Child Care Licensing Division

Compliance Verification Visit

Visit ID #(s): 1300113

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: 4/9/2025

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	9	2	1(AR)	Children were engaged in afternoon activities including snack, drawing, Legos, and outdoor play during the visit. Program Coordinator(KS) and Program Leader(DS) in attendance.

Facility Staff

Visit conducted with: Kyepher Smith | Position: Program Coordinator

Compliance Verification Details

Issue #: 841141 | Visit #: 1300113

Date Issued	Non-Compliance	Corrected	Correction Notes or Follow-Up Needed
3/17/2025	School-age children were left out of sight and/or sound supervision.	Yes	Children were within sight and/or sound supervision of staff during the visit.
3/17/2025	School-age center did not have at least one caregiver that meets the qualifications of a Program Leader with a group of children.	Yes	Program Leader D.S. was on site during the visit with the group of school-age children.
3/17/2025	Site did not have completed staff record available.	Yes	Site had staff record for new staff on-site.
3/17/2025	Staff member had not completed required Recognizing and Reporting Child Abuse and Neglect (RRCAN) and Introduction to Child Care Health and Safety within 30 days of hire and prior to having unsupervised access to children	No	Training to be completed by 4/11/2025 or additional non-compliance would be cited.

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

Noncompliance(s)

Not In Compliance	Notes/Plan to Correct	Issued
Program was operating outside the approved licensed ages. Technical assistance previously provided on 3/11/2025.	Program Coordinator K.S. will follow up with family and care will not be provided outside the approved licensed ages of care. Issue was corrected during the visit when child was returned to the school at 4:00pm.	Cited Noncompliance

Visit Summary

Comments

Visit completed with Program Leader D.S. and Program Coordinator K.S.
OBSERVATIONS:
-Non-compliance letter had not been posted. Program leader posted the letter during the visit to correct the issue.
In attendance: 9 children(ages 5 - 13 years of age) with program leader(DS) and assistant program leader(AR).
Program Coordinator K.S. arrived on-site during the visit.
-Group was engaged in afternoon snack, drawing activities, and Legos during the visit.
-Attendance records were complete and program was within staff-to-child ratio during the visit with a program leader qualified staff member. All children in the group were within required sight and/or sound supervision.
-Observed posted notice to families in parent viewing area of service dog on-site and completed written plan for animal.
-Observed completed staff record for staff member A.R.
DISCUSSED/TECHNICAL ASSISTANCE PROVIDED:
-Reviewed facility staff list.
-Reviewed training log and new employee training timeline/SC program training requirements.
-Reviewed staff records.
-Reviewed requirements to operate within approved licensing ages only.
-Reviewed Active Supervision guidance.
FOLLOW UP TO BE COMPLETED BY 4/11/2025:
-Staff member A.R. to complete required Recognizing and Reporting Child Abuse and Neglect (RRCAN) and Introduction to Child Care Health and Safety.
FOLLOW UP TO BE COMPLETED BY 4/13/2025:
-Staff member A.R. to complete Foundations for Learning training to maintain compliance with new employee training timeline requirements of 90 days of start date.
FOLLOW UP TO BE COMPLETED WITHIN 30 DAYS:
-Submit Orientations for K.S., D.S., and A.R. to Oregon Registry Online(ORO) for verification.
-Submit updated CPR/First Aid certification to ORO for D.S. for verification.

Photos, Documents & Technical Assistance Materials

No photos were taken at this visit.

No documents were collected at this visit.

The following technical assistance materials were provided: Training log, PR-0603 Training Requirements for SC Programs, SC Staff Records, Active Supervision, Non-compliance letter issued 3/17/2025.

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

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.