



Office of Child Care Contact Report

Program/Provider/Recipient Name (enter one)				OCC #	
Email				Phone Number	
Address (Street, City, Zip Code)					
OCC Staff Name		OCC Staff Phone Number		Date:	Issue Number: _____
				Time:	Visit Number: _____
Visit Classification: <input type="radio"/> Complaint <input type="radio"/> Monitor <input type="radio"/> Compliance Verification <input type="radio"/> Consult/Technical Assistance <input type="radio"/> Increased Monitor Other: _____			Visit Conducted: <input type="radio"/> On-Site <input type="radio"/> By Phone <input type="radio"/> Virtual Visit <input type="radio"/> Hybrid		Visit Type: <input type="radio"/> Unannounced <input type="radio"/> Announced Licensed Capacity: _____ Age Range: _____
Person In Charge:		Registry:		Position/Title:	
Is this visit also a Compliance Verification? <input type="radio"/> Yes <input type="radio"/> No					
Is the Compliance Verification based off of a past noncompliance? <input type="radio"/> Yes <input type="radio"/> No					
Compliance Verification					
	Date Issued	Non-Compliance	Corrected	Correction Details	
Complaint Allegations					
	Allegation		Observation/Notes		
Children Present: <input type="radio"/> Yes <input type="radio"/> No					
Is this a Registered Family Home?: <input type="radio"/> Yes <input type="radio"/> No					
Total number of children under two years of age (2 allowed):		Total number of preschoolers including children under two years (6 allowed):		Total number of children on site under 13 years of age (10 allowed):	
				Observations:	
	Classroom/Location in Home	Ages	# Children	# Staff/Adults	Staff Initials/Position
Licensed Program: <input type="radio"/> Yes <input type="radio"/> No		License Status:			
Person In Charge:		Registry:		Position/Title:	
Are Any Children Related to the Provider? <input type="radio"/> Yes <input type="radio"/> No					
Child Initials:		Age:		Relationship to Provider:	
All adults who are required are actively enrolled in the CBR: <input type="radio"/> Yes <input type="radio"/> No					
	Unauthorized Adult(s) Present	Registry #	Status		Position

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Monitor Checklist	
<ul style="list-style-type: none"> RF: 0055(1)(a-f) CF: 0080(1)(i)(A) and 0100 & 0110 CC: 0070(1)(c) & 0080-0115 	<p>1. Caregivers meet the qualification requirements for their current position.</p>
<ul style="list-style-type: none"> RF: 0065(1-3) & 0075(1-5) CF: 0120(1-5) CC: 0130(1-7) 	<p>2. Children are supervised at all times by the appropriate number of caregivers.</p>
<ul style="list-style-type: none"> RF: 0130(1)(b) CF: 0080(1)(b,c) CC: 0060(1)(b)(A-C) 	<p>3. Attendance records are accurate (for children, and staff if applicable) and recorded at the time of arrival or at the time of departure.</p>
<ul style="list-style-type: none"> RF: 0040(11) & (12) CF: 0090(4)(a-d) & (8) CC: 0070(6)(b) & (8) 	<p>4. The provider, caregivers and other individuals 18 years or over, are enrolled or conditionally enrolled in the Central Background Registry (CBR) before they reside on the premises or work for the program, and maintain current enrollment at all times.</p> <ul style="list-style-type: none"> CBR enrollment is verified with the Office of Child Care (OCC) prior to the individual being on site.
<p>All adults who are required are actively enrolled in the CBR: <input type="radio"/> Yes <input type="radio"/> No</p>	
<ul style="list-style-type: none"> RF: 0100(12)(a-e) CF: 0220(1)(f)(A-E) CC: 0070(11) & (12) 	<p>5. The program has a written plan to ensure that individuals who are conditionally enrolled or not enrolled in the CBR and are on the child care premises, do not have unsupervised access to children.</p> <ul style="list-style-type: none"> The program maintains a log of arrival and departure times of all adults, who are not enrolled or are not conditionally enrolled in the CBR, and are on the premises while child care children are present.
<ul style="list-style-type: none"> RF: 0055(2-5) CF: 0100(8)(b,c,g) & 0115(2,3,7) CC: 0120(3,4,5,10) 	<p>6. Caregivers meet safety set training requirements for their position, including:</p> <ul style="list-style-type: none"> Introduction to Child Care Health & Safety Recognizing and reporting child abuse and neglect training specific to Oregon Law; Safe Sleep training approved by OCC; Current certification in first aid, infant and child CPR; Current food handler certification;
<ul style="list-style-type: none"> RF: 0085(1-7) CF: 0240(1-7) CC: 0330(1-7) 	<p>7. The provider has a written policy on guidance and discipline of child care children. The written guidance and discipline policy must be known by all parents.</p> <ul style="list-style-type: none"> Guidance and discipline shall: be fair, consistently applied, timely, and appropriate to the behavior and the age of the child. Positive statements or redirection of behaviors are used. Caregivers shall not accept parental permission to waive any rules required by the Office of Child Care or to use any form of prohibited punishment.

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<ul style="list-style-type: none"> • RF: 0090(11)(a-k) • CF: 0220(7)(a-k) • CC: 0300(6)(a-k) 	<p>8. Caregivers follow safe sleep rules for infants under 12 month old, including but not limited to:</p> <ul style="list-style-type: none"> • Infants are laid down to sleep on their backs on a flat surface approved for infant sleep. • If an infant falls asleep anywhere else (i.e. swing, bouncer, high chair, car seat, etc.) they are immediately moved. • Each infant shall sleep in a crib, portable crib, bassinet or playpen with a clean, non-absorbent mattress and a tight fitting sheet. All cribs, bassinets and playpens must comply with current Consumer Protection Safety Commission (CPSC) standards. • There shall be no items in the crib, portable crib, bassinet or playpen with the infant, except a pacifier (i.e. NO bottles, toys, pillows, stuffed animals, blankets, bumpers, etc.). • Clothing or items that could pose a strangulation hazard (e.g. teething necklaces, pacifier attachments, clothing drawstrings) are prohibited. • Swaddling or other clothing or covering that restricts the child's movement is prohibited.
<ul style="list-style-type: none"> • RF: 0110(k,l) • CF: 0170(9)(a-c) • CC: 0170(1)(i)(B) 	<p>9. Potentially dangerous items such as: cleaning supplies, medication (prescription and non- prescription), sharp knives, plastic bags and all poisonous and toxic items are kept under child- safety lock at all times.</p>
<ul style="list-style-type: none"> • RF: 0120(4,5) • CF: 0160(3)(a) • CC: 0180(4)(a) 	<p>10. All toys, equipment and furniture used by children are cleaned, rinsed and sanitized regularly and whenever soiled.</p>
<ul style="list-style-type: none"> • RF: 0120(2-7) • CF: 0160(2)(a-f) • CC: 0180(6)(a-f) 	<p>11. Caregivers and children wash their hands with soap and warm running water or use hand sanitizer, as required in rule.</p>
<ul style="list-style-type: none"> • RF: 0100(5) • CF: 0180(1)(a-b)(2-4) • CC: 0220(1)(a-d) 	<p>12. The program follows rules for a child who has one or more symptoms of illness and/or a contagious disease.</p>
<ul style="list-style-type: none"> • RF: 0120(8,9) • CF: 0160(3)(f,g) • CC: 0180(7)(b,g) 	<p>13. All garbage, solid waste, and refuse are disposed of regularly, in a safe and sanitary manner. Bio-contaminants including, but not limited to, blood and bodily fluids that may spread infectious disease, are disposed of in a manner that prevents exposure to children.</p>
<ul style="list-style-type: none"> • RF: 0110(6) • CF: 0150(3)(b) & 0160(3)(e) • CC: 0180(4)(b) 	<p>14. The building, grounds, water supply, equipment, toys and furniture used by children are maintained in a hazard-free condition.</p>
<ul style="list-style-type: none"> • RF: N/A • CF: 0150(3)(a) • CC: 0150(3)(a) 	<p>15. Playground equipment is surrounded by a resilient surface of an acceptable depth* according to standards of the Consumer Product Safety Commission (CPSC). <i>*Note: initial fill of 12" deep, compresses to 9"</i> CF: for a fall height of 18" up to 4' tall the ground cover must be 6" deep; and a fall height of 4' & taller must be 9" deep; or CC: 18" tall & up =9" deep</p> <p style="text-align: center;">Type of ground cover: _____ Measure depth (inches): _____</p>
<ul style="list-style-type: none"> • RF: 0090(2) • CF: 0220(2)(3)(d) • CC: 0295(2)(3) 	<p>16. Caregivers provide activities, materials, and equipment for both indoor and outdoor play that allow a variety of experiences geared to the ages and abilities of the child(ren).</p>

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<ul style="list-style-type: none"> • RF: 0100(13)(a) • CF: 0210(1)(a-c); • CC: 0270(1-7) & 0280 	<p>17. The program provides or ensures the availability of adequate and nutritious meals and snacks appropriate for the ages of the children, following USDA Child Care Food Program guidelines.</p>
<ul style="list-style-type: none"> • RF: 0110(4) • CF: 0050(8)(c); 0170(19) • CC: 0030(12) & 0170(3)(a) 	<p>18. The child care program shall have an up to date written plan for handling emergencies and evacuation of the facility.</p> <ul style="list-style-type: none"> • The plan is posted in a visible location and given to parents; and • The plan includes procedures for notifying parents of a relocation and how children will be reunited with their families; & • The plan includes how the program will ensure that all children in attendance are accounted for.
<ul style="list-style-type: none"> • RF: 0110(2)(d) & 0035(c)(A-D) • CF: 0170(3)(a)& 0050(g)(A-D) • CC: 0160(5) & 0170(2)(e) 	<p>19. Evacuation routes and emergency exits are clear of obstructions; and</p> <ul style="list-style-type: none"> • RF/CF: A floor plan is posted identifying the locations of exits, primary evacuation routes, secondary evacuation routes and fire extinguishers. • CC: An exit map is posted in each room.
<ul style="list-style-type: none"> • RF: 0110(4,5) • CF: 0170(16-18) & 0170(4)(5)(c)(6) • CC: 0170(3)(c)(A) 	<p>20. Fire drills shall be practiced monthly at varying times of day, and one other aspect of the program's emergency plan is also practiced every two months.</p> <ul style="list-style-type: none"> • RF/CF: must document monthly check of fire extinguisher(s), and monthly testing of all smoke & CO alarms
<ul style="list-style-type: none"> • RF:0100(3)(b); 0130(2)(c) • CF: 0180(7)(b); 0060(4)(c) • CC:0220(2)(c)(B); 0040(6)(C)(A) 	<p>21. A first aid kit shall be taken on all field trips away from the immediate neighborhood of the child care facility. Written permission from parents/guardians for participating in field trips on file.</p>
<ul style="list-style-type: none"> • RF: 0110(9)(a,b) • CF: 0170(17) • CC: 0170(1)(l) 	<p>22. The caregiver must take precautions to protect children from vehicular traffic. The caregiver shall:</p> <ul style="list-style-type: none"> • Require drop off and pick up only at the curb or at an off-street location protected from traffic; and • Any adult supervising drop-off and loading ensure that children are clear of the perimeter of all vehicles before the vehicle moves.
<ul style="list-style-type: none"> • RF: 0110(7,8) • CF: 0250(4)(a-f) • CC: 0350(7)(a-f) 	<p>23. If transportation is provided, the program follows all traffic and vehicle safety rules.</p>
<ul style="list-style-type: none"> • RF: 0130(2)(b) • CF: 0180(9)(a-e) • CC: 0230(1)(a-d) 	<p>24. Written parental consent is obtained prior to administration of any prescription or non-prescription medication and a record of all medication administered must be kept in the children's file. All medication is kept in the original container and labeled with the child's name.</p>

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<ul style="list-style-type: none"> RF: 0100(12)(a-e) CF: 0180(12) & 0220(1)(f)(A-E) CC: 0220(1)(f)(A-E) 	<p>25. Children's allergy information is collected at enrollment and a written allergy care plan is developed for each child with a severe allergy. The plan includes steps to be taken to avoid the allergen; signs and symptoms of an allergic reaction; and a detailed plan for allergic reactions.</p> <ul style="list-style-type: none"> All caregivers who come in contact with the child (and staff that prepare and serve food) must be fully aware of the plan. Parents are 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. If epinephrine is administered, emergency medical services are contacted immediately.
<ul style="list-style-type: none"> RF: N/A CF: 0060(2)(b) CC: 0040(3)(b) 	<p>26. 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 caregiver(s), parent(s), and if necessary, outside specialists. All caregivers who come in contact with that child shall be aware of the plan.</p>
<ul style="list-style-type: none"> RF: 0035(14) CF: 0050(9)(a) CC: 0030(10)(a) 	<p>27. The facility keeps up to date records on file for immunizations, medical or nonmedical exemption documentation for each child, as required by the Oregon Health Authority (OHA). Licensing Specialist will discuss with program to confirm they understand the OHA requirements.</p> <ul style="list-style-type: none"> OHA monitors immunizations in child care programs. OCC is notified when a program is not in compliance.
<ul style="list-style-type: none"> RF: 0035(24)(a-c) CF: 0050(10)(b)(A-E)(c) CC: 0030(4)(b)(A-E)(c) 	<p>28. The child care program shall report to OCC any serious injury or incident, as defined in Office of Child Care RF, CF, & CC rules within the mandatory time frame.</p>
<ul style="list-style-type: none"> RF: 0055(1)(d) CF: 0050(4) CC: 0030(6) 	<p>29. Caregivers fulfill the responsibilities required as a mandatory reporter, which apply 24 hours a day.</p>
<ul style="list-style-type: none"> RF: 0100(1) CF: 0180(5) CC: 0220(2)(a) 	<p>30. All caregivers shall take appropriate precautions to prevent shaken baby syndrome and abusive head trauma.</p>

Observed Noncompliance: Yes No

Other Noncompliance(s)

Other Observed Noncompliance(s): Yes No

Not In Compliance	Notes/Plan to Correct	Issued

Visit Notes:

List of Materials Left at Visit:	Pictures Taken: <input type="radio"/> Yes <input type="radio"/> No	Documents Collected: <input type="radio"/> Yes <input type="radio"/> No
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NOTICE: Repeated or serious non-compliance may result in a civil penalty as discussed (if applicable). Under the law, a child care license may be suspended or revoked if the Office of Child Care finds that the facility or its operation does not comply with state statutes, or with applicable rules, or with any term or condition imposed under the license. If you fail to comply or if you repeat the noncompliance indicated above, your license may be revoked. YOU MUST COMPLY WITH OFFICE OF CHILD CARE RULES AND THE LAW AT ALL TIMES. The Office of Child Care retains information about noncompliance. If you disagree with the findings, you may respond in writing to the Office of Child Care.

For Recipient:

Office of Child Care Contact Report

A copy of this report will be emailed after this visit to the email address:

Office of Child Care Staff

Date

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

Disclaimer: This form contains dynamic elements and may not show some items that are not relevant at the time of your visit. To view a full sample contact report, visit the Resource Library at www.oregonearlylearning.com or request a copy from an OCC Staff.

To Be Completed by OCC Staff for Filing Purposes

- 1. Original, Save to Desktop
- 2. Signed, Save Over Top
- 3. Print to PDF (PtP), YYYY-MM-DD_FacName_CR_VisitType
- 4. Email (PtP copy)
- 5. Save to ORMS or K:\ORMS Transition (PtP copy)
- 6. Redact K:\Portal Visit Reports , Facility#_VisitID