear (e.g. hoods, hats, headbands), bibs, necklaces, and garments with ties or drawstrings must be removed from the infant and sleep equipment prior to laying an infant down to rest.

0630(1)(h) Swaddling or other clothing or covering that restricts the infant's arm or leg movement is prohibited at all times, even if the child is not sleeping.

(i) Weighted blankets, weighted clothing, or other weighted objects must not be placed on or near the sleeping infant.

0630(1)(j) If the caregiver is engaged in an activity with child care children and is carrying a sleeping infant in a structured infant carrier, the caregiver must move the infant to a safe sleep surface as soon as the activity is finished.

(k) A caregiver may hold a sleeping infant provided the caregiver can immediately observe, see, or feel any signs of distress. The caregiver must be awake, alert, and focused on the infant; and

0630(1)(l) If an infant arrives asleep in a car seat or falls asleep in a place other than their crib, portable crib or play yard, the caregiver must immediately move the infant to an appropriate sleep surface.

**Diaper Changing and Toileting**

0650(1)A center must change wet or soiled diapers promptly, checking children's diapers at a minimum of every 2 hours, or more frequently to meet the individual child's needs. Diapers must be changed when a child exhibits behavior that suggests a wet or soiled diaper.

0650(2) A center must provide at least one diaper-changing area in or adjacent to each room where children in diapers are part of the group.

- (a) If infants or toddlers are part of a multi-age group, a diaper changing area must be located in the room being utilized for care.
- (b) For preschool-age children who are toilet learning, the diaper changing area is not required to be in or adjacent to the classroom.
- (f) A table or counter must be large enough to accommodate the length of a child, with protective edges or barriers that prevent a child from rolling or falling from the surface.
- (i) Children must never be left unattended on a changing surface.
- (j) A disinfecting solution must be kept in each diaper-changing area ready for immediate use and stored out of children's reach.

0650(4) A center must discuss the toilet learning plan and progress with parents and ensure that the plan is relaxed and pressure free.

**Center Capacity**

0800(5) A center must have a minimum of 35 square feet of activity space per child.

- (a) Activity space must be available for use by children and used exclusively for child care during the hours of operation.
- (b) Shelves or storage for children's materials that are accessible to children may be counted as part of the indoor space.
- (c) Single use areas such as kitchens, hallways, restrooms, storage areas and closets, rooms designated for staff use such as offices and break rooms, and space occupied by furniture not designed for children's use such as work space and cabinets must be excluded when determining activity space.
- (d) Cribs may be considered activity space if the space underneath the crib is accessible to children.

0800(6) A center must provide an outdoor activity space of no less than 75 square feet for each child using the space at one time, unless a center only provides drop-in care, as defined in 414-305-0100(20).

0800(7) A center must provide indoor toilets and sinks that children can safely and easily access. Toilets and sinks must be on the same floor of the building where care is provided.

- (a) For children ages 24 to 35 months, a center must provide one child-size toilet or toilet with training seat for every 10 children, located in or adjacent to the classroom.
  - (A) If the toilet is not located in or adjacent to the classroom, the center must develop a written plan, approved by CCLD, to utilize the toilet.
  - (B) Potty chairs are prohibited.

0800(7)(b) For children ages 36 months and older, a center must provide one toilet for every 15 children.

- (c) Urinals may be substituted for one-half the required number of toilets, if there are at least two toilets in the center and a toilet in each bathroom with a urinal. Facilities built specifically as child care centers after July 15, 2001 cannot substitute urinals for the required number of toilets.

0800(7)(d) A center must provide at least one handwashing sink for every two toilets.

- (e) Sinks must be located in the same room or adjacent to the room where toilets are located.
- (f) Handwashing sinks in the food service area cannot be counted in the required number of sinks.
- (g) If toilets or handwashing sinks are of adult size, a center must provide easily-cleanable steps or a broad-based platform with a non-slip surface so that children can use the toilets and sinks comfortably and without adult assistance.

**Facility Structure**

0810(2)(f) Fireplaces, fireplace inserts, and wood/corn pellet stoves, if used, must:

- (A) Have a secure, stable protective safety screen;
- (B) Be installed in accordance with the local or regional building code and the manufacturer's installation instructions; and
- (C) Be inspected and cleaned annually.

<p>0810(5) Lighting levels must be bright enough for comfort, safety, and adequate supervision.                  (6) Light fixtures must be equipped with covers, shields, or shatter resistant bulbs.</p>
<p>0810(7) A center's floor surfaces must be easily cleanable and free of broken or loose tile, large or unsealed cracks, splinters, torn carpet or vinyl, and holes.</p>
<p>0810(9) A center must provide protective barriers on indoor platforms and lofts more than 30 inches in height.                  (a) Barriers or guard rails must be at least 36 inches in height and prevent children from crawling over or falling through the barrier or becoming entrapped.                  (b) Stairs and steps leading to a platform, regardless of height, must have handrails the children can reach or use rung ladders.</p>
<p>0810(10) Stairs with more than three steps, ramps, and other elevated walking surfaces (e.g., landings, balconies, porches) accessible to children must have handrails securely attached on both sides of stairs at a maximum height of 38 inches.</p>
<p>0810(11) A center must have a movable barrier, e.g. a baby gate, placed at the top and/or bottom of all stairways accessible to infants and toddlers.</p>
<p>0810(12)(b) Windows above the ground floor that are accessible to children preschool-age and younger must be equipped with a lock to prevent opening more than 4 inches.                  (c) Vertical blinds, continuous looped blinds, and drapery cords must have tension or tie-down devices to hold the cords tight.                  (d) A center must plainly mark at children's eye level any clear glass surfaces subject to impact by children or have a protective barrier in place to avoid accidental impact.</p>
<p>0860(6) A carbon monoxide alarm or detector must be installed and tested in accordance with the manufacturer's recommended instructions and located in accordance with the applicable building and/or fire code.</p>
<p><b>Water Supply and Plumbing</b></p>
<p>0820(8) A center must keep a copy of the most recent test results on site at all times.</p>
<p>0820(10) If a center does not use any of the on-site plumbing fixtures to obtain water for drinking, cooking, preparing infant formula, or preparing food, the center must:                  (a) Submit a written statement annually at the time of renewal to CCLD identifying the alternative source of water and confirming that the center does not use any on-site plumbing fixtures for drinking, cooking, or preparing food; and (b) Notify CCLD in writing if the alternative source of water changes.</p>
<p>0820(11) If a faucet has not been tested within 6 years, a center must discontinue using that faucet until testing is completed and the results are below 15 parts per billion (ppb) of lead.</p>
<p><b>Prevention and Management of Hazards</b></p>
<p>0840(1) A center must ensure that all toxic or potentially dangerous items, such as cleaning supplies and equipment, poisonous and toxic materials, and flammable and corrosive materials, are inaccessible to children, as defined in OAR 414-305-0100(25).                  (d) Products must be stored in the original labeled containers. Any smaller containers or solutions mixed by staff must be labeled with the contents of the container.</p>

0840(4) A center and staff must recognize, address or remove potentially dangerous items and situations, using protective barriers to prevent children's access, if needed. A center must:

- (a) Inspect the indoor and outdoor play areas and equipment daily for hazards, such as missing parts or broken equipment, sharp edges, splinters, and trash;
- (b) Ensure open containers of water such as bathtubs, buckets, and mop pails are emptied immediately after use.
- (c) Store personal items belonging to staff members according to applicable rules;
- (d) Store diaper bags out of children's reach;
- (e) Securely anchor large, heavy, or unstable objects such as furniture, televisions, bookcases, and wall cabinets into a wall stud with braces, brackets, anchors or wall straps to prevent tipping over;

**Maintenance and Sanitation**

0850(2) A center must maintain the building, equipment, and vehicles in good repair, in a clean and sanitary condition, and free of clutter and litter.

(5) A center must keep all garbage and biocontaminant waste in non-absorbent, easily washable containers with tight-fitting lids.

(6) Garbage cans and receptacles must be emptied on a daily basis and cleaned and disinfected as needed.

(a) Garbage and waste must be removed from the premises at least once a week.

1000(1) Staff and children shall wash their hands with soap and warm running water according to 414-305-1000(1-7).

**Furniture**

0900(1) A center must ensure that furniture is:

- (a) Installed, maintained, and used according to the manufacturer's instructions;
- (b) Cleanable;
- (c) Safely constructed and lead free, with no rough or sharp edges or loose parts;
- (d) In good working condition and repair with no holes or tears.

0900(2) A center must provide developmentally appropriate table space and seating for all children.

0900(3) A center must provide a safe, washable cot or rest mat for each toddler and preschool-age child at nap time, for each school-age child who wants to rest, and for a child that needs to be isolated due to illness.

- (a) Cots or mats must be assigned to individual children and used by one child at a time.
- (b) Cots and mats must be cleaned and sanitized when soiled and before use by another child.
- (c) Each mat used for napping must be:
  - (A) Covered with a durable, washable, waterproof, form-fitting material;
  - (B) At least 1 inch thick; and
  - (C) Free of rips, tears or tape.
- (d) Mats or cots must be placed at least 2 feet apart if children are placed head to toe; or 3 feet apart otherwise and arranged in a manner that allows for a direct, unobstructed passage to each child.

0900(5) A center must provide storage space for each child's clothing and personal possessions as well as space for teaching equipment, records and files, and cleaning equipment and supplies.

(6) The storage space for children must be labeled with the child's name, a photograph of the child, or other symbol the child recognizes as referring to themselves.

0900(7) A center must arrange play materials on labeled shelves or in containers to promote and encourage independent access by children.

**Play Materials**

0910(1) A center must provide play equipment and materials that are:

- (a) Appropriate to the developmental needs, interests and abilities of the children;
- (d) In good condition; and
- (e) Easily accessible to the children.

0910(2) A center must provide a shock-absorbing floor surface under and around indoor-climbing equipment and platforms over 18 inches in height that will effectively cushion the fall of a child. The surface must be installed in the use zone and maintained according to the manufacturer's directions.

0910(4) A center must provide a variety of developmentally appropriate toys, materials and equipment which give children choices such as:

- (a) Blocks;
- (b) Fine motor activities;
- (c) Writing utensils and materials;
- (d) Books;
- (e) Sensory experiences;
- (f) Gross motor activities;
- (g) Music;
- (h) Art;
- (i) Dramatic play;
- (j) Science and/or exploration; and
- (k) Discovery of nature.

0910(5) Activities that include a tool that could pose a safety risk (e.g., iron, glue gun, woodworking tool) are limited to preschool and school-age children.

- (a) Staff must first instruct children in the tool's proper use and safety measures.
- (b) Staff must be within arm's reach of the children participating in the activity to reduce the risk of injury.

**Outdoor Play Areas**

0920(1) A center must provide an outdoor play area that children can reach safely.

0920(2) If an outdoor play area is not connected to or in direct control of the center, such as a public park or school, the center must have a written plan, approved by CCLD, that describes how the center will maintain the safety of the children in care.

0920(4) The outdoor play areas used by children not yet attending kindergarten must be enclosed by a building, wall or fence that is intended to prevent children from exiting and discourages climbing.

- (a) The wall or fence must begin at ground level, be at least 4 feet high, and maintained in a stable, secure, and upright condition. Centers with certification in effect on July 15, 2001, must comply with a barrier at least 3 feet high until such time as the existing barrier is replaced.
- (b) The openings in the fence and gates must be no larger than 3½ inches. Centers with certification in effect on January 1, 2024, must comply with no more than 4 inches of open spacing in fences until the existing fence is replaced.
- (c) Barriers such as plastic contractor's fencing may be used on a temporary basis to prevent children from accessing an immediate hazard. If this type of fencing is used, it must be supported with wood or metal fence posts.

0920(5) A center must ensure that use zones in which a child falling or exiting from play equipment are:

- (a) A minimum of 6 feet of clearance from walkways, buildings and the external perimeter of equipment;
- (b) Free of obstacles, other than the equipment itself, that a child could run into or fall on;
- (c) Arranged to prevent hazards from conflicting activities;
- (d) Extended at least 6 feet in all directions from the equipment perimeter unless the fall potential in that direction is minimal, such as play equipment with guardrails or barriers or the sides of swings;

0920(6) A center must always maintain protective surfacing in use zones under and around all outdoor equipment of 18 inches or higher. Acceptable materials include wood mulch, double shredded bark mulch, shredded or recycled rubber, uniform wood chips, sand, pea gravel, rubber mats or poured in place rubber manufactured for such use. Hog fuel is not permitted.

Ground Cover Type	Location	Measured Depth

0920(7) A center must securely anchor any non-portable piece of climbing or swinging equipment according to manufacturer's instructions.

0920(8) A center must provide a shaded area accessible to children in the outdoor play areas. Shade may be provided by trees, buildings, or shade structures.

0920(13) A center must ensure each child, while on the premises, using a bicycle, tricycle, balance bike, scooter, skateboard, roller or in-line skates, wears a well-fitting helmet, whether indoors or outdoors.

**Injuries**

1020(1) A center must have and follow written procedures for handling injuries that are made known to all staff, including:

- (a) Procedure for requesting or taking a child to emergency medical care;
- (b) First aid measures for serious accidents;
- (c) Routine care for treatment of minor injuries;
- (d) Standard precautions to handle potential exposure to blood and other potentially infectious fluids (also see OAR 414-305-0850(4), Maintenance and Sanitation);

1020(2) A center must complete a report of any serious injury or incident.

1020(5) A center must ensure that the first aid supplies are readily available to staff and kept inaccessible to children. [first aid supplies are reviewed by EHS].

**Medications**

1030(1) Before a center gives a child any prescription or non-prescription medication, the center must:

- (a) Have a signed, dated, written authorization by the parent(s) on file.
  - (A) For chronic medical conditions, a center may obtain permission for 12 months or less with specific instructions including when administration is needed, such as inhalers.
  - (B) Parental authorization over the phone is permitted for single dose administration of non-prescription medication. The date and time of the consent must be documented and signed by the parent upon picking up their child.

1030(1)(b) Ensure that the original container is labeled with the name of the medication, dosage, and directions for administration and storage.

- (A) For prescription medication, the label must include the child's name, the date the prescription was filled, the prescribing physician's name, and length of time to give the medication.
- (B) If parent instructions differ from the container instructions, a center must have a licensed physician's written instructions for that medication.
- (D) Any medication provided by the parents must be labeled with the child's name.

1030(2) A center must immediately document any medication administered, listing the name of the child, type of medication, date, time, and dosage given, any side effects exhibited by the child, and the signature of the person administering the medication.

(3) A center must inform parent(s) daily of all medications administered to their child.

1030(7) If using nonmedical items including, but not limited to sunscreen, a center does not need to document application but must:

- (a) Have annual written parental authorization;
- (b) Use only as needed and according to manufacturer's instructions;
- (c) Inform parents of the type of sunscreen used if provided by the center.

**Meals and Snacks**

**Food Service**

Meals Served	Meal Prepared By	Start Time	Observed	Notes

1140(2) A certified child care center must ensure that all meals, snacks and beverages follow the current USDA Child and Adult Care Food Program (USDA-CACFP) meal pattern requirements, including portion sizes.

(3) A certified child care center must develop weekly or monthly written menus that show all foods to be served during that period and make the menus available to parents.

(a) Substitutions that meet nutritional requirements are permitted but must be recorded and made available to parents.

(b) Menus may be rotated if there is a record of which menu was used for each date.

(4) A certified child care center must select and serve food that is safe and has nutritional value.

(a) Foods of minimal nutritional value, such as gelatin or desserts, may only be served occasionally and cannot replace nutritious foods.

(b) All food products served by the center or brought from individual homes for a group of children must have been inspected and come from commercial suppliers, except for:

(A) Fresh or frozen fruits and vegetables; and

(B) Foods brought by parents and only consumed by their child.

(c) The center must serve beverages consisting only of water, milk or nutritionally equivalent milk substitute, and fruit or vegetable juice.

(A) Fruit and vegetable juice must be pasteurized 100 percent juice.

(B) Milk must be Grade A pasteurized and fortified milk.

(C) Pasteurized powdered milk and evaporated milk must only be used in cooking.

(D) A parent may request that their child not be served milk. A certified child care center must obtain written parental permission to not serve milk to a specific child. This must be at the parent's request, on a case-by-case basis, and not a center-wide policy.

1110(2) A certified child care center must make sure drinking water is always available to children in each classroom and after active play and served in a sanitary manner that prevents contamination.

1110(6) A certified child care center must maintain staff-to-child ratios during meal and snack service and while children are eating.

1110(9) A certified child care center may serve a child food provided by the parent of the child only when:

(a) Food is brought on a daily basis and is ready to eat, requiring no preparation;

(b) All food and beverage containers are labeled with the child's name;

(c) Each child's food is monitored daily by a staff member to ensure that the food meets nutritional requirements as specified in OAR 414-305-1140, Meals and Snacks; and

(d) The center has sufficient food available to supplement any meal or snack that does not meet nutritional requirements as specified in OAR 414-305-1140, Meals and Snacks.

1130(1) A certified child care center must store, prepare, and serve all food and drink provided by the center in a sanitary manner and protected from contamination.

1130(8) A certified child care center must prepare food according to the minimum standards identified in food handler certification.

**Transportation**

1200(1) If a center transports children, the center must be in compliance with all applicable state laws, including current vehicle insurance that covers the driver, the vehicle, and all occupants.

<p>1200(2) When children are taken on field trips, the center must ensure that:</p> <ul style="list-style-type: none"> <li>(a) When children are transported for long distances, the center provides rest and stretch stops as needed;</li> <li>(b) Staff check a written list of children on the field trip frequently to account for the presence of all children and:               <ul style="list-style-type: none"> <li>(A) Prior to boarding and exiting the vehicle; and</li> <li>(B) Any time the group changes locations on site (e.g. when moving from one exhibit to the next);</li> </ul> </li> <li>(c) Each child wears an easily identifiable item, such as a label, shirt or wristband, listing the name and telephone number of the child care center;</li> <li>(d) Caregivers are easily identifiable; and</li> <li>(e) A notice of field trips, including the date, destination, and estimated times of departure and return, is posted at least 48 hours in advance of a field trip in a prominent place where parents and others may view it.</li> </ul>
<p>1210(1) If a driver is the only adult in the vehicle, a center must ensure that the driver:</p> <ul style="list-style-type: none"> <li>(a) Meets teacher or aide II qualifications and training requirements.</li> </ul>
<p>1210(2) A center must ensure that drivers of a vehicle used to transport children:</p> <ul style="list-style-type: none"> <li>(a) Are at least 21 years of age;</li> <li>(b) Have a valid driver's license appropriate for the type of vehicle driven;</li> <li>(c) Are certified in first aid and CPR or accompanied by someone with certification.</li> </ul>
<p>1210(3) A center must ensure that there are sufficient staff to meet the required staff-to-child ratios for each age group of children being transported.</p> <p>1210(4) A center must provide adequate supervision to protect children during transportation.</p>
<p>1220(1) A center must maintain the following items in the vehicle as well as at the center:</p> <ul style="list-style-type: none"> <li>(a) An operable phone;</li> <li>(b) Program information including center name, address, and phone number;</li> <li>(c) Proof of vehicle insurance;</li> <li>(d) A checklist of all children being transported with any pick-up and delivery times and locations;</li> <li>(e) Emergency medical information on each child including parents' contact information, special medical needs, medications, allergies, the name and phone number of the child's doctor, and emergency medical authorization forms;</li> <li>(f) When transporting children with chronic medical conditions (such as asthma, diabetes, or seizures), their emergency care treatment plans, supplies and medication; and</li> <li>(g) A first aid kit that is easily accessible to staff and not children, and with contents specified in OAR 414-305-1020, Injuries).</li> </ul>
<p>1220(2) A center must ensure the following safety practices are followed:</p> <ul style="list-style-type: none"> <li>(f) Staff must have clear instructions on handling emergency breakdowns and accidents, including vehicle evacuation procedures, supervision of the children, and contacting emergency help.</li> <li>(g) Staff at the center must know the routine arrival and departure times of the vehicle and take action if the vehicle does not return at a scheduled time.</li> </ul>
<p>1230 A center must meet passenger restraint and seating rules to ensure children's safety during transportation.</p>
<p>1240 A center must ensure that all vehicles used for transportation meet the following:</p> <ul style="list-style-type: none"> <li>(1) Vehicles are identified with the center or business entity name that is easily read by the public (e.g. a small sign in the rear window or a bumper sticker), unless using contracted transportation or a vehicle not owned by the center.</li> </ul>
<p>1240(3) If a center uses vans designed for 10 or more passengers and manufactured prior to 2010:</p> <ul style="list-style-type: none"> <li>(b) 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 CCLD (<a href="#">CCLD-0119</a>) or on a form provided by the inspector which contains the same information.</li> </ul>

**Swimming**

**Swimming is offered for:**

- Recreation     Lessons

**Swimming is offered at a pool facility that is:**

- On-Site     Off-site

1300 A center providing swimming activities to children shall meet all rules including but not limited to:  
 (1) A center must have written permission from each child's parent before engaging in any swimming activities.

(2) A center must provide constant sight and sound supervision of children around any bodies of water.

1300(5) A center must not permit children to use or have access to a hot tub, spa, portable wading pool, or other similar equipment.

1300(6) If a center has on-site swimming or is responsible for off-site swimming, the center's written emergency plan must also include pool and swimming safety.

1300(7) When a swimming pool is located on the center premises, emergency telephone numbers and the center's address must be posted near an immediately accessible telephone in the pool area

1300(8) At all times when children are engaged in swimming and wading activities on or off the premises, a center must:

- (a) Ensure that staff are in or at the water and prepared to enter;
- (b) Ensure that staff remain in direct physical contact with infants at all times and not more than an arm's length from 1-year-olds;
- (c) Meet the following staff-to-child ratios:
  - (A) 6 weeks to 36 months - 1:1;
  - (B) Preschool-age - 1:6;
  - (C) School-age - 1:10; and
  - (D) The age of the youngest child in a mixed-age group determines the staff-to-child ratio.
- (d) Verify that all adults counted in the staff-to-child ratios are able to swim if the water is more than 48 inches deep;
- (e) Ensure that a certified lifeguard is present and on duty at all times. Center staff lifeguards may not count in staff-to-child ratios when more than 10 children are present; and
- (f) Review safety rules with children each time they participate.

**Animals**

1400(1) A center must ensure that any animal at the center is:

- (a) In good health and shows no signs of carrying disease;
- (b) Friendly toward children with no signs or history of aggression;
- (c) Kept free of fleas, ticks, and worms;
- (e) Kept in a cage or tank with the exception of cats and dogs; and
- (f) Not permitted in food preparation areas or on children's resting surfaces.

1400(2) A center may not allow an animal with any history of biting to be on the premises of the center.

1400(4) A center may allow an animal, other than a cat or dog, such as a poisonous animal, reptile, amphibian, monkey, hook-beaked bird, chicken, duck, hermit crab, rodent or ferret on the premises only if:

- (a) The animal is housed in and remains in a cage, tank or other measure which precludes any direct contact by children; or
- (b) The exotic animal is present as part of an educational program run by a zoo, museum or another professional animal handler.

1400(5) A center must ensure that all contact between an animal and a child is supervised by staff who are close enough to remove the child immediately if the animal shows signs of aggression or distress or the child shows signs of treating the animal inappropriately.

1400(6) A center must inform parents of any animals on the premises by a clearly viewed notice or bulletin, policy handbook, parent flier, or a statement included on the enrollment form (also see OAR 414-305-0200, Policies).

**Night Care**

**Night Care Items to Review:**

*A check mark indicates the item has been discussed with the program.*

1500(1) A center must be approved by CCLD to provide night care, as defined in 414-305-0100(32).

(2) A center must meet the staff-to-child ratio specified in OAR 414-305-0400 during night hours. In addition:

- (a) There must be at least two staff present and awake at all times;
- (b) All sleeping and awake children must be within sight and sound of staff at all times;
- (c) A center must not allow anyone on site other than center staff, parents, and individuals authorized to pick-up children in care; and
- (d) A center must provide staff training on evacuating sleeping children in an emergency.

1500(4) A center must ensure:

- (a) All sleeping rooms used by children have two usable exits approved by the fire code official;
- (b) All exits are visible using lighted exit signs or by lighted exits, such as a hall light or lamp, which lights the exit path and door; and
- (c) Each room is equipped with a battery powered light source.

1500(5) Sleeping Equipment. A center must provide the following accommodations for sleeping children:

- (a) Each child who spends the majority of their sleeping hours per night in night care must have an individual bed and mattress, or another sleeping arrangement that provides adequate support to a child's body and of a size appropriate to the age of the child. The mattress must be fitted with a waterproof cover.
- (b) Each child who does not spend the majority of their sleeping hours in night care must have an individual crib, portable crib, play yard, cot, or mat with bedding as specified in OAR 414-305-0620 Furniture and Equipment for Infants and Toddlers and OAR 414-305-0900 Furniture.
- (c) Children under the age of 18 months must be provided with a crib, portable crib, or play yard for night care sleeping.
- (d) The upper level of bunk beds must be used only for children 10 years or older when a bed rail and safety ladder are in place.
- (e) Other than infants, children must be provided with sheets, pillows, pillowcases, and blankets.

1500(6) A center must make provisions for children to maintain personal hygiene.

- (a) Each child must have access to the following:
  - (A) An individual washcloth, towel, toothbrush, comb or brush, and sleepwear;
  - (B) The opportunity to brush their teeth with an individual toothbrush and toothpaste labeled with their name; and
  - (C) The opportunity to take a bath or shower, if needed.
- (b) There must be at least one bathtub or shower for every 15 children that is: Equipped to prevent slipping;

**Policies**

0200(1) A center must provide the following written information to parents, staff, and volunteers:

- (e) Health policies and procedures to include support for parents feeding their infants, immunization tracking, and response to injuries. (All other policies listed in this subrule are reviewed by EHS)
- (g) A plan to ensure that any visitor or other adult not enrolled or conditionally enrolled in the CBR does not have unsupervised access to children;
- (h) Emergency preparedness plan
- (n) Behavior and guidance policies [see 414-305-0700];

0700(7) A center must have a policy that addresses how staff must proceed if a child is displaying inappropriate behaviors that could endanger themselves or the safety of others

0200(3) A center must have written personnel policies for staff and volunteers that include at a minimum:

- (a) Position descriptions, job duties assigned, and supervision of each position; and
- (b) Initial and ongoing training requirements

**Emergency Preparedness and Response**

0210(1) A center must have a written plan for emergency preparedness that addresses evacuation, relocation, shelter-in-place and lockdown procedures, and responding to medical emergencies and other incidents that center staff will follow, unless otherwise instructed by emergency personnel. The plan must identify a licensed physician, hospital, or clinic to be used for emergency medical care.

(2) A center's written plan must clearly define roles and responsibilities for all staff in an emergency and identify the center's procedures for all situations in 414-305-0210(a)-(o).

0210(4) A center must review the written plan and all emergency procedures at least once per licensing year and update the procedures as needed.

(5) A center must review the written plan with center staff once annually and whenever the plan is updated.

0210(8) A center must have an emergency light source, such as a flashlight, in working condition, available in:

(a) Each classroom used by children; (b) The center's kitchen; and (c) The center's office, if applicable.

0210(9) A center must have an emergency supply kit available in a location known to all staff. Supplies must include at a minimum:

- (a) First aid supplies, hand sanitizer, wet wipes, and tissue;
- (b) A whistle or air horn;
- (c) A working flashlight and spare batteries; and
- (d) A battery or solar powered radio.

**Items Available to View**

0260(2)(a-n) A center must have the following items available in a prominent and frequently visited location for the parents and public to view:

- (a) The most current certificate issued by CCLD;
- (b) A notice that the most recent CCLD inspection and rules for Certification of Child Care Centers are available upon request;
- (c) The Department of Early Learning and Care Website [[www.oregon.gov/delc](http://www.oregon.gov/delc)] 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;
- (d) The most recent water test results summary provided by CCLD (also see OAR 414-305-0820, Water Supply and Plumbing);
- (e) Information on how to report a complaint to CCLD regarding certification requirements;
- (f) The Oregon Child Abuse and Neglect Hotline number and requirement to report suspected abuse or neglect;
- (g) The director's full name and at least one additional personnel who is responsible for the center if the director is not present at the center. When the individuals listed are not present, the appointed personnel in charge is identified in writing;
- (h) A notice that custodial parents have access to all child care areas upon notifying any staff member of their presence during the hours of operation and without advance notice;
- (i) Center closures (vacation days, holidays, etc.);
- (j) The dated current week's menu of all snacks and meals served by the center with any substitutions recorded;
- (k) A notice of planned field trips showing the date, times, and place of each excursion and posted at least 48 hours in advance of the trip;
- (l) When on a neighborhood walk and all staff and children have left the premises, a notice with staff contact information and approximate return time;
- (m) A notice when any child or staff member has a child care restrictable disease, as defined in Oregon Health Authority rule, or food poisoning (also see OAR 414-305-1010, Illness); and
- (n) The center's behavior and guidance policy.

**Date of lead test expiration:** \_\_\_\_\_

**Required Postings**

0210(7) A center must post on each floor and in each classroom in use, a diagram of the building showing:

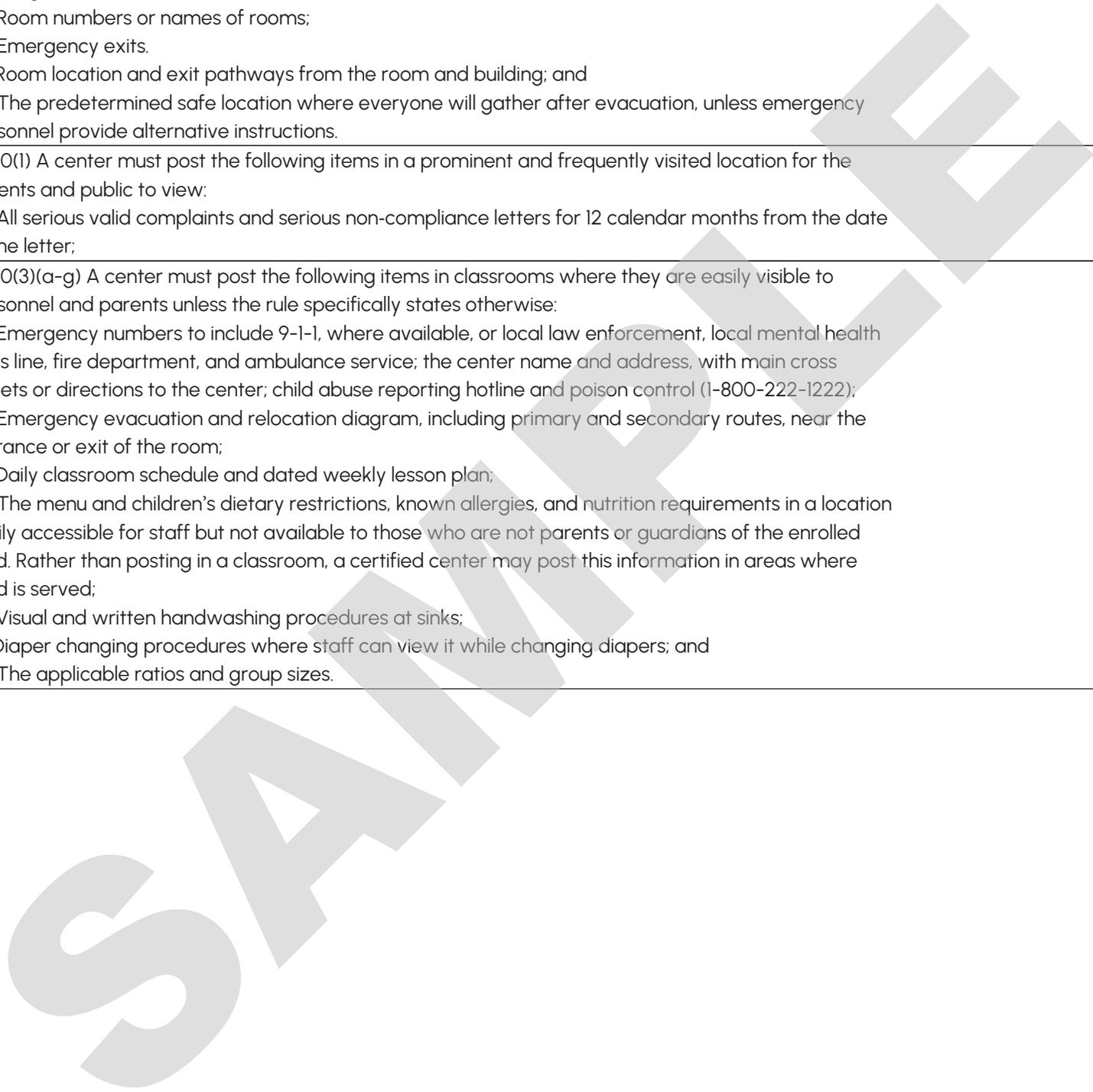
- (a) Room numbers or names of rooms;
- (b) Emergency exits.
- (c) Room location and exit pathways from the room and building; and
- (d) The predetermined safe location where everyone will gather after evacuation, unless emergency personnel provide alternative instructions.

0260(1) A center must post the following items in a prominent and frequently visited location for the parents and public to view:

- (a) All serious valid complaints and serious non-compliance letters for 12 calendar months from the date of the letter;

0260(3)(a-g) A center must post the following items in classrooms where they are easily visible to personnel and parents unless the rule specifically states otherwise:

- (a) Emergency numbers to include 9-1-1, where available, or local law enforcement, local mental health crisis line, fire department, and ambulance service; the center name and address, with main cross streets or directions to the center; child abuse reporting hotline and poison control (1-800-222-1222);
- (b) Emergency evacuation and relocation diagram, including primary and secondary routes, near the entrance or exit of the room;
- (c) Daily classroom schedule and dated weekly lesson plan;
- (d) The menu and children’s dietary restrictions, known allergies, and nutrition requirements in a location easily accessible for staff but not available to those who are not parents or guardians of the enrolled child. Rather than posting in a classroom, a certified center may post this information in areas where food is served;
- (e) Visual and written handwashing procedures at sinks;
- (f) Diaper changing procedures where staff can view it while changing diapers; and
- (g) The applicable ratios and group sizes.



**Recordkeeping**

**Children Records**

0220(1) A center must obtain the following information for each child, in paper or electronic format, prior to the first day of attendance that includes the parent's signature:

- (a) The child's name, date of birth, and home address;
- (b) Date the child entered care;
- (c) Name(s), home and business address(es) and telephone number(s) of the custodial parent(s) or legal guardian(s);
- (d) Name and contact information of the person to be called in an emergency if the parent(s) cannot be reached;
- (e) Name and telephone number of person(s) to whom the child may be released;
- (f) The name and telephone number of the school that the child attends, if applicable;
- (g) Name and telephone number of child's medical provider(s) or emergency care facility, if applicable;
- (h) Immunization record or exemption that is updated when the child receives additional vaccines (also see OAR 414-305-0225 Immunizations);
- (i) Authorization to obtain emergency medical care and to transport the child for emergency medical treatment;
- (j) Developmental and health history of any problems that could affect the child's participation in child care;
- (k) A written care plan for any child must be readily accessible to those caring for children with chronic health issues or specific care needs such as allergies, previous serious illnesses or injuries, and medications prescribed for continuous, long-term use (also see OAR 414-305-1050, Care of Children with Specific Needs); and
- (l) Verification that parents have received a copy of the center policies.

0220(4) A center must have the parent or guardian review, update, and sign or initial the enrollment form at least annually.

**Parental Permissions**

0230(1) A center must have the following current permissions from parent(s) when applicable:

- (a) Documentation of permission for a person not listed in the child's records to pick up the child that includes:
  - (A) Date and time of the permission;
  - (B) Period of time the permission is valid;
  - (C) Name of the individual providing permission;
  - (D) Name of the individual permitted to pick up the child; and
  - (E) Name of the center staff receiving the permission.

0230(1)(d) Parental permission for participation in any center-sponsored religious or cultural event. Parental permission is also required for any special occasions where food is served;

0230(1)(e) A center must have signed parent permission prior to transporting a child that includes:

- (A) The child's name;
- (B) The purpose of transportation;
- (C) Whether a center or personal vehicle is used and whether the driver is staff or a volunteer; and
- (D) A specific pick-up and drop-off plan that addresses the location, times, and transfer of supervision.

0230(1)(f) Parental permission for a school-age child to leave the facility on their own.

- (g) Permission to bathe a child, if necessary.

0230(1) A center must have parent permission prior to a field trip or other activity away from the immediate neighborhood. Field trip permission must be specific with dates, times, and locations for each field trip.

0230(3) A center must inform and obtain written permission from parents for children to participate in contracted (e.g., gymnastics, music) or individualized services (e.g., therapeutic or medical services) not directly operated by the center. The permission form must state that the services are not licensed by CCLD.

0230(4) A center must have parental permission prior to a high risk activity, such as swimming, on or off the premises, and share the safety plan with parents. See rule 0230(4)(a-d) for specific items that must be included in the safety plan.

0230(5) A center must obtain parental permission prior to using photographs or recordings of a child publicly (e.g. social media, advertisements).

**Staff Records**

0240 A center must maintain current personnel records for each staff, in paper or electronic format, which include:

- (1) Name, address and telephone number of staff;
- (2) Job title and duties;
- (3) Dates of first and last days on the job;
- (4) Emergency contact information;
- (5) Completed employment application or resume;
- (6) Evidence of education and qualifying work experience showing that the person meets the qualifications for the position;

0240(7) The CBR confirmation letter sent from CCLD to a center. If a center does not yet have a CBR confirmation letter for staff, a center must have written documentation that the center has verified with CCLD that the staff is enrolled in the CBR and linked to the center. Documentation must include the date, time, and name of the CCLD staff member the center spoke with.

0240(8) Current first aid and CPR training certificate;

- (9) Current food handler certification, if applicable;
- (10) Driving record, driver's license number and expiration date if the person is to transport children;
- (11) Evidence of participation in an orientation; and
- (12) A statement signed and dated by the employee showing they have access to the center's policies and the rules for the Certification of Child Care Centers.

**Orientation and Initial Training**

0370(2) A certified child care center must ensure staff, including substitutes, complete the following within 30 days of hire and prior to having unsupervised access to children:

- (a) Introduction to Child Care Health and Safety; and
- (b) A minimum of 2 hours of CCLD approved training on recognizing and reporting child abuse and neglect that is specific to Oregon law.

0370(3) A certified child care center's staff and substitutes, with the exception of cooks, must:

- (b) If the center is certified to care for infants, complete the Safe Sleep for Oregon Infants training within the first 30 days of hire and prior to having unsupervised access to infants; and
- (c) Complete the CCLD approved Child Development Training within 90 days of hire.

0370(5) A certified child care center director must provide verification to Oregon Registry Online (ORO) that they have obtained 10 hours of training in the core knowledge category of Program Management; or they must obtain 10 hours within the first year of hire.

**Annual Training**

0380(1) A center must ensure the following training requirements are met for each staff:

- (a) Each center director, multi-site coordinator, teacher, and aide II must have at least 15 clock hours of formal training or education annually related to child care, of which at least 8 clock hours is in child development and 1 hour is in health, safety, and nutrition (HSN).
- (b) Substitute teachers and substitute aide IIs who provide care for 240 hours or more per licensing year at one or more sites operated by the same organization complete at least 15 clock hours of annual training or education related to child care, of which at least 8 clock hours is in child development or early childhood education, and 1 hour is in health, safety, and nutrition (HSN).
- (c) Certified child care center staff employed less than a year must complete training requirements prorated at 1.25 clock hours for each month worked in the current license period. If the 15 hours of training are pro-rated, the requirement to have 8 hours of training in child development or early childhood education does not apply.

(2) Any staff member who works at multiple locations, operated by the same organization/company must designate one center to track the staff member's training requirements. [Home Site]

**Program Records**

0250(2) A center must maintain the current day's attendance record in paper or electronic format with each group of children. All caregivers must have access to the attendance records to determine which children are in care during their work shift, changes in caregivers, and emergency evacuations. A center's daily attendance records must include:

- (a) The child's full name; and
- (b) Times recorded as children arrive and depart so that the record shows the children in attendance at any given time.
- (3) If a group of children separates from the larger group to move to another activity, such as going outside, the responsible staff member must have a method to account for the children in the separate group, such as a written list of the children's names.

0250(4) A center must maintain staff attendance records to include:

- (a) The staff's full name; (b) Times of arrival and departure; and (c) Group or room assignment.

0310(7) A center must have safeguards in place to prevent a visitor's unsupervised access to children, including a sign-in and sign-out process that captures:

- (a) The individual's name and relationship to the center (e.g. volunteer, vendor, guest, etc.);
- (b) Arrival and departure times; and
- (c) Name of qualified staff responsible for monitoring the individual's presence and accompanying the individual while on the premises.

0210(6) A center must practice evacuation drills monthly and one other aspect of the emergency plan every other month.

0210(6)(e) An emergency evacuation drill must be conducted within the first 10 operating days after initial licensure.

0250(9) A center must have parents or guardians of each child enrolled in the center sign a declaration form, approved by CCLD, verifying they have reviewed a copy of the current license certificate. The declaration shall be updated any time an exception or condition is added to or removed from the license.

**Items to Discuss**

*A check mark indicates the item has been discussed with the program.*

- 0200(4) If a center uses volunteers, the center must provide a copy of volunteer policies to any volunteers that includes procedures for ensuring training if the volunteer counts in the staff-to-child ratio, compliance with certification rules and center procedures, and an understanding of emergency preparedness plans.

<p>0250(7) A center must maintain a written record of suspected child abuse and neglect reports made to the Department of Human Services Child Welfare or law enforcement.</p> <p><input type="checkbox"/> 0270(3) Any staff member who has reason to believe a child has been abused or neglected is required to report the matter immediately to the Oregon Child Abuse Hotline (1-855-503-7233), Department of Human Services Child Welfare, or a law enforcement agency. This requirement applies 24 hours a day.</p>
<p><b>Notifications as listed in 414-305-0270 (1)-(7) must be made within the indicated timeline. This includes but is not limited to:</b></p> <p>0270(1) A Certified Center must notify CCLD by 5pm the next business day of:</p> <p>(f) Any occurrence, including a natural disaster, that renders all or part of the center unsafe or unsanitary for a child including disruption of utilities or contaminated water;</p> <p>(g) An incident that exposes children to an imminent risk of harm, such as a child leaving the center without the center's knowledge or being left alone on or off site or in a vehicle;</p> <p>(h) An animal bite to an individual that occurs on site at any time or off site when participating in center activities;</p> <p><input type="checkbox"/> (i) An accident involving transportation, unless there were no injuries and only minor damage to the vehicles;</p> <p>(j) Any serious injury or incident involving a child;</p> <p>(k) A child who is given the incorrect dosage of any medication;</p> <p>(l) A child who took or received another person's medication;</p> <p>(m) The death of a child or staff member that occurred on the premises of the center;</p> <p>(n) Other dangers or incidents requiring emergency response such as a fire or temporarily relocating children;</p> <p>(o) Any time prohibited discipline or prohibited actions occur (also see OAR 414-305-0710, Prohibited Discipline and Actions); and</p> <p>(p) Any incident where physical restraint is used (also see OAR 414-305-0720, Physical Restraint).</p>
<p>0270(5) A center must immediately notify parents or an emergency contact if the parent cannot be reached and document if their child:</p> <p>(a) Does not arrive on their own at the center as scheduled, such as when a school-age child is walking to the center or when a child is transported from another program;</p> <p>(b) Is not present at the pick-up location as scheduled;</p> <p>(c) Is involved in an incident that placed the child at risk such as being lost, missing or left alone on a playground, a field trip, or in a vehicle;</p> <p>(d) Has experienced any suspected allergic reactions, as well as the ingestion of or contact with the allergen even if a reaction did not occur;</p> <p><input type="checkbox"/> (e) Was not administered medication in accordance with directions;</p> <p>(f) Received emergency medication for a life-threatening condition such as epinephrine;</p> <p>(g) Sustains an injury that may need evaluation by a physician or any impact to a child's head;</p> <p>(h) Has been exposed to poison;</p> <p>(i) Has been fed human milk or formula intended for another child (see OAR 414-305-0610, Feeding Infants);</p> <p>(j) Is bitten by an animal, when the skin is broken or when an evaluation by a physician may be needed;</p> <p>(k) Is separated from the group due to an illness;</p> <p>(l) Dies while in care; or</p> <p>(m) Is involved in any incident where physical restraint is used.</p>
<p>0210(3) A center must observe weather conditions and other possible hazards to take appropriate action for child health and safety. Conditions that pose a health or safety risk may include, but are not limited to:</p> <p>(a) Heat in excess of 100°F, or pursuant to advice of the local authority;</p> <p>(b) Cold less than 20°F, or pursuant to advice of the local authority;</p> <p><input type="checkbox"/> (c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;</p> <p>(d) Earthquake;</p> <p>(e) Air quality emergency ordered by a local, state, or federal authority on air quality or public health;</p> <p>(f) Lockdown notification ordered by a public safety authority; and</p> <p>(g) Other similar incidents.</p>

<input type="checkbox"/>	<p>0230(6) If a family served by a center is experiencing homelessness, the center must make efforts to follow OAR 414-305-0230 (1) through(5). If a center is unable to acquire written parental permissions, permissions may be received verbally, when documented by the center, or electronically, such as through a text message or e-mail.</p>
<input type="checkbox"/>	<p>0235(1) A center shall require that any person bringing a child to the center remain with the child until the child is accepted by staff. (2) A center may only release a child to a parent or another person named and identified by the parent(s). A person picking up the child must show identification if not known to staff.</p>
<input type="checkbox"/>	<p>0250(1) A center must maintain records that demonstrate compliance with all rules for 2 years following the record's creation, such as parent permissions, attendance records, emergency preparedness drills, and pet vaccinations. A center must maintain staff and children's records for 2 years after termination of employment or care.</p>
<input type="checkbox"/>	<p>(a) A center may store records off site that are older than 1 year but they must be made available within 48 hours, upon request. A center must make all other records available to CCLD at all times.</p>
<input type="checkbox"/>	<p>(b) A center must have at least one staff member on site who can access any records that are stored in paper or electronic formats. (c) Electronic records must be portable for use during an emergency evacuation.</p>
<input type="checkbox"/>	<p>0300(3) A center must ensure that at least one person who has current certification in first aid and Pediatric Cardiopulmonary Resuscitation (CPR) is present in the center at all times, during transportation, and on field trips.</p>
<input type="checkbox"/>	<p>0300(4) A center must ensure that any person who has demonstrated behavior that could endanger the health, safety or wellbeing of a child is not on the premises during child care hours nor has access to children in care.</p>
<input type="checkbox"/>	<p>0310(3) A center must have written confirmation from CCLD that staff 18 years of age or older are enrolled or conditionally enrolled in the CBR before the staff may be on the child care premises or present with children off-site during child care hours. (4) All caregivers and other individuals that are required to be enrolled in the CBR and are on site must maintain current enrollment in the CBR at all times while the center license is active.</p>
<input type="checkbox"/>	<p>0310(5) Staff conditionally enrolled in the CBR may function in their staff position but shall not have unsupervised access to children until the center has confirmed with CCLD the individual is enrolled. (6) Any visitor to the center or other adult who is not enrolled in the CBR shall not have unsupervised access to children.</p>
<input type="checkbox"/>	<p>0310(8) A center must ensure that individuals whose CBR enrollment has been revoked, denied, or suspended are not on the premises during child care hours or have contact with children in care.</p>
<input type="checkbox"/>	<p>0320(2) If a center's licensed capacity is less than 100 children, the director must be on site a minimum of one-third the weekly operating hours or 40 hours per week, whichever is less, as documented by the center. The director may be responsible for multiple centers.</p>
<input type="checkbox"/>	<p>(3) If a center's licensed capacity is more than 100 children, the director must be on site at least half of the weekly operating hours or 40 hours per week, whichever is less, as documented by the center. The director may only be responsible for one center.</p>
<input type="checkbox"/>	<p>0320(4) A director may serve as a teacher, if qualified, and have regular teaching duties when 40 or fewer children are on site. (5) A center must have the director or a substitute director on the premises during all hours of operation.</p>
<input type="checkbox"/>	<p>0525(1) A center must make the emotional and physical needs of children the first priority of the center, ensuring that children get adequate care and prompt attention.</p>
<input type="checkbox"/>	<p>0525(6) A center must take precautions to protect children from excessive sun exposure, including but not limited to: (a) Keeping infants younger than six months out of direct sunlight;</p>
<input type="checkbox"/>	<p>(b) Applying sunscreen to children. Centers must comply with requirements regarding sunscreen in OAR 414-305-1030(7), including parent permission; (c) Ensuring access to shaded areas or having children wear protective clothing and hats; and (d) Limiting direct sun exposure when children do not have sunscreen applied.</p>
<input type="checkbox"/>	<p>0800(2) A center may only care for children in activity areas approved by CCLD. (3) A center must have CCLD approval prior to using a new room, activity area, or outdoor space to care for children.</p>

Facility Name: \_\_\_\_\_

License Number: \_\_\_\_\_

- 0800(4) A center must not exceed its licensed capacity at any time, including the total number of children in care both at and away from the center.
- 0810(1)(a) A center must have adequate heating and ventilation to maintain the indoor temperature no lower than 68°F and no higher than 85°F when children are present. If the center is unable to maintain an internal temperature between 68°F and 85°F, a center must utilize strategies to help children stay warm or cool.
- 0840(5) A center must not permit any tobacco products such as cigarettes, cigars, and smokeless or vaping devices, illegal drugs, drug paraphernalia, hemp, marijuana and marijuana infused products, or alcohol on the premises during operating hours or when children are present. This includes:
  - (a) The playground;
  - (b) Within 10 feet of any entrance, exit, or window that opens or any ventilation intake that serves an enclosed area; or
  - (c) In any center vehicles or on any field trip.
- 0840(9) A center must take precautions to protect children from vehicular traffic.
- 0920(10) Trampolines, other than rebounders, are prohibited. Rebounders are permitted only when used according to manufacturer's instructions.
  - (II) Inflatable equipment such as: bounce houses, moon walkers, and giant slides, etc., are permitted when used according to manufacturer's instructions. Staff must be physically positioned to respond if needed.
- 1020(1)(e) Notification of parents:
  - (A) Any injury that may need evaluation by a physician or impact to a child's head must be reported to the child's parent(s) immediately and documented.
  - (B) Any injury requiring first aid or requiring observation must be reported to the child's parent(s) on the day of occurrence.
- 0710 A center must not use or threaten to use any of the prohibited actions in 0710 (1-12) even if requested or agreed to by parents.

**Visit Summary**

**Comments**

**Information Provided On**

- Connecting with CCLD (PTA-0460)
- Child Care Licensing Division Finding Review Procedure (CCLD-0125)
- Child Care Licensing Division Complaint Procedures (CCLD-0127)
- Other (Specify): \_\_\_\_\_

**License Issued**

- Annual
- Temporary
- No License Issued

**License Effective Date:** \_\_\_\_\_

**License End Date:** \_\_\_\_\_

**Email and Signature**

- A copy of this report will be emailed after this visit to the email address(es):

Primary: \_\_\_\_\_

Secondary: \_\_\_\_\_

\_\_\_\_\_  
Licensing Specialist Signature and Date

*This checklist covers selected rules from the **Rules for Certified Child Care Centers (CCLD-0084)**. Knowledge of and compliance with all of the rules within that document must be maintained at all times for certified center child care programs. This checklist also contains dynamic elements and may not show some items that are not relevant to your program. To view a full sample checklist, visit the Department of Early Learning and Care website, [www.oregon.gov/DELIC](http://www.oregon.gov/DELIC), or request a copy from your licensing specialist.*

*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 Child Care Licensing Division (CCLD) at 503-947-1400. Please notify your licensing specialist if you would like to receive a mailed copy of this report.*