Certified Child Care Centers (CC)

Health & Safety Review Checklist

Oregon Department of Early Learning and Care

Visit Information

Announced On Site Health & Safety Visit Visit Date: 3/18/2026 Visit Number: 1387194

License Expiration Date: 2/14/2026 ☐ New ■ Renewal ☐ Address Change

Licensing Specialist (LS): T. Simonson LS Phone Number: [redacted]

Facility Information

Facility Name: Albina Head Start Highland Center License Number: CC501610

Facility Address: 7600 NE Glisan St Portland, OR 97213-6359 MULTNOMAH

Email Address: [redacted] Phone Number: [redacted]

Owner: Albina Head Start

Director: Ezelma Obuhoro Position/Name:

Program Details

Ages Served: 30 months - 5 years

- ☐ Infants (under 12 months)
- ■ Toddlers (12 months - 36 months)
- ■ Preschool-Age (36 months - kinder eligible)
- ☐ School-Age (kindergarten eligible - 12yrs)

Capacity: 109 Ratio Table: ■ A ☐ B

Hours of Operation:
Mon - Fri

7:00 AM - 4:30 PM

Program Includes:

- ☐ USDA CACFP Participant
- ☐ Animals/Pets on site
- ☐ Transportation Provided
- ☐ Swimming
- ☐ Night Care

Exception(s)

Provide a ***Brief*** *description*. Be sure to include any ongoing exceptions. The full exception will be printed on the license certificate.

■ *This program does not have any exceptions at this time.*

Fire and Sanitation

Environmental Health Specialist Approval (CCLD-0616)

Date: 12/8/2025

Fire Marshal Approval (every 2 years) Date: 4/4/2025

Changes/Updates

Room Use Changes Approved: ☐ Yes ☐ No ■ N/A

Certification Changes Approved: ☐ Yes ☐ No ■ N/A

Floor Plan Changes? ☐ Yes ☐ No ■ N/A

Square Footage (used only for initial inspections, and prior to changes)

NOTE: Licensed capacity is determined by the number of toilets, sinks, the square footage of the inside usable space, and by availability of the room at all times. Limits set by other agencies may also apply.

Room	Room use	Square feet	Licensed Capacity

One toilet for every 15 children and one sink for every two toilets. No less than 75 square feet for each child using the outside space at one time.

Number of Toilets: (1:15) _____ Handwashing Sinks: _____ Outdoor square footage: _____ sq.ft.

The Director, Teachers, Aides, substitutes and all staff are responsible for knowing and following all the rules in the CC Rule Book 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.

Children Present

Group	Number of Children	Number of Teachers	Number of Aides	Group	Number of Children	Number of Teachers	Number of Aides
Highland 1 (2-3years)	6	2	0				
Highland 2 (2-3years)	6	3	0				
Highland 4 (3-5years)	19	3	0				
Highland 5 (3-5years)	17	3	0				
Highland 6 (3-5years)	19	2	1				

CHECKLIST ITEM	VISIT RESULTS
Ratios and Supervision	
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 or (12) A certified child care center may operate within the ratio and group size in the Mixed-Age Ratio Table when there are 16 or fewer children on site.	■ In Compliance ☐ Not In Compliance- TA[1] ☐ Not in Compliance- cited ☐ Discussed
0500(1) A center must ensure that children have the full attention of the required number of staff at all times.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
Ratios and Supervision notes:	
Program 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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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).	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

[1] "Technical Assistance" means consultation and advice given to providers to assist them in maintaining compliance.

CHECKLIST ITEM	VISIT RESULTS
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.	☰ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Program and Care of Children notes:

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.	☰ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Activity Plan notes:

Meals and Snacks	
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. (4) A certified child care center must select and serve food that is safe and has nutritional value.	☰ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	☰ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☰ N/A

Meals and snack notes:

School-Age Care	☰ N/A for all
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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; and (c) Opportunities to rest if tired. The center must provide a space that encourages rest for children who wish to rest.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

School-age care notes:

CHECKLIST ITEM	VISIT RESULTS
Infant and Toddler Care	☐ **N/A for this section (No infants or toddlers)**
0600 A center must provide the following information to each parent of an infant and toddler on a daily basis: (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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ■ Discussed ☐ N/A
0600(4) A center must be responsive to each infant and toddler's individual, physical, and developmental needs. (a) Allowed to form and follow their own pattern of sleeping and waking periods. (b) Opportunities throughout the day to move freely in a safe, clean, open, and uncluttered area. (c) Must be given opportunities to interact and be near one another.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ■ Discussed ☐ N/A
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ■ N/A
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 refrigerated if required.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ■ N/A
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; (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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ■ N/A
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ■ N/A
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ■ Discussed ☐ N/A
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ■ N/A
0620(4) If a center uses high chairs, the chairs must comply with current Consumer Product Safety Commission (CPSC) standards.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ■ N/A

CHECKLIST ITEM	VISIT RESULTS
0620(6) A center must provide at least one adult-sized chair for each group of infants and toddlers.	■ In Compliance ☐ Not In Compliance ☐ Discussed ☐ N/A
0620(9) A center may not use the following equipment for infants: (a) Baby walkers; (b) Baby doorway jumpers; (c) Accordion safety gates; (d) Bean bags, waterbeds, and foam pads for use as sleeping equipment; and (e) Unstructured infant slings or wraps.	☐ In Compliance ☐ Not In Compliance ☐ Discussed ■ N/A
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ■ N/A

Infant and Toddler Care notes:

Infant Safe Sleep	■ **N/A for this section (Does not care for infants)**
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Safe Sleep notes:

CHECKLIST ITEM	VISIT RESULTS
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☐ N/A
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. (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. (j) A disinfecting solution must be kept in each diaper-changing area ready for immediate use and stored out of children's reach.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☐ N/A
Diaper Changing and Toileting notes:	
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0800(7)(a) 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) 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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0800(7)(d) A center must provide at least one handwashing sink for every two toilets. (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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
Capacity notes:	
Facility Structure	
0810(5) Lighting levels must be bright enough for comfort, safety, and adequate supervision.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ■ N/A
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☐ N/A

CHECKLIST ITEM	VISIT RESULTS
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ■ Discussed

Facility Structure notes:

Prevention and Management of Hazards

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).	☐ In Compliance ☐ Not In Compliance- TA ■ Not in Compliance- cited ☐ Discussed
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; (c) Store personal items belonging to staff members according to applicable rules; (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;	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ■ Discussed
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Prevention and management of hazards notes:

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)(c) Non-food, non-hazardous items and items that do not cause offensive odors, such as paper towels, may be disposed of separately from garbage and waste inside the classroom, in an uncovered container.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
1000(1) Staff and children shall wash their hands with soap and warm running water according to 414-305-1000(1-7)	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Sanitation notes:

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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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. (a) Mats or cots must be placed at least 2 feet apart if children are placed head to toe; or 3 feet apart and arranged in a manner that allows for a direct, unobstructed passage to each child.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

CHECKLIST ITEM	VISIT RESULTS
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 themself.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0900(7) A center must arrange play materials on labeled shelves or in containers to promote and encourage independent access by children.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Furniture notes:

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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ■ N/A
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ■ N/A

Play materials notes:

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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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;	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

CHECKLIST ITEM	VISIT RESULTS
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:** **Depth (inches):** Bark under play structure 9"+	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0920(7) A center must securely anchor any non-portable piece of climbing or swinging equipment according to the manufacturer's instructions.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ■ Discussed ☐ N/A

Outdoor Play Area notes:

Director will re-fluff bark chips in areas that are packed down

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	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ■ Discussed
1020(2) A center must complete a report of any serious injury or incident and include: (a) The child's full name and age; (b) The date of occurrence, time, type, circumstances, witnesses, and location at the center or off-site; (c) Time and date of notification of parents; (d) The signatures of the reporting staff and director; (e) Action taken to prevent reoccurrence; and (f) The signature of the parent indicating that they reviewed it or received a copy of the report within 48 hours of when the incident occurred. An email or text with confirmation of receipt will count as a parent signature.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ■ Discussed

Injury notes:

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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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. (C) Medication must not be administered after the expiration date. (D) Any medication provided by the parents must be labeled with the child's name.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

CHECKLIST ITEM	VISIT RESULTS
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Medication notes:

Policies

0200(2)A certified child care center must provide the following written information to parents, staff, and volunteers: (a) Name, business address, and business telephone number of the person(s) who has immediate responsibility for the daily operation of the center; (b) A center description including the licensed capacity, ages and number of children in care, hours, days and months of operation, closure dates and observed holidays, and staff-to-child ratios; (c) Arrival and departure procedures, including sign in and out requirements and individuals authorized for pick-up; (d) Parent responsibilities for providing current required information and what parents are expected to provide; (e) Health policies and procedures to include toileting, diaper changing and handwashing methods, support for parents feeding their infants, storage and handling of bottles and pacifiers, immunization tracking, medication administration, use of insect repellent and sunscreen, care of bed linen, care of children who are ill and exclusion criteria, and response to injuries (also see OAR 414-305-1020), Injuries); (f) Safety measures including safe sleep practices, monitoring of sleeping infants, injury prevention, use of pesticides and other potentially toxic substances, animals, water activities, and prohibited substances; (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 (also see OAR 414-305-0210, Emergency Preparedness and Response); (i) Center philosophy on how children learn and develop, and how this philosophy is implemented; (j) Daily schedules that include planned activities, rest time, physical activity, and screen time; (k) Center-sponsored religious and cultural activities, if any, including how holidays will be recognized; (l) Meals, snacks, and food service practices including food storage and handling, children's dietary needs and allergies, infant feeding, and food brought from the child's home; (m) Transportation and field trips including driver and vehicle requirements and supervision; (n) Behavior and guidance policies; (o) How staff must proceed if a child is displaying inappropriate behaviors that could endanger themselves or the safety of others; (p) Communication methods and notifications, including how parent grievances, questions, or concerns are handled by the center; (q) Prevention of and duty to report suspected child abuse and neglect; (r) Evening and night care, if provided; (s) How to view inspection reports, access the Department of Early Learning and Care website and center certification rules, and contact CCLD and child abuse and neglect hotline; and (t) A statement advising parents that they can access information about child care providers on the child care safety portal.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Policy notes:

Emergency Preparedness and Response

0210(6) A certified child care center must practice evacuation drills monthly and one other aspect of the emergency plan every other month that: (a) Vary in days and times when drills are conducted; (b) Are documented including the type of drill, date, time of day, name of the person supervising the drill, number of children and staff in attendance, and length of time taken for all individuals to complete the drill;	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

CHECKLIST ITEM	VISIT RESULTS
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). ■ (a) Responding to a lost or missing child; ■ (b) Ensuring that all children in attendance are supervised and accounted for during and after an emergency; ■ (c) Sounding an alarm and alerting staff of the emergency; ■ (d) Responding to health and safety emergencies or suspected abuse of children, staff, volunteers, or family members occurring while they are on the premises of the center; ■ (e) Notifying emergency authorities, including the poison control center, when necessary; ■ (f) Evacuating children to a designated safe area or relocating children to alternate shelter. Designated safe areas and alternate shelters must be a minimum of 50 feet from the building being evacuated; ■ (g) Moving children to a designated location in the center for sheltering-in-place and lockdown emergencies; ■ (h) Responding to natural and man-made disasters including power outages; ■ (i) Responding to serious illness, serious injury or death of a child or staff; ■ (j) Responding to incidents involving a hostile intruder; ■ (k) Addressing the needs of individual children, including children with disabilities or other specific needs, and children with chronic medical conditions; ■ (l) Ensuring children's emergency contact information and medical authorization and staff emergency contact information is accessible during and after an emergency; (m) Notifying parents after the emergency ends and how children will be reunited with their families as the evacuation, relocation, or sheltering/lockdown is lifted; ■ (n) Maintaining continuity of care after a natural or man-made disaster, including access to copies of records, documents, and computer files necessary for continued operation stored in either a portable file or at an off-site location; and ■ (o) Ensuring pool and swimming safety if applicable.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Emergency Preparedness and Response notes:

Required Postings

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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Required Postings notes:

Items Available to View

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 months from the date of the letter;	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ■ Discussed

CHECKLIST ITEM	VISIT RESULTS
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] 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; (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; and (n) The center's behavior and guidance policy.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed **Date of lead test expiration:** 2/14/2027

Items Available to View notes:

Alternate water is used on site

Recordkeeping- Children's 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; (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, previous serious illnesses or injuries, and medications prescribed for continuous, long-term use; and (l) Verification that parents have received a copy of the center policies.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0220(4) A center must have the parent or guardian review, update, and sign or initial the enrollment form at least annually.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Children's records notes:

Recordkeeping- 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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

CHECKLIST ITEM	VISIT RESULTS
0230(1)(d) Parental permission for participation in any center-sponsored religious or cultural event. Parental permission is also required for any special occasion where food is served;	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ■ N/A
0230(2) 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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ■ Discussed ☐ N/A
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☐ N/A
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ■ N/A
0230(5) A center must obtain parental permission prior to using photographs or recordings of a child publicly (e.g. social media, advertisements).	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☐ N/A

Parental Permissions notes:

Recordkeeping- 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;	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

CHECKLIST ITEM	VISIT RESULTS
0370(3) A certified child care center's staff and substitutes, with the exception of cooks, must: (c) If the center is certified to care for infants, complete the Safe Sleep for Oregon Infants trainingwithin the first 30 days of hire and prior to having unsupervised access to infants; and (d) Complete the CCLD approved Child Development Training within 90 days of hire.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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]	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Staff Records notes:

Recordkeeping- 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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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 licensecertificate. The declaration shall be updated any time an exception or condition is added to or removed from the license.	■ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Program Records notes:

CHECKLIST ITEM	VISIT RESULTS
Transportation (if applicable) ☐ N/A for this section (no Transportation provided)	
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
1200(2) When children are taken on field trips, the center must ensure that: (a) When children are transported for long distances, the center provides rest and stretch stops as needed; (b) Staff check a written list of children on the field trip frequently to account for the presence of all children and: (A) Prior to boarding and exiting the vehicle; and (B) Any time the group changes locations on site (e.g. when moving from one exhibit to the next); (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; (d) Caregivers are easily identifiable;	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
1210(1) If a driver is the only adult in the vehicle, a center must ensure that the driver: (a) Meets teacher or aide II qualifications and training requirements.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
1210(2) A center must ensure that drivers of a vehicle used to transport children: (a) Are at least 21 years of age; (b) Have a valid driver's license appropriate for the type of vehicle driven; (c) Are certified in first aid and CPR or accompanied by someone with certification.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
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. 1210(4) A center must provide adequate supervision to protect children during transportation.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
1220(1) A center must maintain the following items in the vehicle as well as at the center: (a) An operable phone; (b) Program information including center name, address, and phone number; (c) Proof of vehicle insurance; (d) A checklist of all children being transported with any pick-up and delivery times and locations; (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; (f) When transporting children with chronic medical conditions (such as asthma, diabetes, or seizures), their emergency care treatment plans, supplies and medication; and (g) A first aid kit that is easily accessible to staff and not children, and with contents specified in OAR 414-305-1020, Injuries).	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
1220(2) A center must ensure the following safety practices are followed: (f) Staff must have clear instructions on handling emergency breakdowns and accidents, including vehicle evacuation procedures, supervision of the children, and contacting emergency help. (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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
1230 A center must meet passenger restraint and seating rules to ensure children's safety during transportation.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
1240 A center must ensure that all vehicles used for transportation meet the following: (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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Transportation notes:

CHECKLIST ITEM	
Swimming (if applicable)	☐ N/A (no swimming provided)
1300 Centers that provide swimming or have an on-site pool must meet all rules listed in 414-305-1300.	☐ Discussed

Swimming notes:

Animals	☐ N/A for this section (No Animals/pets on site)
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☐ N/A
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☐ N/A
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.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☐ N/A

Animals notes:

Night Care *A check mark indicates the item has been discussed with the program.*	☐ N/A for this section (No night care provided)
☐ 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 pathand 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;	

Night Care notes:

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

☐ 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.

☐ 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.
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.

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

☐ 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.

☐ **Notifications as listed in 414-305-0270 (1)-(7) must be made within the indicated timeline. This includes but is not limited to:**
0270(1) A Certified Center must notify CCLD by 5pm the next business day of:
(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;
(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;
(h) An animal bite to an individual that occurs on site at any time or off site when participating in center activities;
(i) An accident involving transportation, unless there were no injuries and only minor damage to the vehicles;
(j) Any serious injury or incident involving a child;
(k) A child who is given the incorrect dosage of any medication;
(l) A child who took or received another person's medication;
(m) The death of a child or staff member that occurred on the premises of the center;
(n) Other dangers or incidents requiring emergency response such as a fire or temporarily relocating children;
(o) Any time prohibited discipline or prohibited actions occur (also see OAR 414-305-0710, Prohibited Discipline and Actions); and
(p) Any incident where physical restraint is used (also see OAR 414-305-0720, Physical Restraint).

☐ 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.

☐ 0270(5) A center must immediately notify parents or an emergency contact if a parent cannot be reached & document if their child:
(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;
(b) Is not present at the pick-up location as scheduled;
(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;
(d) Has had any suspected allergic reactions, as well as the ingestion of or contact with the allergen even if a reaction did not occur;
(e) Was not administered medication in accordance with directions;
(f) Received emergency medication for a life-threatening condition such as epinephrine;
(g) Sustains an injury that may need evaluation by a physician or any impact to a child's head;
(h) Has been exposed to poison;
(i) Has been fed human milk or formula intended for another child;
(j) Is bitten by an animal, when the skin is broken or when an evaluation by a physician may be needed;
(k) Is separated from the group due to an illness;
(l) Dies while in care; or
(m) Is involved in any incident where physical restraint is used.

☐ 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.

☐ 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.
(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.

☐ 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.

☐ 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.

Items to Discuss	*A check mark indicates the item has been discussed with the program.*
☐	0800(2) A center may only care for children in activity areas approved by CCLD.
☐	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; Within 10 feet of any entrance, exit, or window that opens or any ventilation intake that serves an enclosed area; or In any center vehicles or on any field trip.
☐	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:

In person renewal visit conducted on 03/18/2026. Licensing Specialist (LS) checked all spaces used by the child care children for compliance with Child Care Licensing Division (CCLD) rules. LS observed children eating lunch, staff engaged at the table and children transitioning into rest time.

Training needs in Oregon Registry Online (ORO):
E.O.: First Aid, CPR - on file upload
R.D.L. CPR - on file, need uploaded
V.L.: First Aid, CPR - on file, upload
M.M.: Orientation
A.P.O.: First Aid, CPR, Food Handlers - on file, upload
A.S.: CPR - on file, upload
A.B.J.: First Aid, CPR- on file, upload
M.M.: Orientation

Discussed:
-Staff placing the plastic bags that hold the children's sleep items out of reach children when empty
-Hazard cleaning materials were left unlocked and accessible to children
-S.R. food handlers expires at the end of this month
-Director will re-fluff bark chips in areas that are packed down on the playground

Technical Assistance (TA) given:
-Nap cots were too close together, staff separated them during visit once asked
-Ensure all training is uploaded to ORO
-NON- COMPLIANCE, hazard cleaning materials were left unlocked and accessible to children

In order to obtain license director will complete and send LS verification:
-Upload all training and orientation

Licensing Specialist will:
-Update staff log according to director request

Information Provided:

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

License Issued:

- [ ] Annual License
- [ ] Temporary License
- [x] 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: [redacted]

Secondary: _____

Date: _____

Licensing Specialist Signature [redacted]

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 child care centers. To view a full sample checklist, visit the Resource Library at www.oregon.gov/delc or request a copy from your licensing specialist.

Other information or Follow-up (if needed):

All follow up items completed and verification sent to licensing specialist.

Annual License Issued
License Effective Date: 2/14/2026
License End Date: 2/14/2027

Date: 6/8/2026

Licensing Specialist Signature [redacted]

You are entitled to language assistance services and other accommodation at no cost. If you need help in your language or other accommodation, please contact the Child Care Licensing Division at 503-947-1400.

Note: If No swimming, animals or night care is provided, page 16 may be removed. If no transportation is provided page 15 may be removed and if care is not provided for any infants/toddlers pages 4 and 5 may be removed.