Child Care Licensing Division

Monitor Visit

Visit ID #(s): 1272893

Oregon Department of Early Learning and Care

Please retain this copy for your records

CCLD Field Staff Information

CCLD Field Staff: B. Ellis and C. Oregon

CCLD Field Staff Phone Number: [redacted]

Visit Information

Conducted: In-Person | Visit Date: 12/16/2024

Type: Unannounced | Visit Time: 9:40am

Program Contact Information

Program Name: Albina Early Head Start - Franklin High School | CCLD Number: CC503458

Program Address: 5405 SE Woodward St. Portland, OR | Phone Number: [redacted]

Email Address: [redacted]

Program Details

Ratios and Observations

Licensed Capacity: 24 | Age Range: 1.5mths-3yrs | Ratio Table (•) A ( ) B

Age/Class	Children	Teachers	Aides	Observations
Franklin 2 (children 2 and up)	5	1	1	Children engaged in free play with assistant
Infant room	6	1	1	Children engaged in floor play with staff; 1 child in crib

Facility Staff

Visit conducted with: Elda Solis | Position: Multi-Site Coordinator

Monitor Details

Issue #: 824726 | Visit #: 1272893

Qualification Requirements: Caregivers meet the qualification requirements for their current position. — ***In Compliance***

Rule Reference: **RF:** 0055(1)(a-f); (7) | **CF:** 0080(1)(i)(A); 0100; 0110 | **CC:** 0320-0350 | **SC:** 0290-0310; 0320

Ratios & Supervision: Children are supervised at all times by the appropriate number of caregivers. — ***In Compliance***

Rule Reference: **RF:** 0065(1-3); 0075(1-5) | **CF:** 0120(1-5) | **CC:** 0400; 0500 | **SC:** 0360; 0370

Attendance Records: Attendance records are accurate (for children and staff, if applicable) and recorded at the time of arrival or at the time of departure. — ***In Compliance***

Rule Reference: **RF:** 0130(1)(b) | **CF:** 0080(1)(b,c) | **CC:** 0250 | **SC:** 0240

CBR Enrollment: — ***In Compliance***

- 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

Visitor Plan & Visitor Log: — ***In Compliance***

- 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

"Safety Set" Trainings: Caregivers meet training requirements for their position, including:

- Introduction to Child Care Health & Safety
- Recognizing and Reporting Child Abuse & Neglect training specific to Oregon Law
- Safe Sleep training approved by CCLD (if applicable)
- Current certification in first aid, infant & child CPR
- Current food handler certification.

In Compliance

Rule Reference: **RF:** 0055(2-5); **CF:** 0100(8)(b,c,g) & 0115(2,3,7); **CC:** 0370; **SC:** 0330(1-5)

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.

In Compliance

Rule Reference: **RF:** 0085(1-7) | **CF:** 0240(1-7) | **CC:** 0700 | **SC:** 0410(1-9)

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, 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.

Not in Compliance

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

Not In Compliance	Notes/Plan to Correct	Issued
An infant was asleep in a crib with a bib around their neck and a pacifier with a strap at the bottom of the crib.	**Corrected on site. Bib was removed by the teacher and pacifier was taken out of the crib.**	**Cited Noncompliance**

Dangerous items & Toxins Under Child Safety Lock: 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.

- **CC:** Inaccessible to children
- **SC:** Stored in a manner that prevents use or access by children

Not in Compliance

Rule Reference: **RF:** 0110(1)(m-p) | **CF:** 0170(9)(a-c) | **CC:** 0840 | **SC:** 0480

Not In Compliance	Notes/Plan to Correct	Issued
Older child room connects to kitchen through a door that was left open. Laundry detergent is on top of washer and accessible to children. Knife drawer had child proof lock but was not engaged	**Corrected on site. All hazards to children were put out of reach or under child proof lock and door was closed.**	**Technical Assistance**

Cleaning & Sanitizing: All toys, equipment and furniture used by children are cleaned, rinsed and sanitized regularly and whenever soiled.

In Compliance

Rule Reference: **RF:** 0120(4,5) | **CF:** 0160(3)(a) | **CC:** 0850; 0910 | **SC:** 0490(1-2)

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)	***Discussed***
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***
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***
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***
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) ***N/A for all RF programs or SC programs using a school facility*** Rule Reference: **RF:** N/A | **CF:** 0150(3)(a) | **CC:** 0920 | **SC:** 0530(6)	***In Compliance***

Ground Cover Type	Location	Measured Depth

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	***In Compliance***
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	***In Compliance***
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)	***In Compliance***
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)	***In Compliance***
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***

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)	***Not Applicable***
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)	***Discussed***
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	***Not Applicable***
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	***Discussed***
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	***Discussed***
Special 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. ***N/A for all RF programs*** Rule Reference: **RF:** N/A | **CF:** 0060(2)(b) | **CC:** 1050 | **SC:** 0580	***Discussed***
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. Rule Reference: **RF:** 0035(14) | **CF:** 0050(9)(a) | **CC:** 0225 | **SC:** 0200; N/A	***Discussed***
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	***Discussed***
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	***Discussed***
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	***Discussed***

Program Name: Albina Early Head Start - Franklin High School CCLD Number: CC503458

Visit Summary

Comments

The program has two classrooms. We conducted walkthrough of both classrooms, checked that all staff/child ratios are in compliance. All adults are enrolled in CBR, sign ins are up to date. All staff has certifications up to date. Teachers and assistants were engaged with children and we observed a lot of positive interactions. We reviewed current staff and LS will make changes to employee list.

Non-compliances corrected on site and discussed:
-Safe sleep for infants under 12 months
-Practices in older classroom to maintain toxins or hazards in the kitchen inaccessible to children.

Photos, Documents & Technical Assistance Materials

No photos were taken at this visit.

No documents were collected at this visit.

No technical assistance materials were provided at this visit.

Email and Signature

☑ A copy of this report will be emailed after this visit to the email address(es):

Primary: [redacted]

Secondary: [redacted]

[redacted] [redacted]

CCLD Field Staff Signature and Date

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 Child Care Licensing Division (CCLD) finds that the facility or its operation does not comply with state statutes, or with applicable rules, or with any terms 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 CCLD rules and the law at all times. The CCLD retains information about noncompliance. If you disagree with the findings, you may respond in writing to the CCLD.

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