Child Care Licensing Division

Monitoring Visit Report

Visit #: 1320863

Oregon Department of Early Learning and Care

CCLD Staff Information

CCLD Field Staff: Colleen Brenan

CCLD Field Staff Phone Numbe [redacted]

Visit Information

Unannounced on-site visit

Date of Visit: 05/20/2025 Visit Time: 9:20am

Program Contact Information

Program Name: Stafford Academy

CCLD Number: CC502960

Program Address: 21065 SW Stafford Rd., Tualatin, OR 97062

Phone Number: [redacted]

Email: [redacted]

Program Details

Ratios and Observations

Licensed Capacity: 40

Age Range: 9mths-12yrs

Children and Caregivers present

Preschool Class: 3-4yrs; 9 children with CO
Pre-K Class; 4-5 ; 8 children with MG

Observations:

Adults Present:

Visit conducted with: Elizabeth Guier

Position: Director

Monitor Visit Details

1. Qualification Requirements: Caregivers meet the qualification requirements for their current position. Rule Reference: **RF:** 0055(1)(a-f); (7) | **CF:** 0080(1)(i)(A); 0100; 0110 | **CC:** 0320-0350 | **SC:** 0290-0310; 0320	■ In Compliance ☐ Not In Compliance
2. Ratios & Supervision: Children are supervised at all times by the appropriate number of caregivers. Rule Reference: **RF:** 0065(1-3); 0075(1-5) | **CF:** 0120(1-5) | **CC:** 0400; 0500 | **SC:** 0360; 0370	■ In Compliance ☐ Not In Compliance
3. Attendance Records: Attendance records are accurate (for children and staff) and recorded at the time of arrival or at the time of departure. Rule Reference: **RF:** 0130(1)(b) | **CF:** 0080(1)(b,c) | **CC:** 0250 | **SC:** 0240	■ In Compliance ☐ Not In Compliance
4. CBR Enrollment: • 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. • *CBR enrollment is verified with CCLD prior to the individual being on site.* Rule Reference: **RF:** 0040(11); (12) | **CF:** 0090(4)(a-d); (8) | **CC:** 0310 | **SC:** 0280	■ In Compliance ☐ Not In Compliance
5. Visitor Plan & Visitor Log: • 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. • The program shall maintain 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. Rule Reference: **RF:** 0100(12)(a-e) | **CF:** 0220(1)(f)(A-E) | **CC:** 0250 | **SC:** 0240	■ In Compliance ☐ Not In Compliance

6. Initial Trainings: Caregivers meet training requirements for their position, including: • Introduction to Child Care Health & Safety (ICCHS) • Recognizing and Reporting Child Abuse & Neglect training specific to Oregon Law (RRCAN) • Safe Sleep for infants training approved by CCLD (if applicable) • Current certification in first aid, infant & child CPR • Current food handler certification. • Foundations for Learning (FFL) child development training Rule Reference: **RF:** 0055(2-5); **CF:** 0100(8)(b,c,g) & 0115(2,3,7); **CC:** 0370; **SC:** 0330(1-5)	☐ In Compliance ■ Not In Compliance
7. Guidance & Discipline Policy: • 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. • 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. Child maltreatment is not allowed. • Caregivers shall not accept parental permission to waive any rules required by the CCLD or to use any form of prohibited punishment. Rule Reference: **RF:** 0085(1-7) | **CF:** 0240(1-7) | **CC:** 0700 | **SC:** 0410(1-9)	■ In Compliance ☐ Not In Compliance
8. Safe Sleep Practices: Caregivers follow safe sleep rules for infants under 12-month-old, including but not limited to: • 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. • There shall be no items in the crib, portable crib, 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. ***N/A if program does not provide infant care*** Rule Reference: **RF:** 0090(11)(a-k) | **CF:** 0220(7)(a-k) | **CC:** 0630 | **SC:** N/A, no infants	☐ In Compliance ☐ Not In Compliance ☐ Discussed ■ N/A
9. Storage of Hazardous Items & Toxins: Potentially dangerous items such as: cleaning supplies, medication (prescription and non-prescription), sharp knives, plastic bags and all poisonous and toxic items are inaccessible to children at all times. • **SC:** Stored in a manner that prevents use or access by children • **CC:** Inaccessible to children. Rule Reference: **RF:** 0110(1)(m-p) | **CF:** 0170(9)(a-c) | **CC:** 0840 | **SC:** 0480	■ In Compliance ☐ Not In Compliance ☐ Discussed
10. Cleaning & Sanitizing: All toys, equipment and furniture used by children are cleaned, rinsed and sanitized regularly and whenever soiled. Rule Reference: **RF:** 0120(4,5) | **CF:** 0160(3)(a) | **CC:** 0850; 0910 | **SC:** 0490(1-2)	■ In Compliance ☐ Not In Compliance ☐ Discussed
11. Handwashing: Caregivers and children wash their hands with soap and warm running water or use hand sanitizer, as required in rule. Rule Reference: **RF:** 0120(2-7) | **CF:** 0160(2)(a-f) | **CC:** 1000 | **SC:** 0540(1-4)	■ In Compliance ☐ Not In Compliance ☐ Discussed
12. Sick Child Practices: The program follows rules for a child who has one or more symptoms of illness and/or a contagious disease. Rule Reference: **RF:** 0100(5) | **CF:** 0180(1)(a,b)(2-4) | **CC:** 1010 | **SC:** 0550; 0570	☐ In Compliance ☐ Not In Compliance ■ Discussed
13. Garbage and Bio-contaminants: 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. Rule Reference: **RF:** 0120(8,9) | **CF:** 0160(3)(f,g) | **CC:** 0850 | **SC:** 0490(3-5)	■ In Compliance ☐ Not In Compliance ☐ Discussed
14. Building & Grounds are Hazard Free: The building, grounds, water supply, equipment, toys and furniture used by children are maintained in a hazard-free condition. Caregivers identify safety hazards on the premises and prevent access to hazards, such as to pools and other bodies of water. Rule Reference: **RF:** 0110(8) | **CF:** 0150(3)(b); 0160(3)(e) | **CC:** 0840; 0850 | **SC:** 0480	■ In Compliance ☐ Not In Compliance ☐ Discussed

15. Playground Ground Cover: Playground equipment is surrounded by a resilient surface of an acceptable depth according to standards of the Consumer Product Safety Commission (CPSC).

Note: Initial fill of 12" deep, compresses to 9" over time

- **CF:** Fall height of 18" to 4' tall = 6" ground cover; fall height of 4' and up = 9" ground cover
- **CC & SC:** Fall height of 18" and up = 9" ground cover (or 6" if rubber mulch)

Rule Reference: **RF:** N/A | **CF:** 0150(3)(a) | **CC:** 0920 | **SC:** 0530(6)

N/A for all RF programs or SC programs using a school facility or NB program with no playground

Ground Cover Type	Location	Measured Depth
Bark Chips	Playground	9 inches

- [x] In Compliance
- [ ] Not In Compliance
- [ ] Discussed
- [ ] N/A

16. Indoor & Outdoor Activities: 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).

Rule Reference: **RF:** 0090(2) | **CF:** 0220(2)(3)(d) | **CC:** 0525; 0530 | **SC:** 0400

- [x] In Compliance
- [ ] Not In Compliance
- [ ] Discussed

17. Meals/Snacks Follow USDA Guidelines: 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.

Rule Reference: **RF:** 0100(13)(a) | **CF:** 0210(1)(a-c) | **CC:** 1140; 0610 | **SC:** 0600; 0610

- [x] In Compliance
- [ ] Not In Compliance
- [ ] Discussed

18. Emergency Plan: The child care program shall have an up-to-date written plan for handling emergencies and evacuation of the facility.

- The plan is given to parents and 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, accommodations for infants, toddlers and children with specific care needs and how continuity of operations will be maintained.

Rule Reference: **RF:** 0110(4) | **CF:** 0050(8)(c); 0170(19) | **CC:** 0210 | **SC:** 0180(1-10)

- [x] In Compliance
- [ ] Not In Compliance

19. Fire Safety: Evacuation routes and emergency exits are clear of obstructions.

- **RF/CF:** A floor plan is posted identifying the locations of exits, primary evacuation routes, secondary evacuation routes and fire extinguishers.
- **CC:** Exit map in each room
- **SC:** A floor plan with primary and secondary evacuation routes from each area of the building posted on each floor.

Rule Reference: **RF:** 0110(2)(d); 0035(c)(A-D) | **CF:** 0170(3)(a); 0050(g)(A-D) | **CC:** 0210 | **SC:** 0250(1)(m)

- [x] In Compliance
- [ ] Not In Compliance

20. Emergency/Fire Drills: 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.

- **RF/CF:** Must document monthly check of fire extinguisher(s), and testing of all smoke and CO alarms

Rule Reference: **RF:** 0110(4,5) | **CF:** 0170(4)(5)(c)(6); 0170(16-18) | **CC:** 0210 | **SC:** 0180(6)

- [ ] In Compliance
- [ ] Not In Compliance

21. Field Trips: 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 is on file.

N/A if program does not do field trips at any time

Rule Reference: **RF:** 0100(3)(b); 0130(2)(c) | **CF:** 0180(7)(b); 0060(4)(c) | **CC:** 0230; 0260; 0270 | **SC:** 0630(2)(a-e)

- [ ] In Compliance
- [ ] Not In Compliance
- [x] Discussed
- [ ] N/A

22. Vehicular Traffic:

- The caregiver must take precautions to protect children from vehicular traffic.
- The caregiver shall require drop off and pick up only at the curb or at an off-street location protected from traffic.
- Any adult supervising drop-off and loading ensure that children are clear of the perimeter of all vehicles before the vehicle moves.

Rule Reference: **RF:** 0110(11)(a,b) | **CF:** 0170(17) | **CC:** 1220 | **SC:** 0650(2); 0480(8)

- [x] In Compliance
- [ ] Not In Compliance
- [ ] Discussed

23. Transportation: If transportation is provided, the program follows all traffic and vehicle safety rules.

N/A if program does not provide transportation at any time

Rule Reference: **RF:** 0110(9-12) | **CF:** 0250(4)(a-f) | **CC:** 1200-1240 | **SC:** 0630-0670

- [ ] In Compliance
- [ ] Not In Compliance
- [ ] Discussed
- [x] N/A

24. Medication Authorization: • 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. Rule Reference: **RF:** 0130(2)(b) | **CF:** 0180(9)(a-e) | **CC:** 1030 | **SC:** 0210; 0570	☐ In Compliance ☐ Not In Compliance ☒ Discussed
25. Allergy Care Plan: • 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. • All caregivers who come in contact with the child (and staff that prepare and serve food) are trained on and familiar with 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 medication services are contacted immediately. Rule Reference: **RF:** 0100(12)(a-e) | **CF:** 0180(12); 0220(1)(f)(A-E) | **CC:** 1010 | **SC:** 0190	☐ In Compliance ☐ Not In Compliance ☒ Discussed
26. Specific Needs Plan: • 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. Rule Reference: **RF:** N/A | **CF:** 0060(2)(b) | **CC:** 1050 | **SC:** 0580	☐ In Compliance ☐ Not In Compliance ☒ Discussed
27. Child Immunizations: • The facility keeps up to date records on file (paper or electronic) for immunizations for each child as required by the Oregon Health Authority (OHA) who monitors immunizations in child care programs. CCLD is notified by OHA if a program is not in compliance. • If children are enrolled in a public or private elementary school, immunizations are not required to be kept by the child care facility. ***N/A if program only provides care for school-age children*** Rule Reference: **RF:** 0035(14) | **CF:** 0050(9)(a) | **CC:** 0225 | **SC:** 0200; N/A	☐ In Compliance ☐ Not In Compliance ☒ Discussed ☐ N/A
28. Reporting to CCLD: The child care program shall report to CCLD any serious injury or incident, as defined in CCLD rules within mandatory time frame. Rule Reference: **RF:** 0035(24)(a-c) | **CF:** 0050(10)(b)(A-E)(c) | **CC:** 0270 | **SC:** 0260	☐ In Compliance ☐ Not In Compliance ☒ Discussed
29. Mandatory Reporting: Caregivers fulfill the responsibilities required as a mandatory reporter, which apply 24 hours a day. Rule Reference: **RF:** 0055(1)(d) | **CF:** 0050(4) | **CC:** 0370 | **SC:** 0260	☐ In Compliance ☐ Not In Compliance ☒ Discussed
30. Preventing Shaken Baby Syndrome: All caregivers shall take appropriate precautions to prevent shaken baby syndrome and abusive head trauma. ***N/A if program does not provide infant or toddler care*** Rule Reference: **RF:** 0100(1) | **CF:** 0180(5) | **CC:** 0370 | **SC:** N/A	☐ In Compliance ☐ Not In Compliance ☒ Discussed ☐ N/A

Visit Summary

Comments

PROGRAM OBSERVATIONS:
-Reviewed list of individuals linked to the program through the Central Background Registry (CBR). Updated staff list and reviewed new staff files
-Reviewed training log and discussed upcoming training due dates/expiration dates, as well as training that is missing.
-Safe sleep practices were reviewed and in compliance.
-Reviewed the program for hazards.
-Reviewed the outdoor space and playground groundcover depth.
-Children were within required staff-to-child ratio, and program was incompliance with licensed capacity.
-Attendance records and supervision requirements were in compliance.

CORRECTIONS REQUIRED:
-The following staff do not have current First Aid/CPR certification and will need to complete the training and submit to Oregon Registry Online (ORO) by June 20, 2025: EG, SP,CO, RB, BC, TW. -Cited Non-Compliance.
-The following staff is missing Foundations for Learning training and Food Handler certification and will need to complete the training and submit to ORO by June 20, 2025: RB -Cited Non-Compliance.

DISCUSSED ITEMS:

ITEMS LEFT WITH PROGRAM:
-Training Log

Photos, Documents, and Technical Assistance Materials

Email and signature

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

Main: [redacted]

Secondary: _____

[redacted]

Signature and date of CCLD investigator or licensing specialist

WARNING: Repeated or serious breaches may result in a civil penalty, as discussed above (if applicable). According to the law, a child care license may be suspended or revoked if the Child Care Licensing Division (CCLD) concludes that the facility or its operation does not comply with state statutes, or applicable rules, or any terms or conditions imposed under the license. If you fail to comply or if you repeat the violations listed above, your license may be revoked. You must comply with CCLD rules and laws at all times. The CCLD retains information on non-compliance with the rules. If you disagree with the results, you can respond in writing to the CCLD.

This form contains dynamic elements and may not display some elements that are not relevant to your program. To view a completed form, visit the Department of Early Care and Learning website, www.oregon.gov/DELC, or request a copy from the licensing specialist or researcher. You have the right to receive language assistance services and other accommodations at no cost. If you need help with your language or other accommodations, please contact the Child Care Licensing Division (CCLD) at 503-947-1400. Please notify the CCLD staff listed above if you would like to receive a copy of this report in the mail.