Child Care Licensing Division

Monitor Visit

Visit ID #(s): 1273007

Oregon Department of Early Learning and Care

Please retain this copy for your records.

CCLD Field Staff Information

CCLD Field Staff: Heidi Ballweber

CCLD Field Staff Phone Number: [redacted]

Visit Information

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

Type: Unannounced | Visit Time: 9:45

Program Contact Information

Program Name: Blue Bell Academy Preschool & Child Care South | CCLD Number: CC504464

Program Address: 3737 Liberty Rd S Salem | Phone Number: [redacted]

Email Address: [redacted]

Program Details

Ratios and Observations

Licensed Capacity: 62 | Age Range: 6 wks - 12 yr | Ratio Table (●) A ( ) B

Age/Class	Children	Teachers	Aides	Observations
preschool	8	1	1	
infant	3	1	1	

Facility Staff

Visit conducted with: Mary Mendes Silva Bickford | Position: Substitute Director

Monitor Details

Issue #: 824828 | Visit #: 1273007

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

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

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.

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

Not in Compliance

Not In Compliance	Notes/Plan to Correct	Issued
preschool room: only 3 of 8 children signed in today; last week: Tue, Thur & Fri had no children signed out; staff not signed in this date	**corrected today's onsite; director to speak with staff about attendance being kept accurate at all times**	**Cited Noncompliance**

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

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***
"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. Rule Reference: **RF:** 0055(2-5); **CF:** 0100(8)(b,c,g) & 0115(2,3,7); **CC:** 0370; **SC:** 0330(1-5) **Notes:** ***Need to upload CPR/FA for KB***	***In Compliance***
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***
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 **Notes:** ***currently no children under 12 months of age;***	***Discussed***
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)

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

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)

In Compliance

Ground Cover Type	Location	Measured Depth

Notes:
currently no play structures that requires ground cover

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

Notes:
Lunch will be: Cheese & ham pizza, apple slices, broccoli & milk

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

Notes:
Sub director documents on phone app and transfers to paper log; completed the log during my visit.

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

In Compliance

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

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

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

Not Applicable

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

Program Name: Blue Bell Academy Preschool & Child Care South CCLD Number: CC504464

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***

Visit Summary

Comments

Arrived at approximately 9:45. Two classes in attendance.
Preschool: 8 children with 2 staff; ONC: attendance not accurate; only 3 of 8 children signed in, no staff signed in & 3 days from previous week had children not signed out. Corrected today's attendance while on-site.
Infant room had 3 children and 2 staff; attendance appears to be accurate. One child, 18 months needs an exception for alternate sleeping arrangement due to chronic health issues; will send exc req to director and advised will need to include doctor's note for the child.
Went over training log; observed current FA/CPR card for KB; advised to have submitted to ORO account as well as orientations for other staff;
Will update staff log per conversation.

Need to upload CPR/FA for KB
currently no children under 12 months of age;
currently no play structures that requires ground cover
Lunch will be: Cheese & ham pizza, apple slices, broccoli & milk
Sub director documents on phone app and transfers to paper log; completed the log during my visit.
Email permission for contracted services.

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: s[redacted]

Secondary: [redacted]

[redacted] Digitally signed by Heidi Ballweber Date: 2024.12.16 11:25:06 -08'00'

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.