Child Care Licensing Division

Monitor Visit

Visit ID #(s): 1298594

Oregon Department of Early Learning and Care

Please retain this copy for your records

CCLD Field Staff Information

CCLD Field Staff: Jama Lee

CCLD Field Staff Phone Number: [redacted]

Visit Information

Conducted: In-Person | Visit Date: 3/11/2025

Type: Unannounced | Visit Time: 3:15pm

Program Contact Information

Program Name: AlphaBEST @ Forest Hills Lutheran Christian School | CCLD Number: CC504386

Program Address: 4221 SW Golf Course Rd, Cornelius, OR 97113-6017 | Phone Number: [redacted]

Email Address: [redacted]

Program Details

Ratios and Observations

Licensed Capacity: 30 | Age Range: 60 mos - 12 years

Age/Class	Children	PLs	APLs	Observations
Cafeteria	7	1(KS)*	1(AR)	Children were engaged in afternoon snack, Legos, screen time, and drawing during the visit. *Program Coordinator K.S. arrived on-site at 5:00pm.

Facility Staff

Visit conducted with: Aliza Rubin | Position: Assistant Program Leader

Visit conducted with: Kyepher Smith | Position: Program Coordinator

Monitor Details

Issue #: 840268 | Visit #: 1298594

Qualification Requirements: Caregivers meet the qualification requirements for their current position. ***Not in Compliance***

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

Not In Compliance	Notes/Plan to Correct	Issued
Staff member A.R. on-site alone did not meet qualifications for Program Leader.	**Staff member will not be left alone on-site until they meet the requirements for the position. Licensing specialist contacted Program Coordinator K.S. to notify him regarding staff qualifications. Staff member will be linked to site as an Assistant Program Leader and began working on 1/13/2025. Program Coordinator K.S. arrived on-site at 5:00pm to bring the site back in to compliance with a staff member that met the requirements for a Program Leader qualified staff member on-site.**	**Cited Noncompliance**

Ratios & Supervision: Children are supervised at all times by the appropriate number of caregivers. ***Not in Compliance***

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

Not In Compliance	Notes/Plan to Correct	Issued

Not In Compliance	Notes/Plan to Correct	Issued
Assistant Program Leader A.R. left children outside on the playground to return to the cafeteria to get a child's jacket. Children were out of sight and sound supervision.	**Reviewed requirements with the Assistant Program Leader A.R. Licensing Specialist advised that she bring the group back in with her or send the individual child in to get their coat to maintain compliance in the future. A.R. returned to playground to correct the issue during the visit.**	**Cited Noncompliance**

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.

Not in Compliance

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

Not In Compliance	Notes/Plan to Correct	Issued
Assistant Program Leader A.R. had not signed in on the attendance record for the day.	**Staff member corrected the issue during the day by signing in on the staff attendance record.**	**Technical Assistance**

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.

In Compliance

Rule Reference: **RF:** 0040(11); (12) | **CF:** 0090(4)(a-d); (8) | **CC:** 0310 | **SC:** 0280

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.

In Compliance

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.

Not in Compliance

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

Not In Compliance	Notes/Plan to Correct	Issued
Assistant Program Leader A.R. had not completed Introduction to Child Care Health & Safety and Recognizing and Reporting Child Abuse & Neglect trainings.	**Assistant Program Leader A.R. will complete required trainings within 30 days.**	**Cited Noncompliance**

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. ***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 Applicable***
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 Rule Reference: **RF:** 0110(1)(m-p) | **CF:** 0170(9)(a-c) | **CC:** 0840 | **SC:** 0480	***In Compliance***
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***
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***
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	***Discussed***
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) **Notes:** ***Program does not use play equipment on school playground that requires ground cover.***	***Not Applicable***
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)

Not in Compliance

Not In Compliance	Notes/Plan to Correct	Issued
Did not document date at time of fire drill completed in January on drill record.	**Reviewed records and corrected during the visit.**	**Technical Assistance**

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)

In Compliance

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

Notes:

No children currently enrolled with serious allergies. Reviewed requirements with staff on-site.

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.

Discussed

Rule Reference: **RF:** 0100(12)(a-e) | **CF:** 0180(12); 0220(1)(f)(A-E) | **CC:** 1010 | **SC:** 0190

Notes:
No children currently enrolled with serious allergies. Reviewed requirements with staff on-site.

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.

Discussed

N/A for all RF programs

Rule Reference: **RF:** N/A | **CF:** 0060(2)(b) | **CC:** 1050 | **SC:** 0580

Notes:
No children currently enrolled with written plans of care. Reviewed requirements with staff on-site.

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.

Not Applicable

Rule Reference: **RF:** 0035(14) | **CF:** 0050(9)(a) | **CC:** 0225 | **SC:** 0200; N/A

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.

Discussed

Rule Reference: **RF:** 0035(24)(a-c) | **CF:** 0050(10)(b)(A-E)(c) | **CC:** 0270 | **SC:** 0260

Mandatory Reporting: Caregivers fulfill the responsibilities required as a mandatory reporter, which apply 24 hours a day.

Discussed

Rule Reference: **RF:** 0055(1)(d) | **CF:** 0050(4) | **CC:** 0370 | **SC:** 0260

Preventing Shaken Baby Syndrome: All caregivers shall take appropriate precautions to prevent shaken baby syndrome and abusive head trauma.

Not Applicable

N/A if program does not provide infant or toddler care

Rule Reference: **RF:** 0100(1) | **CF:** 0180(5) | **CC:** 0370 | **SC:** N/A

Noncompliance(s)

Not In Compliance	Notes/Plan to Correct	Issued
Site had a child outside the licensed age range(13 years of age) enrolled in the program.	Program Coordinator K.S. will follow up with family regarding alternative care.	Technical Assistance
Staff records not on-site in paper or electronic format with qualifications verification, orientation, initial training requirments, and emergency contacts	Program Coordinator K.S. will complete staff file for Assistant Program Leader A.R. within 30 days.	Cited Noncompliance
Animal on-site did not have a written plan of care.	Program Coordinator K.S. will complete a written plan of care.	Technical Assistance

Visit Summary

Comments

Visit completed with Program Coordinator K.S.
OBSERVED:
-Completed walk through child care spaces and observed outdoor play area. Program does not use outdoor play equipment that requires ground cover/fall zones.
In attendance: 7 children(ages 6 - 13 years of age) with Assistant Program Leader A.R.
-Attendance record had not been completed for staff. Site was within staff-to-child ratios but did not have qualified staff on site. Reviewed staff qualifications for new staff member on site that had not been linked to the site. Staff member did not meet Program Leader qualifications. Program Coordinator K.S arrived on-site at 5:00pm to bring the site back into compliance with qualified staff.
-Children were engaged in afternoon snack, Legos, screen time, and drawing during the visit.
-No hazards were observed.
-Observed non-compliance during the visit for supervision, qualifications, safety set trainings, staff records, and licensed ages served.
DISCUSSED/TECHNICAL ASSISTANCE PROVIDED:
-Reviewed and updated staff list.
-Reviewed staff qualifications for new site staff.
-Reviewed training log and timeline requirements for new hires.
-Reviewed screen time requirements. No more than 2.5 hours per week allowed. Some children were observed engaged in over an hour of screen time during the visit.
-Reviewed supervision requirements for school age children.
-Reviewed requirements for licensed ages that can be served in the program.
-Requirements for staff files/records. Previous technical assistance provided on staff records at the renewal visit on 11/19/2024.
FOLLOW UP TO BE COMPLETED WITHIN 30 DAYS:
-Assistant Program Leader A.R. to complete Safety Set trainings RRCAN and ICCHS within 30 days.
-Complete written care plan for on-site animal.
-Notify families that there is an animal on-site in parent viewing area, etc.
-Complete staff file for new staff member A.R. to include new staff orientation, qualifications, Safety Set trainings, and emergency contacts. New staff member did not have completed staff file on site.

Photos, Documents & Technical Assistance Materials

Photos were taken of: Staff resume, Emergency Drill Log

No documents were collected at this visit.

The following technical assistance materials were provided: Training log, Program Leader Qualifications, Licensing Training Requirements for School-age Centers, School-age Staff Records

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

Program Name: AlphaBEST @ Forest Hills Lutheran Christian School CCLD Number: CC504386

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.