Child Care Licensing Division
Contact Report

Oregon Department of Early Learning and Care

CCLD Field Staff Information

CCLD Field Staff: Heidi Woods-Fogarty

CCLD Field Staff Phone Number: [redacted]

Visit Information

Visit Date: 8/12/2025 Visit #: 1347112

Time of Visit: _____ Issue #: 870379

Visit Type

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

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

☐ Other: _____

Visit conducted with: Mary Bickford & Lindsey Wilson Position: Sub-directors

Program Contact Information

Program Name: Bluebells Academy Childcare & Preschool - West CCLD Number: CC504701

Program Address: 640 Bartell Dr NW Salem Phone Number: [redacted]

Email Address: [redacted]

Licensed Capacity: 111 Age Range: 6 wks - 12 yrs

Program Details (during the visit)

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

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 on 8/8/2025; received timely via email received 8/8/2025 evening. School-aged child on monkey bars, fell and landed on arm/wrist. Fracturing. Parent was notified and conversation via text was sent to HB via email.
Reviewed play structure, had caution tape up to block the opening to the monkey bars but it has been cut down from one side, indicating it is usable again. Advised that this cannot be used until the missing platform in replaced; without it, the monkey bars are too high for most children, even younger school-aged children. LW will put more caution tape up. I had a conversation with the school-aged staff letting them know that the monkey bars may not be used until the platform is replaced.

Discussion about attendance clipboards; currently still working on getting BrightWheel app up and running & using paper attendance. All attendance records are at the front desk. Advised that each classroom must have their attendance with them at all times, example: in case of emergency and when they go outside or bathroom breaks as a group; need to be doing head counts/attendance at each transition to ensure children do not go astray.
Discussion about infant equipment & time limits; making sure staff know that they may not leave children in any of these bouncers, swings, etc for more than 15 minutes in any 2 hour period.
ONC: there are only two Aide 2's in the infant room; newly A2 qualified as of 6/15/2025; both staff hired at CF in April 2025 and

came over to CC when opened 6/30/25; MB states thought that A2's can be alone with a group. Only for breaks with infants. Both staff may qualify as Teachers by mid-September based on 40 hour work weeks; MB to do the math to find out when they will qualify, otherwise, will have a teacher assigned to the infant room until one or both A2's qualify to be teacher.

Noncompliance (if applicable)

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

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:

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: _____

CCLD Field Staff Signature: [redacted] Digitally signed by Heidi Woods-Fogarty Date: 2025.08.12 11:24:18 -07'00'

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. 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.