

Certified Family Child Care

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 Program Information
Program Name: _____ License Number: _____ Program Address: _____ Fax Number: _____ Email Address: _____ Phone Number: _____ Provider: _____ Substitute Provider: _____

Program Details		
Program Cares for: <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: _____	Program Includes: <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	Other: Capacity: _____ Certification Changes Approved: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A <input type="checkbox"/> Floor Plan Changes? <input type="radio"/> Yes <input type="radio"/> No

Hours of Operation	Sanitation
	<input type="checkbox"/> Environmental Health Specialist Approval Date: _____

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

Building Information			
NOTE: Minimum square footage needed for the first 12 children at 35 sq ft per child = 420 sq ft. For each additional child over the capacity of 12, there is to be 50 sq ft per child.			
Room	Comments	Age Group	Square Footage
<input type="checkbox"/> Building dept. and/or planning/zoning approval (CCLD-0108) Date: _____ Licensed Capacity: _____ Number of Toilets: _____ Handwashing Sinks: _____ Outdoor square footage: _____			

Fire Safety Evaluation
<i>The following items have been identified as common fire hazards by the Oregon State Fire Marshal:</i>
<input type="checkbox"/> Smoke alarms are installed on each floor level of the home used by child care children and in areas used for napping.

- Smoke alarms are maintained in good working order. **Smoke alarms last checked on:**
- Candles, lighters and matches shall not be used during child care hours, except for the brief supervised use of celebratory candles.
- Matches and lighters are kept in locked storage when not in use.
- Flammable substances such as gasoline, kerosene, lighter fluid, etc. are kept in original containers, stored under child-proof lock and kept away from food service supplies.
- Extension cords shall not be used as permanent wiring. A grounded power strip with built-in over-current protection (circuit breaker) may be used on a short-term basis. NOTE: Not to be used with appliances e.g., microwave, refrigerator.
- Dryer lint traps are cleaned after each use and the exhaust hose is cleaned periodically. **Exhaust hose last checked on:**
- Heat sources such as furnaces, water heaters, dryers, etc. Do not have any combustible items stored within minimum of 18 inches of the unit.
- Woodstoves and fireplaces that are in use during child care hours must:
 - Have barriers preventing children from contact
 - Have Permits (woodstoves only)
 - Have been inspected and cleaned annually (if used at any time, not just during child care hours)
- Plans for use of the second floor include description of emergency exiting and supervision by caregiver who is on the same floor.
- Emergency exits are clear of obstructions.

The Provider (and any substitute provider) is responsible for knowing and following all the rules applicable to their 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 registration of child care programs does not give the provider permission to do so.

Ratios and Supervision

Children Present		
Ages of Children	Total Children	Total Caregivers
Six weeks to 24 months		
24 months to Kindergarten		
Kindergarten and above		

Ratios

O120(1) The number of caregivers and group size shall be determined by the number and ages of the children in attendance. The required caregiver/child ratios shall be met at all times. This includes:

- (a) All child care children, as defined in OAR 414-350-0010(9);
- (b) The provider's own child(ren), including foster child(ren), 9 years of age or younger;
- (c) All other caregivers' own children age 12 years or younger.

O120(4) The number of caregivers is determined by the age and number of the youngest child(ren) in the group. If the provider is certified to care for more than 12 children and plans to care for more than 8 infants and/or toddlers, the provider must develop a plan showing how infants and toddlers will be limited to a group size of not more than eight. The plan must be approved by CCLD.

Supervision

O100(7) The provider, or a substitute caregiver, shall be present during all the hours the certified family child care business is conducted.

0120(3) Children shall at all times have the full attention of and be supervised by the required number of caregivers:

- (a) Children shall be within sight and/or sound of a caregiver at all times;
- (b) A caregiver 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;
- (c) Children may not be on a floor level of the home unless a caregiver is on the same floor level, except as specified in OAR 414-350-0120(2)(d);
- (d) When bathroom facilities are not on the same floor level, a written plan for adequate supervision of both bathroom and child care areas shall be developed and implemented.

0220(1) The provider and any caregivers must give the children's needs first priority, ensuring they get adequate care and attention.

Program and Care of Children

0220(2) There shall be activities for children according to their ages, interests, and abilities. If the provider is certified to care for more than 12 children the provider shall have a written program of activities for each age group.

0220(5) No child may view television or videos or play computer or electronic games for more than two hours per day.

0230(3) An individual bed, mat or cot, appropriate to the cultural background of the child, with individual bedding appropriate to the season, shall be provided for each toddler and preschool age child in the home at nap time and for each school-age child who wants to rest.

School-Age Program of Activities

0220(9) In addition to the daily routine specified in OAR 414-350-0220(2), school age children shall have opportunities to choose from a variety of activities, including:

- (a) Individual or group projects and activities, including homework; and
- (b) Rest or relaxation

Preschool-Age Program of Activities

0220(8) In addition to the daily routine specified in OAR 414-350-0220(2), preschool-age children shall have opportunities, on a daily basis, to choose from a variety of activities and experiences, which shall include:

- (a) Creative expression through the arts;
- (b) Dramatic play;
- (c) Gross (large) motor development;
- (d) Fine (small) motor development;
- (e) Music and movement;
- (f) Opportunities to listen and speak;
- (g) Concept development; and
- (h) Appropriate sensory play.

0220(8)(i) A supervised nap or rest period. 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.

Infant and Toddler Program of Activities

The following apply to infant and toddlers in care at the certified home:

0220(6)(b) Children shall be given opportunities during each day to move freely by creeping and crawling in a safe, clean, warm, and uncluttered area.

0220(6)(c) Throughout the day, each infant and toddler shall receive physical contact and individual attention (e.g., being held, rocked, talked to, sung to, and taken on walks inside and outside the home).

0220(6)(d) The provider must have routines for eating, napping, diapering and toileting, with flexibility to respond to the needs of each child.

0220(6)(f) Children shall be given appropriate opportunities to use the five sense through sensory play.

0220(6)(i) Caregivers shall encourage the development of self-help skills (dressing, toileting, washing, eating) as children are ready.

0235(7) The use of infant walkers is prohibited.

0220(6)(j) In addition, toddlers shall be given opportunities to participate in:
 (A) A variety of activities encouraging creative expression through the arts.
 (B) Running, climbing, and other vigorous physical activities.

0140(1)(b) There shall be a designated area for children under 24 months of age that is developmentally appropriate and safe.

Infant Care

The following are required for children under 12 months of age.

0210(8)(a) Each child shall be fed on his/her own feeding schedule.

0210(8)(b) When formula is furnished by the provider, it shall be either the commercially prepared, iron-enriched, ready-to-feed type or shall be prepared from powder or concentrate and diluted according to manufacturers' instructions. When formula is prepared on site, the provider must have a written plan for mixing formula and sanitizing bottles and nipples. The plan must be approved in writing by the environmental health specialist.

0210(8)(e) Whole milk, skim milk, 1%, and 2% milk shall not be served unless requested in writing by the child's parent(s) and with a medical provider's written permission.

0210(8)(h) Children who cannot feed themselves shall be held or, if able to sit alone, fed in an upright position.

0220(6)(a) Infants shall be allowed to form and follow their own patterns of sleeping and waking periods.

0220(6)(e) Infants shall have a variety of appropriate infant toys stimulating to the senses.

Infant Safe Sleep

The following safe sleep practices must be followed:

0220(7)(e) Infants must be placed on their backs on a flat surface for sleeping.

0220(7)(a) 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.

(b) Bassinets may only be used until the infant is able to roll over on their own.

0220(7)(c) Each mattress shall:

- (A) Fit snugly; and
- (B) Be covered by a tightly fitting sheet, and

0220(7)(d) A clean sheet shall be provided for each child.

0220(7)(f) While on the child care premises, if an infant falls asleep in a place other than their crib, portable crib, bassinet or playpen, the provider must immediately move the infant to an appropriate sleep surface.

0220(7)(g) No child shall be routinely left in a crib, portable crib, bassinet or playpen except for sleep or rest.

0220(7)(h) There shall be no item in the crib, portable crib, bassinet or playpen with the infant, except a pacifier (e.g. bottles, toys, pillows, stuffed animals, blankets, bumpers).

0220(7)(i) Swaddling or other clothing or covering that restricts the child's movement is prohibited.

0220(7)(j) Clothing or items that could pose a strangulation hazard (e.g. teething necklaces, pacifier attachments, clothing drawstrings) are prohibited.

0220(7)(k) Car seats are to be used for transportation only. Children who are asleep in a car seat must be removed upon arrival to the home and placed in an appropriate sleep surface.

Meals, Snacks and Feeding

Food Service				
Meals Served	Meal Prepared By	Start Time	Observed	Notes

0160(1)(f) The provider shall have drinking water available to children that is supplied in a safe and sanitary manner.

0210(1) The provider shall provide or ensure the availability of adequate and nutritious meals and snacks appropriate for the ages and needs of the children served. USDA guidelines will be used to determine if meals and snacks are adequate and nutritious. Foods of minimal nutritional value (e.g., Jell-O, popcorn, desserts, potato chips) shall only be served occasionally and not replace nutritious foods.

0210(1)(a) Every meal shall meet USDA guidelines and shall include at least one serving from each 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). Each meal shall include two servings of fruits or vegetables. No liquid other than milk and 100% fruit juice shall be counted as part of the daily nutrition.

0210(1)(b) Snacks 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); vegetables and fruits. 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.

0210(9) Children of any age shall not be laid down with a bottle.

0235(4) If high chairs are used, they shall have:
 (a) A broad base to prevent tipping;
 (b) A latch to keep a child from raising the tray; and
 (c) Straps to prevent a child from sliding out.

0210(2) Meals and snacks provided to children shall meet the following requirements:
 (a) In certified family child care homes open morning through afternoon, lunch and morning and afternoon snacks shall be served to the children in care. If breakfast is served to all children, a midmorning snack is not required;
 (b) School-age children arriving after school shall be served a snack;
 (c) 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 by the parent(s); and
 (d) There shall be no more than 3-1/2 hours between meals and snacks.

0210(4) When the parent of a child provides food for the child's meal:
 (a) The provider shall be responsible for at least one serving of milk or a milk product to each child at meals;
 (b) Each child's food shall be monitored daily by a caregiver to ensure that the food meets nutritional requirements; and
 (c) The provider shall have sufficient food available to supplement any meal that does not meet nutritional requirements.

Handwashing

0160(2)(a) All caregivers and children must wash their hands with soap and warm, running water:
 (A) After using the toilet;
 (B) After diaper changing;
 (C) After assisting someone with toileting;
 (D) Before handling food;
 (E) Before and after eating; and
 (F) Before assisting with feeding.

0160(2)(b) Caregivers and children must either wash their hands with soap and warm running water or use hand sanitizer with alcohol content between 60-95%:
 (A) After wiping the nose;
 (B) After coughing or sneezing;
 (C) After outdoor activities; and
 (D) After touching animals, other than dogs and cats, or handling pet toys.

0160(2)(c) Hand sanitizer must be stored out of reach of children;
 0160(2)(d) Hand sanitizer shall not be used on children under 24 months of age;
 0160(2)(e) Application of hand sanitizer on older toddlers and preschool-aged children must be supervised by an adult; and
 0160(2)(f) When hand washing is not possible, e.g. on field trips and on the playground, moist towelettes and hand sanitizer with alcohol content between 60-95% shall be used together.

Sanitation

0160(3)(a) The building, toys, equipment, and furniture shall be maintained in a clean, sanitary, and hazard-free condition.

0160(3)(e) The home and grounds shall be kept clean and free of litter or rubbish and unused or inoperable equipment, utensils, and vehicles.
 (f) All garbage, solid waste, and refuse shall be disposed of at least once a week.
 (C) All garbage storage shall be inaccessible to children.
 (g) Bio-contaminants including, but not limited to bodily fluids and blood shall be disposed of in a manner that prevents exposure to children.

0235(2) If infants and toddlers are in care there shall be:
 0235(2)(a) A bathtub, bathinette, plastic basin, or similar size shallow sink available for bathing children.
 0160(3)(c) A sink used for diapering or bathing activities shall not be used for any part of preparing food, infant formula, drinking, cooking or dish washing.

0235(2)(b) A diaper-changing area. The area shall be located so that handwashing can occur immediately after diapering without contact with other surfaces or other children.
 0235(2)(c) If the provider is certified to care for more than 12 children and more than 8 infants and toddlers are regularly in care, there must be a second diaper-changing area available.

0160(3)(a)(G) The diaper-changing table shall:
 (i) Have a surface that is non-absorbent and easily cleaned;
 (ii) Be cleaned and sanitized after each use;
 (iii) Not be used for any purpose other than diapering, including food or drink preparation or storage, dish washing, storage of food service utensils, arts and crafts supplies or products, etc.

Indoor Space

0140(1)(d) Activity areas shall be adequately lighted and ventilated. Room temperature shall be at least 68°F and not so warm as to be dangerous or unhealthy to children in care.

0140(2)(a) There shall be at least one flush toilet and one hand washing sink available to the children at all times. If the facility is certified to care for more than 12 children, the provider must have a second flush toilet somewhere in the facility if: there are more than 15 children in care; or if there are more than 12 toddlers in care.

0140(2)(b) Easily cleanable steps or blocks shall be provided so that children can use the toilets and sinks without adult assistance.

0230(1) The certified family child care home shall have indoor and outdoor play equipment, materials, and furniture that are:

- (a) Appropriate to the developmental needs and interests of children;
- (b) Safe, clean, durable, well-constructed, in good repair, and made from lead-free, non-toxic materials;
- (c) Child-sized or appropriately adapted for infants, toddlers, and preschool age children's use; and
- (d) Easily accessible to the children.

0230(2) The quantity of play materials (i.e., toys, books and games) shall be sufficient to:

- (a) Avoid excessive competition;
- (b) Provide a variety of choices to each child; and
- (c) Provide a balance of active/quiet and individual/group activities.

0170(2) All rooms used by children for play and napping shall have two usable exits.

0170(3) The provider must complete a daily inspection to ensure that evacuation routes are clear and usable exits, including doors and escape windows, are operable.

Safety and Hazards

0170(4) There shall be at least one 2-A-10 BC rated fire extinguisher on each floor of the home, unless the floor is not under the direct control of the provider.

- (a) Fire extinguishers on floors where child care occurs must be designated on the floor plan required in OAR 414-350-0050 and either mounted or stored along the primary evacuation route. Fire extinguishers must be easily accessible and visible.
- (b) If fire extinguishers are stored in a cabinet or closet, they must be mounted and there must be a sign indicating that the fire extinguisher is located inside. Obstructions, including furniture, storage of supplies, or any other items shall not be placed in a manner that blocks access to the cabinet or closet.

0170(6) Smoke alarms and carbon monoxide detectors shall be:

- (a) Installed on each floor level of the home and in any area where children nap;
- (b) Maintained in operating order.

0170(9) A portable light source, to be used in emergencies, shall be:

- (a) Available in all activity areas used by children;
- (b) In working condition, and
- (c) Stored in an easily accessible place.

0170(11)(d) Firearms, ammunition, and other potentially hazardous equipment, such as darts, other projectiles, power tools, and knives shall be kept under lock.

Outdoor Space

0150(2) A home shall have an outdoor play area of no less than 75 square feet for each child using the area at one time.

0150(3) The outdoor activity play area shall be:

- (a) Suitably surfaced and well drained. Playground equipment, such as slides, swings, climbing structures and other elevated 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.

Ground Cover Type	Location	Measured Depth

0150(3)(b) Kept free of litter, solid waste and refuse, ditches, or other conditions presenting a potential hazard; and
 0150(3)(c) Equipped to provide age-appropriate activities for gross motor development.

0150(4) The outdoor activity area of the home designated for use by child care children shall be enclosed by a barrier (fence, wall, or building) at least four feet high. Certified family child care home with certification in effect on September 15, 2002 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.

First Aid and Medication

0180(7) First aid supplies and a chart or handbook of first aid instructions shall be maintained in one identified place but kept out of reach of children:

- (a) The first aid supplies shall include bandaids, 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, a sanitary temperature taking device, and CPR mouth guards; and
- (b) First aid supplies shall be taken on all field trips.

Prescription and non-prescription medications must be properly labeled and stored:

- 0180(9)(b) Prescription medications must be in the original container and labeled with the child's name, the name of the drug, dosage, directions for administering, and the physician's name;
- 0180(9)(c) Non-prescription medication is in the original container, labeled with the child's name, the dosage, and directions for administering;
- 0180(9)(e) All medications shall be secured in a tightly-covered container with a child-proof lock or latch and stored so that they are not accessible to children; and
- 0180(9)(f) Medications requiring refrigeration shall be kept in the refrigerator in a separate, tightly-covered container, with child-proof lock or latch, clearly marked "medication."

0180(10) Sunscreen is considered a non-prescription medication and may be used for child care children under the following conditions:

- (a) Providers must obtain written parental authorization prior to using sunscreen.
- (d) Providers must reapply sunscreen every two hours while the child care children are exposed to the sun.

0180(9)(g) Parent(s) shall be informed daily of medication administered to their child.

Animals

Animal Vaccination Records

Vaccination records for animals are verified by the Environmental Health Specialist.

0190(2) Potentially aggressive animals must not be in the same physical space as the children.

0190(7) Caregivers must be physically present when children are interacting with animals.

0190(6) Litter boxes shall not be located in any part of the home used by children or for food storage, preparation, or eating.

0190(3) Reptiles (e.g., lizards, turtles, snakes, iguanas), frogs, monkeys, hook-beaked birds, baby chicks, and ferrets are prohibited, unless they are housed in and remain in a tank or other container which precludes any direct contact by children.

Transportation

How do you transport? (e.g. van, public transportation, bus service) _____

0250(5) The following vehicles are used to transport child care children (mark all that apply):

- (a) A vehicle manufactured to carry fewer than ten passengers;
- (b) A school bus or a multi-function school activity bus;
- (c) A vehicle manufactured to carry ten or more passengers that was manufactured in 2010 or after; or
- (d) A vehicle manufactured to carry **ten or more passengers that was manufactured before 2010**, with the following conditions:
 - (A) Travel speed may not exceed 50 mph; and
 - (B) The vehicle must have an annual safety inspection by a garage, dealership or auto repair shop.
 Complete the Vehicle Inspection Form (CCLD-0119) (or other form which contains all the same information) showing all items on the checklist "pass" inspection completed by an ASE accredited technician.

Transportation Items to Review:

- 0250(1) Drivers shall be at least 18 years of age and hold a current driver's license.
- 0250(2)(a) The vehicle shall be in compliance with all applicable state and local motor vehicle laws, and (b) Maintained in a safe operating condition.
- 0250(4)(f) Staff/child ratios shall be maintained in vehicles, as well as in the certified family child care home, when one caregiver is transporting children.
- 0250(4)(a) The emergency information for each child who is being transported shall be in the vehicle.
- 0250(4)(d) The number of children transported shall not exceed the number of seat belts or child safety systems available in the vehicle.

Swimming

Swimming is offered as:

- Lessons
- Recreation

Location:

- On-site at the CF program; approval date of Health Division pool inspection/license: _____
- Off site at a public pool

Swimming Items to Review:

Proper supervision shall be maintained, as specified in:

- 0380(3)(d) All activities occurring in a pool shall be under the direction and direct supervision of lifeguards;
- 0380(3)(e) Staff/child ratios shall be maintained at all times children are in the pool, as specified in Table 4 of this rule;
- 0380(3)(f) Lifeguard/child ratios shall be maintained at all times children are in the pool area; and
- 0380(4)(e) Children shall be within sight and sound of staff at all times.
- 0380(3)(i) A written plan for pool emergencies shall be available to all staff. The plan shall cover procedures for medical emergencies, chemical emergencies and severe weather.
 - (A) Staff shall be familiar with emergency procedures, the use of safety equipment and emergency contacts.
 - (B) The certified home shall provide in-service training and/or drills of the emergency procedures for the pool at least every six months. The provider shall keep a written record of the type, date, time and duration of the training/drills.

Night Care

Night Care Items to Review:

0375 When a certified family home provides night care to child care children, the certification shall reflect that regulated night care is offered, and the provider shall meet all night care rules including but not limited to:

0375(l) Staffing:
 (a) During the hours of night care, the required staff/child ratios shall be maintained.
 (b) A caregiver must be present on the same floor level as the child care children who are sleeping.
 (c) A caregiver must be awake for the arrival and departure of each child in the night care. A caregiver must be awake during night care hours if more than six (6) children are in care.
 (d) All persons 18 years of age and older, including guests sleeping in the home during night care hours, shall comply with CBR rules.

0375(2)(c) If night care is provided, the provider shall have a written plan for night care which includes:
 (A) Regular routines;
 (B) Supervision of children;
 (C) Evacuation procedures for awake and sleeping children;
 (D) Sleeping arrangements; and
 (E) Arrival and departure procedures.

0375(2)(d) If 24-hour care is provided, the provider shall have a written plan for self-care, (i.e., how her/his own needs will be met).

Required Postings and Readily Available Documents

Required Postings:

0050(l) The following items shall be posted in a certified family child care home where they may be clearly viewed by parents:

(f) Providers must post all serious valid complaint and serious non-compliance letters for 12 calendar months.

0050(2) The provider shall display a floor plan identifying the locations of the following near the entrance, or in some other area of the home where they may be clearly viewed by all individuals responsible for evacuation procedures:

- (a) Exits;
- (b) Primary evacuation routes;
- (c) Secondary evacuation routes; and
- (d) Fire extinguishers.

0140(2)(e) Telephone numbers for fire, emergency medical care, and poison control, as well as the facility address, shall be posted on or near the telephone.

0140(2)(d) Telephone service shall be available in the home at all times when children are in care.

Readily Available:

0050(1)(a) The most current certificate issued by CCLD.
 0050(1)(b) Notification of a communicable disease outbreak at the home;
 0050(1)(c) The evacuation plan and the location where parents may be reunited with their children in the event of an evacuation.
 0050(1)(d) A notice that the following items are available for parents to review:
 (A) The guidance/discipline policy.
 (B) The current week's menus, with substitutions recorded.
 (C) The description of the general routine.
 (D) Information on how to report a complaint to CCLD regarding certification requirements, and
 (E) The most recent CCLD and sanitation inspection reports and, if applicable, fire safety self-evaluation (or fire marshal inspection report if completed).
 0050(1)(e) The Department of Early Learning and Care Website [www.oregon.gov/DELIC] 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.

0165(7)(b) The provider must post the most recent lead test results summary provided by CCLD in an area of the facility where the summary can be clearly viewed by parents.
 0165(7)(a) The provider must keep a copy of the most recent lead test results on-site at all times.
 0165(4)(a) The provider must test all drinking water faucets or fixtures [used to obtain water for drinking, cooking, preparing infant formula, or preparing food] at least once every six years from the date of the last test.

Date of lead test expiration: _____

Record Keeping

0080(3) Records, except those specified in OAR 414-350-0080(1)(j), shall be kept for at least two years, and caregivers' and children's records for two years after termination of employment or care. These records shall be available at all times to CCLD.

0050(14) Facilities must have parent(s) or guardian(s) of each child sign a declaration form approved by the Child Care Licensing Division 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.

0060(3) The provider shall obtain the following information in writing from parent(s) of each child before admission. The information shall be kept current at all times:
 (a) Name and birth date of child;
 (b) Name(s), home and business addresses and telephone numbers, and the working hours of custodial parent(s) or guardian(s);
 (c) The school attended by a school-age child;
 (d) Name and telephone number of child's medical provider(s), if applicable.
 (e) Name and telephone number of person to be called in an emergency if the parent cannot be located; and
 (f) Name and telephone number of person(s) to whom the child may be released.
 (g) Any chronic health problem(s), including allergies, the child has.

0060(4)(a) Permission for the provider to obtain emergency medical treatment for the child.
 0060(4)(b) Permission for the provider to call an ambulance or take a child to an available physician or medical treatment facility.
 0060(4)(c) If applicable, permission for the child to participate in field trips; and
 0060(4)(d) If applicable, permission for the child to participate in swimming or wading activities, both on and off the premises of the home.

0060(2)(b) If a child with special needs is enrolled who needs a specific plan for caring for that child, such a plan shall be developed in writing between the provider, parent(s) and, if necessary, outside specialists. The provider shall be responsible for ensuring that all caregivers have knowledge of the plan and act in compliance with the plan.

0180(12) A written care plan must be developed at the time of enrollment, or when an allergy is identified for each enrolled child who has an allergy that poses a threat to the child's health, safety, and well-being. The plan must include instructions regarding the allergen and steps to be taken to avoid the allergen; signs and symptoms of an allergic reaction; and a detailed treatment plan including the names, doses, and methods of prompt administration of any medication in response to allergic reactions.

- (a) The parent must be notified immediately of any suspected allergic reactions or if the child consumed or came in contact with the allergen, even if a reaction did not occur.
- (b) If epinephrine is administered, emergency medical services must be contacted immediately, and Child Care Licensing Division must be notified within five calendar days of the occurrence.
- (c) All staff involved in care of the child must be trained on the written care plan.
- (d) Specific food allergies must be shared with all staff that prepare and serve food.
- (e) A list of each child's allergies should be easily accessible for staff but not visible to those who are not parents or guardians of the enrolled child.

0180(8) Injuries or accidents shall be reported to the child's parent(s) on the day of occurrence:

- (a) A written report of the injury or accident shall be maintained on file; and
- (b) The report shall include the date, child's full name, nature of the injury, witnesses, action taken, and the signatures of the provider and parent(s)

0080(1) The provider shall keep the following records:

- (b) Daily attendance record for each child, including dates each child attended and arrival and departure times each day.
- (c) Daily attendance record for the provider and each caregiver, including dates worked and arrival and departure times each day.

0070(3) If a school-age child arrives at or leaves the home without a parent, there shall be arrangements in advance, in writing, from the parent for the arrival and departure times and what the provider will do if the child has not arrived by the expected time.

0180(9) No prescription or non-prescription medication shall be given to a child except under the following conditions:

- (a) A signed, dated, written authorization from the parent(s) is on file;
- (d) A written record of all medications administered, listing, as a minimum, the name of the child, type of medication, the signature of the caregiver administering the medication, date, time, and dosage given, shall be kept.

0240(5) Guidance and discipline shall be fair, consistently applied, timely, and appropriate to the behavior and age of the child. Positive statements or redirection of behaviors shall be used.

0170(17) The provider shall maintain a written record of each fire drill showing:

- (a) The date and time;
- (b) The exits used;
- (c) The number and age range of children evacuated;
- (d) The total number of people in the home at the time of the drill;
- (e) The amount of time taken to evacuate the home;
- (f) The name of the person conducting the drill; and
- (g) The alert method used.

0170(16) Fire drills shall be practiced monthly at various times during child care operation hours:
 (a) Fire drills must include a drill including using an alternate evacuation route at least once per year.
 (b) An evacuation drill must be conducted when requested by CCLD during an announced visit.
 (c) Use an alert method (for example, a loud bell or whistle) to warn the occupants of the home of an emergency or drill.
 (d) The provider must demonstrate efforts to complete a full evacuation of all staff and children within three minutes.

0170(18) One other aspect of the emergency plan shall be practiced every other month and must follow the recording requirements listed in OAR 414-350-0170(17).

0170(5) The provider must inspect the fire extinguishers monthly and the inspection must be documented.

0170(6) Smoke alarms and carbon monoxide detectors shall be:
 (c) Tested monthly to ensure they are in working order. The provider must document each test.

0080(1)(i) Verification of the provider's and each caregivers:
 (A) Qualifications for the position;
 (B) Current health related training such as CPR and First Aid;
 (C) Ongoing training as required;
 (D) Current enrollment in the Central Background Registry;
 (E) Current food handler's certification, when required; and
 (F) An orientation to the provider's policies and practices and these administrative rules.

0100(8) A caregiver substituting for the provider shall:
 (a) Be at least 18 years old;
 (b) Have current certification in first aid and infant and child cardiopulmonary resuscitation (CPR).
 (c) Have current food handler certification if the substitute will be preparing or serving food;
 (d) Be familiar with the provider's policies and procedures and with these requirements (OAR 414-350-0000 through 414-350-0405);
 (e) Be authorized and able to correct a deficiency that might be an immediate threat to children; and
 (f) Have on file documentation of an orientation and training in these administrative rules and the functions and duties of a provider;
 (g) Have completed a minimum of two hours of training on child abuse and neglect that is specific to Oregon law before they can have unsupervised access to children; and
 (h) Have worked in the home at least 60 hours when substituting for the provider in a home certified to care for more than 12 children.

0115(2) The provider, all caregivers who function as substitute providers, Assistant II staff, and volunteers, shall participate yearly in at least 15 clock hours of ongoing training related to child care, of which at least eight clock hours shall be in child development and one hour must be in Health, Safety & Nutrition (HSN). Substitute providers and volunteers who provide care in the home for less than 20 hours in a calendar year are not required to participate in the 15 clock hours of training.

0100(4) Prior to a facility providing care to more than two children under 24 months of age, the provider shall have at least 30 clock hours of training specific to infant and toddler care.

Infant and Toddler Staff and Staff Training Hours		
Full Name (First & Last)	30 Hours	50 Hours
	<input type="checkbox"/>	<input type="checkbox"/>

0120(8) Prior to a facility providing care to more than four children under 24 months of age, at least one caregiver other than the provider shall meet the requirements specified in OAR 414-350-0100(4). In addition, the provider shall have an extra 20 clock hours of training specific to infant and toddler care above and beyond the original requirements. If the facility is certified to care for more than 12 children, there must be someone who meets the training requirements of OAR 414-350-0100(4) on site at all times that five or more children under 24 months of age are in care.

0090(8) The provider, 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 certified family child care license is active.

0090(6) The provider 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.

0090(7) The provider 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 home while child care children are present, excluding persons authorized to drop off and pick up a child care child.

Items to Discuss

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

0010(5) "Central Background Registry" means CCLD'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.

0090(4)(b) The provider must receive confirmation from CCLD that an individual 18 years of age or over, is enrolled or conditionally enrolled in the CBR before the individual can:

(A) Reside on the premises;

(B) Stay overnight on the premises (for longer than 14 consecutive days, & not to exceed a total of 30 days in a calendar year);

(C) Assist the provider.

0110(3) An Assistant I, who is not enrolled in the CBR because they are under the age of 18, must be supervised within sight AND sound of the provider or substitute provider.

0110(4) An Assistant I, who is enrolled in the CBR, must be supervised within sight OR sound of the provider or substitute provider.

0090(11) Volunteers must meet the following requirements:

(a) 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.

(b) If volunteers may have unsupervised access to children, they must be enrolled in the Central Background Registry.

(c) If volunteers do not have unsupervised access to children at any time, including during emergencies, the provider must have a written policy to this effect, the policy must be known to all caregivers and volunteers, and the volunteers do not have to be enrolled in the Central Background Registry.

0030(5)(c) An owner can have multiple sites under the following conditions: If the owner is the provider/operator in a home certified for more than 12 children, the owner may be the provider for only that certified family child care home. The provider may be the owner of other facilities. See OAR 414-350-0030(5).

0100(5) The provider/operator shall be on-site at least half of the hours of operation that are reflected on the certificate. If the facility is certified for more than 12 children, the provider shall be on site at least 2/3 of the hours of operation that are reflected on the certificate. The hours shall be calculated on a weekly basis, except for planned vacations and emergency absences.

0050(5) Caregivers shall report suspected child abuse or neglect immediately, as required by the Child Abuse Reporting Law to the Department of Human Services Child Welfare (DHS) or to a law enforcement agency. By statute, this requirement applies 24 hours per day.

0050(7) Representatives of all agencies involved in certification shall have immediate access to all parts of the home, including all staff and records, whenever the provider is conducting the child care business.

<input type="checkbox"/>	0050(16) The written emergency plan must be given to parents of children in care.
<input type="checkbox"/>	0050(11) The program shall report to CCLD within 24 hours: (b)(A) Any child that is lost or missing from the premises; (B) Any child that is left behind on a facility excursion; (C) Any child that is left unattended on the premises; (D) Any child that is left alone on the playground; or (E) Any child that is left alone in a vehicle. (a) Any death of a child while in care.
<input type="checkbox"/>	0050(11) The provider shall report to CCLD: (d) Any damage to the building that affects the provider's ability to comply with the rules for Certified Family Child Care Homes within 48 hours of the occurrence. (e) Any animal bites to a child within 48 hours of occurrence.
<input type="checkbox"/>	0050(11) The provider shall report to CCLD: (c) Any serious injury or incident within 5 calendar days after the occurrence. See OAR 414-350-0010(32) in the definitions section for the list of what is considered serious.
<input type="checkbox"/>	0070(1) The provider shall require that the person bringing the child to the certified family child care home remain with the child until the child is accepted by a caregiver.
<input type="checkbox"/>	0070(2) The provider shall release a child only to a parent or another person named and identified by the parent. The provider shall verify the identification of any person who picks up a child.
<input type="checkbox"/>	0170(20) The provider must take precautions to protect children from vehicular traffic. The provider shall: (a) Require drop off and pick up only at the curb or at any off-street location protected from traffic. (b) Assure that any adult who supervises drop-off and loading can see and assure that children are clear of the perimeter of all vehicles before any vehicle moves.
<input type="checkbox"/>	0170(12-13) The provider shall have written evidence that any wood stove in the home has been inspected and approved for use by the local building official. All wood stove and fireplace flues shall be cleaned as needed, or, at a minimum, once a year. A written record of cleaning shall be maintained on site.
<input type="checkbox"/>	0090(12) No person shall smoke, carry any lighted smoking instrument, including an e-cigarette, or vaporizer or use smokeless tobacco in motor vehicles or in the family child care home 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.
<input type="checkbox"/>	0090(13) No one shall consume alcohol on the certified family child care home 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 family child care home premises during the hours the child care business is conducted or when child care children are present.
<input type="checkbox"/>	0090(14) Notwithstanding OAR-414-350-0000(7), no one shall possess, use or store illegal controlled substances on the certified family child care home premises. No one shall be under the influence of illegal controlled substances on the certified family child care home premises.
<input type="checkbox"/>	0090(15) Notwithstanding OAR 414-350-0000(7), no one shall grow or distribute marijuana on the premises of the certified family child care home. No adult shall use marijuana on the certified family child care home premises during child care hours or when child care children are present.
<input type="checkbox"/>	0180(1) A provider shall not admit, or retain in care, a child who: (a) Is diagnosed as having or being a carrier of a child care-restrictable disease, as defined in the Oregon Health Authority, Public Health Division administrative rules, OAR 333-019-0010.
<input type="checkbox"/>	0180(2) A child, who, after being admitted into child care, shows signs of illness, as defined in this rule, shall be separated from the other children, and the parent(s) notified and asked to pick up the child from the provider's home as soon as possible.

- 0180(6) The provider shall identify a licensed physician, hospital, or clinic to be used for emergency medical care.
- (b) In the event of an illness or injury which requires immediate medical care, the provider is responsible for securing such care and notifying the parent(s).
- 0380(2)(h) Portable-style wading pools are not permitted.
- 0240(7) The prohibited behaviors by caregivers as listed in subsection (6)(a-f) of this rule are not acceptable, and parents may not give the provider or substitute provider permission to use any form of prohibited punishment.

Visit Summary

Comments

<p>Fire Drill Observation</p> <p>Fire Drill Observed? <input type="radio"/> Yes <input type="radio"/> No</p> <p>Evacuation Time: _____</p> <p>Fire Drill Observations: _____</p>	<p>Information Provided On</p> <p><input type="checkbox"/> Connecting with the CCLD (PTA-0460)</p> <p><input type="checkbox"/> Child Care Licensing Division Finding Review Procedure (CCLD-0125)</p> <p><input type="checkbox"/> Child Care Licensing Division Complaint Procedures (CCLD-0127)</p> <p><input type="checkbox"/> Other (Specify) _____</p>
---	---

<p>License Issued</p> <p><input type="radio"/> Annual</p> <p><input type="radio"/> Temporary</p> <p><input type="radio"/> No License Issued</p> <p>License Effective Date: _____</p> <p>License End Date: _____</p>	<p>Email and Signature</p> <p><input type="checkbox"/> A copy of this report will be emailed after this visit to the email address(es):</p> <p>Primary: _____</p> <p>Secondary: _____</p> <p>_____</p> <p style="text-align: right; font-size: small;">Licensing Specialist Signature and Date</p>
--	---

*This checklist covers selected rules from the **Rules for Certified Family Child Care Homes (CCLD-0085)**. Knowledge of and compliance with all of the rules within that document must be maintained at all times for certified family 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/DELDC, 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.