Child Care Licensing Division
Contact Report

Oregon Department of Early Learning and Care

CCLD Field Staff Information

CCLD Field Staff: Jama Lee

CCLD Field Staff Phone Number: [redacted]

Visit Information

Visit Date: 7/31/2025 Visit #: 1342814

Time of Visit: 10:35am Issue #: 867657

Visit Type

☐ Announced ☒ Unannounced **Check all that apply**:

☐ Complaint ☒ Compliance Verification ☐ Increased Monitoring ☒ Injury ☐ Fire Drill ☐ T/A or Consultation

☐ Other: _____

Visit conducted with: Gillian Knott Position: Program Coordinator

Program Contact Information

Program Name: AlphaBEST @ Brookwood Elementary CCLD Number: CC504121

Program Address: 3960 SE Cedar St, Hillsboro, OR 97123-7467 Phone Number: [redacted]

Email Address: [redacted]

Licensed Capacity: 30 Age Range: 60 months - 12 years

Program Details (during the visit)

Children and Staff Present: List number and ages of children, number of staff and position titles.

22 children(ages 5 - 12 years) with Program Coordinators K.S. and G.K. and Assistant Program Leaders A.D., M.D., and Y.B.

Check if applicable: ☒ Attendance records reviewed ☒ Confirmed staff are active in the CBR

Visit Details

Observations Check if applicable: ☐ Completed a walkthrough of the program

☒ Reviewed and updated staff list ☒ Reviewed training log

Injury/Compliance verification visit completed with Program Coordinator G.K.
On 7/30/2025, the site submitted a timely report of a broken bone incident with a school-age child in the program.
OBSERVED:
-Observed school playground and area where the incident occurred.
-Site had completed injury/incident report in child's file. Parent provided copy of incident report but has not yet returned signed copy. Will return signed copy when child returns to care.
-Observed attendance records for date of injury - 7/29/2025. Site was within staff-to-child ratio with 25 children(ages 5-12 years) and Program Coordinator K.S. and Assistant Program Leaders M.C. and Y.B. at the time of the injury.
-Program Coordinator stated two children had lifted a sewer grate on the playground in on off limit area and the grate was accidentally dropped on another child's booted foot when they were told to put it down, resulting in the injury. Parent was contacted and toe was cleaned and child was provided an ice pack until they arrived.
-Attendance records were complete and site was within staff-to-child ratio during the visit. Staff attendance records did not note when staff checked in/out for breaks.

DISCUSSED/TECHNICAL ASSISTANCE PROVIDED:
-Reviewed requirements for staff records to included sign in/out times for staff when they take breaks during full day programs.
-Reviewed Active Supervision and playground supervision requirements.
-Reviewed options for blocking hazards on playground - cones, etc.
-Reviewed and updated staff list.
-Reviewed summer staff records. Submit Orientations for Summer site staff to Oregon Registry Online(ORO).
-Reviewed requirements for Program Leader qualifications of 750 hours. Program Coordinator will follow up with verification of qualifications if wanting to update staff qualifications.
-Reveiwed upcoming certification expirations.
FOLLOW UP TO BE COMPLETED:
-Submit Orientations for A.R., A.D., I.B., Y.B to ORO for verification.
-Submit CPR/First Aid certification for A.R. and I.B. to ORO for verification.

Noncompliance (if applicable)

Include plans to correct and/or if corrected during the visit and any technical assistance provided

Observed non-compliance from injury visit for supervision. Staff must be aware of what children are doing at all times, any potential hazards or risks from activities children are engaged in, and be near enough to respond when needed. Program Coordinator G.K. reviewed playground hazards with children and staff to remind them of off limit areas. Technical assistance provided regarding Active Supervision guidance, playground zoning for staff supervision, and options for providing boundaries around potential hazards.

Photos, Documents & Technical Assistance Materials

Photos were taken at this visit ☐ Yes ☒ No

Documents were collected at this visit ☐ Yes ☒ No List Documents:

Technical assistance materials provided ☒ Yes ☐ No List below:

Training log
Active Supervision Guidance

Email and Signature

A copy of this report will be emailed to the email address(es) below after this visit. *Please notify the CCLD field staff listed above if you would like to receive a mailed copy of this report.*

Primary: [redacted]

Secondary: [redacted]

CCLD Field Staff Signature: [redacted] Date: 7/31/2025

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. CCLD retains information about noncompliance. If you disagree with the findings, you may respond in writing to the CCLD.

Visit #: _____ Issue #:_____

Contact Report Additional page (if needed):

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 (CCLD) at 503-947-1400.