

Regulated Subsidy Child Care

Health & Safety Review Checklist



Please retain this copy for your records.

Visit and Licensing Specialist Information

Visit Type: _____ Visit Number: _____ Visit Date: _____ Conducted: _____
Licensing Specialist (LS): _____ LS Phone Number: _____

Program Details

Type of Care: _____

Program includes the following checked items:

☐ Animals/Pets on site

☐ Transportation

General Program Information

Program Name: _____ RS Number: _____
Address: _____ ERDC Number: _____
Email Address: _____ Phone Number: _____

Provider Information

Provider Name: _____ Care provided in: _____

The Provider or program staff is responsible for knowing and following all the rules applicable to their child care type 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 does not give the provider permission to do so.

Children in Care

Home-Based Care

Provider's Children	
Child(ren)'s Name(s)	DOB (MM/YYYY)

Supervision

0025(14) The provider is responsible for the children in care. At all times the provider must:

- (a) Be within sight or sound of all children;
- (b) Be aware of what each child is doing;
- (c) Be near enough to children to respond when needed.

Program and Care of Children

0040(2) Child care children shall not be exposed to more than two hours of screen time per day. All media exposure must be developmentally and age appropriate. Screen time is defined as time spent using a device such as a computer, television, or games console.

Infant Care

0015(18) Children who cannot feed themselves shall be held or, if able to sit alone, fed in an upright position.

- (a) Infants up to 6 months of age shall be held or sitting up in a caregiver's lap for bottle feeding.
- (b) Bottles shall never be propped. The child or a caregiver shall hold the bottle; infants must be held or sitting up for bottle feeding. Propping of bottles is prohibited.

Infant Safe Sleep

0015(15) The following safe sleep practices must be followed:

(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.

0015(15)(c) Each mattress shall:

(A) Fit snugly.

(B) Be covered by a tightly fitting sheet.

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

0015(15)(e) Infants must be placed on their backs on a flat surface for sleeping.

0015(15)(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.

0015(15)(g) No child shall be routinely left in a crib, portable crib, bassinet or playpen except for sleep or rest.

0015(15)(h) There shall be no items in the crib, portable crib, bassinet or playpen with the infant, except a pacifier (e.g. bottles, toys, pillows, stuffed animals, blankets, bumpers).

0015(15)(i) Swaddling or other clothing or covering that restricts the child's movement is prohibited.

0015(15)(j) Clothing or items that could pose a strangulation hazard (e.g. teething necklaces, pacifier attachments, clothing drawstrings) are prohibited.

0015(15)(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 child care facility and placed in an appropriate sleep surface.

Meals, Snacks and Feeding

0035(1) Meals and snacks must be based on the guidelines of the USDA Child and Adult Care Food Program.

0035(2) Foods must be stored and maintained at the proper temperature.

0015(19) Children of any age shall not be laid down with a bottle.

0020(9) The child care facility has safe drinking water.

Handwashing

0020(2)(a-i) All caregivers and children must wash their hands with soap and warm, running water: Before handling food; before assisting with feeding; before and after eating; after diapering; after using the toilet; after assisting someone with toileting; after nose wiping; after playing outside; and after touching an animal or handling pet toys.

0020(3) Hand sanitizers shall not replace hand washing. If hand sanitizers are present in the child care facility, they shall be kept out of children's reach and shall not be used on children.

Sanitation

0020(4) Clean toys, equipment and furniture used by children when soiled.

0020(7) All garbage, solid waste, and refuse must be disposed of regularly, in a safe and sanitary manner.

0020(5) Diaper changing surfaces must be either:

- (a) Non-absorbent and easily disinfected.
- (b) Disposed of after each use.
- (c) Laundered after each use.

Indoor Space

0025(1) The room temperature must be at least 68°F during the hours which child care children are in care.

0025(2) Rooms child care children are predominantly occupying must have a combination of natural and artificial lighting.

0015(4) There must be at least one flush toilet and one hand-washing sink available to children. Drinking water for preparing food, infant formula, drinking or cooking shall not be obtained from hand-washing sinks.

0025(12)(a) Each floor level used by a child has two useable exits to the outdoors (a sliding door or window that can be used to evacuate a child is considered a useable exit). If a second floor is used for child care, the provider must have a written plan for evacuating occupants in the event of an emergency.

Safety and Hazards

Children shall be protected from fire and safety hazards. Providers must have the following protections in place:

0025(3) Floors must be free of splinters, large unsealed cracks, sliding rugs and other hazards.

0025(5)(a) All exposed electrical outlets in rooms used by preschool or younger children must have hard-to-remove protective caps or safety devices installed when the outlet is not in use.

0025(5)(f) A stable barrier shall be installed to prevent children from falling into hazards, including, but not limited to: fireplaces, heaters and woodstoves that are in use when child care children are present.

0025(5)(g) A secure barrier shall be placed at the top and/or bottom of all stairways accessible to infants and toddlers.

0025(6) The child care facility has a working smoke detector on each floor level and in any area where a child naps.

0025(9) Firearms, BB guns, pellet guns and ammunition kept under lock, with ammunition stored and locked separately. Firearms, BB guns and pellet guns must remain unloaded.

0025(7) Cleaning supplies, paints, matches, lighters, and any plastic bags large enough to fit over a child's head kept under child-safety lock.

0025(8) Other potentially dangerous items, such as medicine, drugs, sharp knives and poisonous and toxic materials kept under child-safety lock.

0025(11) All clear glass panels in doors clearly marked at child level.

0025(12)(b) The child care facility has a working telephone or telephone service in operating condition.

0025(12)(d) The building, grounds, water supply, and toys, equipment and furniture used by children must be maintained in a hazard-free condition.

0020(8) Bio-contaminants including but not limited to bodily fluids and blood shall be disposed of in a manner that prevents exposure to children.

0025(12)(e) Broken toys, furniture and equipment must be removed from areas accessible to children.

0025(10) If any preschool age or younger children are in care, poisonous plants must be kept out of the reach of children.

First Aid and Medication

0015(20) First aid supplies and a chart or handbook of first aid instructions shall be maintained in one identified place and kept out of reach of children.

0015(21) The first aid supplies shall include: band aids, adhesive tape, sterile gauze pads, soap or sealed antiseptic towelettes or solution to be used as a wound cleaning agent, a solution for disinfecting after a blood spill, a sanitary temperature taking device.

0015(42) Prescription and non-prescription medications must be properly labeled and stored.

0015(43) Non-prescription medications or topical substances must be labeled with the child's name.

0015(44) 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.

0015(45) Medication requiring refrigeration must be kept in a separate, tightly covered container, marked "medication," in the refrigerator.

0015(47) Sunscreen may be used with written parental authorization under the following conditions:

(a) Providers must reapply sunscreen every two hours while the child care children are exposed to the sun.

(b) Providers shall use a sunscreen with an SPF of 15 or higher and must be labeled as "Broad Spectrum."

(d) Sunscreen shall not be used on child care children younger than six months.

0015(41) Prescription and non-prescription medication shall only be given to a child if the provider has written authorization from the parent.

0015(46) Parents must be informed daily of any medications given to their child or any injuries their child has had.

Animals

0015(36) Any animal at the child care facility shall be in good health and be a friendly companion for the children in care.

0015(37) Dogs and cats must be vaccinated according to a licensed veterinarian's recommendations.

Dog(s) Name(s) and Rabies Expiration Date(s)	
Dog(s) Name(s)	Rabies Expiration Date

0015(39) Animal litter boxes shall not be located in areas accessible to children or areas used for food storage or preparation.

0015(40) Exotic animals, including, but not limited to: reptiles (e.g. lizards, turtles, snakes) amphibians, 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. Educational programs that include prohibited animals and are run by zoos, museums and other professional animal handlers are permitted.

Transportation

0025(19) If a caregiver is transporting children, the caregiver must have a valid driver's license and proof of appropriate insurance.

0025(20) The number of children transported shall not exceed the number of seat belts or child safety systems available in the vehicle.

Required Postings and Readily Available Documents

0025(12)(c) Emergency telephone numbers for fire, ambulance, police and poison control and the child care facility address must be posted in a visible location.

0025(18) The provider must have a written plan for evacuating and removing children to a safe location in an emergency. The plan must be posted in the child care facility, familiar to the children and the caregivers, and practiced at least every other month and must include:

0025(18)(a) Procedures for notifying parents or other adults responsible for the children, of the relocation and how children will be reunited with their families;

0025(18)(b) Procedures to address the needs of individual children, including infants and toddlers, children with special needs and children with chronic medical conditions;

0025(18)(c) An acceptable method to ensure that all children in attendance are accounted for;

0025(18)(e) Procedures in the event that children must shelter-in-place or if the child-care facility must be locked-down so that no one can enter or leave; and

(f) Procedures for maintaining continuity of child care operations.

0015(6) Lead testing as required by 414-180-0015(5) shall be conducted within the past six years of the effective date of this section and no later than six months after the effective date of this section and at least once every six years.

0015(7) The test results shall be kept on the facility premises at all times and a copy provided to the CCLD within ten (10) days of receiving the results.

Date of lead test expiration: _____

Record Keeping

0045(1) The following records, except those specified in OAR 414-180-0045(1)(e), must be kept by the provider for at least one year. These records shall be available at all times to CCLD:

(a) Information from the parent(s) for each child at the time of admission:

(A) Name and birth date of the child;

(B) Any chronic health problem(s), including allergies, the child has;

(C) Date child entered care;

(D) Names, work and home telephone numbers and addresses, and the work hours of the parent(s) or legal guardian(s);

(E) Name and telephone number of person(s) to contact in an emergency;

(F) Name and telephone number of person(s) to whom the child may be released;

(G) Health history of any problems that could affect the child's participation in child care.

0045(1)(b) Daily attendance records, including dates each child attended and arrival and departure times for each day. Times shall be recorded as the child care children arrive and depart.

Items to Discuss

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

☐ 0055(3) The provider must allow parents or legal guardians of child care children access to the child care facility during the hours their child or children are in care.

☐ 0055(2) The provider or substitute must allow a representative from the Child Care Licensing Division access to the child care facility any time child care children are present.

0025(21) 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 an 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.

☐ 0050(3)(c) Serious injuries to a child, as defined in OAR 414-180-0010(21), which require attention from a licensed health care professional, such as a physician, EMT or nurse, must be reported to CCLD within five days.

<input type="checkbox"/>	0015(26-28) No person shall smoke or carry any lighted smoking instrument, including an e-cigarette or vaporizer in the child care facility or within ten feet of any entrance, exit, or window that opens or any ventilation intake that serves an enclosed area, during child care hours or when child care children are present. No person shall use smokeless tobacco in the child care facility during child care hours or when child care children are present. No person shall smoke, carry any lighted smoking instrument, including an e-cigarette, or vaporizer or use smokeless tobacco in motor vehicles while child care children are passengers.
<input type="checkbox"/>	0015(29)&(30) No one shall consume alcohol on the child care facility premises during child care hours or when child care children are present. No one shall be under the influence of alcohol on the child care facility premises during child care hours or when child care children are present.
<input type="checkbox"/>	0015(31-35) No one shall possess, use or store illegal controlled substances on the child care facility premises. No one shall be under the influence of illegal controlled substances on the child care facility premises. No one shall grow or distribute marijuana on the premises of the child care facility. No adults shall use marijuana on the child care facility premises during child care hours or when child care children are present. Child care providers and any individual supervising, transporting, preparing meals, or otherwise working in the proximity of child care children and those completing daily attendance and billing records shall not be under the influence. "Under the influence" means observed abnormal behavior or impairments in mental or physical performance leading a reasonable person to believe the individual has used alcohol, any controlled substances (including lawfully prescribed and over-the-counter medications), marijuana (including medical marijuana), or inhalants that impairs their performance of essential job function or creates a direct threat to child care children or others. Examples of abnormal behaviors include, but are not limited to hallucinations, paranoia, or violent outbursts. Examples of impairments in physical or mental performance include, but are not limited to slurred speech as well as difficulty walking or performing job activities. All marijuana, marijuana derivatives and associated paraphernalia must be stored under child safety lock.
<input type="checkbox"/>	0015(22)(b) A provider shall not admit or retain in care, except with the written approval of the local health office, a child who: (A) Is diagnosed as having or being a carrier of a child care restrictable disease, as defined in Oregon Health Authority administrative rule.
<input type="checkbox"/>	0015(22)(c) A child who, after being admitted into child care, shows signs of illness, as defined in this rule, whenever possible will be separated from the other children, and the parent(s) notified and asked to remove the child from the child care facility as soon as possible.
<input type="checkbox"/>	0015(22)(d) If a child has mild cold symptoms that do not impair his/her normal functioning, the child may remain in the child care facility and the parent(s) notified when they pick up their child.
<input type="checkbox"/>	0015(23) Section 22 of this rule does not apply when the provider is caring only for children from the same family and no other unrelated child care children are present, except that the provider shall notify the parent if a child who, after being admitted into child care, shows signs of illness.
<input type="checkbox"/>	0015(24) Parents must be notified if their child is exposed to an outbreak of a communicable disease.
<input type="checkbox"/>	0025(13) Wading pools are prohibited for wading.
<input type="checkbox"/>	0030(1) The following behaviors by caregivers are prohibited: Using any form of corporal punishment, including, but not limited to: hitting, spanking, slapping, beating, shaking, pinching or other measures that produce physical pain, or threatening to use any form of corporal punishment. 0030(2) Parental request or permission to use any form of behavior listed in subsection (a) of this section, does not give the provider or substitute provider permission to do so.
<input type="checkbox"/>	461-165-0180(8)(a) You must notify ERDC if you become a certified foster parent.
<input type="checkbox"/>	461-165-0180(8)(m) You must inform the parent of the need to obtain immunizations for a child and have a completed, up-to-date Oregon shot record called the "Certificate of Immunization Status" (CIS) form on file for each child in care.

Visit Summary	
Comments	
Information Provided On	
<div><input type="checkbox"/> Regulated Subsidy packet (PKT-0459)</div> <div><input type="checkbox"/> Other (Specify)</div>	
Review Status	Email and Signature
<div><div><input type="radio"/> Pass</div><div><input type="radio"/> Pass with noncompliance(s)</div><div><input type="radio"/> Follow-Up Needed</div><div><input type="radio"/> Not Passed</div></div> <div>Date HSR Passed: _____</div>	<div><div><input type="checkbox"/> A copy of this report will be emailed after this visit to the email address(es):</div><div>Primary: _____</div><div>Secondary: _____</div><div>_____ Licensing Specialist Signature and Date</div></div>
<div><p><i>This checklist covers selected rules from the Rules for Regulated Subsidy Child Care (UnL-0221). Knowledge of and compliance with all of the rules within that document must be maintained at all times. 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/DELCD, or request a copy from the Child Care Licensing Division (CCLD).</i></p><p><i>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 CCLD at 503-947-1400. Please notify your licensing specialist if you would like to receive a mailed copy of this report.</i></p></div>	