

Posted or Readily Available Documents –Centers (CC)

Posted in a prominent and frequently visited location for parents, CCLD & the public to view

- ☐ All serious valid complaints and serious noncompliance letters for 12 calendar months from the date of the letter;
- ☐ A notice of any current or pending legal sanctions posted immediately and while in effect, including throughout any appeal period;

Available in a prominent and frequently visited location for the parents, CCLD and public to view

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| <ul style="list-style-type: none"> <input type="checkbox"/> The most current certificate issued by CCLD; <input type="checkbox"/> A notice that the most recent CCLD inspection and rules for Certification of Child Care Centers are available upon request; <input type="checkbox"/> The Department of Early Learning and Care Website [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; <input type="checkbox"/> The most recent water test results summary provided by CCLD (also see OAR 414-305-0820, Water Supply and Plumbing); <input type="checkbox"/> Information on how to report a complaint to CCLD regarding certification requirements; <input type="checkbox"/> The Oregon Child Abuse and Neglect Hotline number and requirement to report suspected abuse or neglect; <input type="checkbox"/> 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; | <ul style="list-style-type: none"> <input type="checkbox"/> 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; <input type="checkbox"/> Center closures (vacation days, holidays, etc.). <input type="checkbox"/> The dated current week's menu of all snacks and meals served by the center with any substitutions recorded; <input type="checkbox"/> 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; <input type="checkbox"/> When on a neighborhood walk and all staff and children have left the premises, a notice with staff contact information and approximate return time; <input type="checkbox"/> A notice when any child or staff member has a child care restrictable disease, as defined in Oregon Health Authority rule, or food poisoning; and <input type="checkbox"/> The center's behavior and guidance policy. |
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Posted in classrooms where they are easily visible

A certified child care center must post the following items in classrooms where they are easily visible to personnel and parents unless the rule specifically states otherwise:

- ☐ 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);
- ☐ Emergency evacuation and relocation diagram, including primary and secondary routes, near the entrance or exit of the room;
- ☐ Daily classroom schedule and dated weekly lesson plan;
- ☐ 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;
- ☐ Visual and written handwashing procedures at sinks;
- ☐ Diaper changing procedures where staff can view it while changing diapers; and
- ☐ The applicable ratios and group sizes.

Records and other items that must be readily available to CCLD when requested

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| <ul style="list-style-type: none"> <input type="checkbox"/> Records of emergency practice drills* <input type="checkbox"/> Emergency plan* <input type="checkbox"/> Sign in/out sheets (<i>child and staff</i>)* <input type="checkbox"/> Visitor logs & visitor plan* <input type="checkbox"/> Declaration of viewing signed by all parents* <input type="checkbox"/> Outdoor play area safety plan* (<i>if applicable</i>) | <ul style="list-style-type: none"> <input type="checkbox"/> Center policies (see OAR 414-305-0200)* <input type="checkbox"/> Lead test results, or alternate water source declaration* <input type="checkbox"/> Mandatory report documentation (suspected child abuse/neglect reports) <input type="checkbox"/> Staff records and child files <input type="checkbox"/> Other documents when applicable |
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*Indicates a template is available on the ELD website or from your licensing specialist.

Oregon Administrative Rules, Oregon Department of Early Learning and Care, Chapter 414, Division 305 [Certified Child Care Centers](#).

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 at 503-947-1400.