Child Care Licensing Division
Contact Report

Oregon Department of Early Learning and Care

CCLD Field Staff Information

CCLD Field Staff: Melanie Martin & Katia Justen

CCLD Field Staff Phone Number: [redacted]

Visit Information

Visit Date: 10/16/2025 Visit #: 885182

Time of Visit: 9:27 am Issue #: 1370915

Visit Type

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

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

☐ Other: _____

Visit conducted with: WILSON , SARA R Position: Sub Director

Program Contact Information

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

Program Address: 640 Bartell Dr NW Salem, OR 97304 Phone Number: [redacted]

Email Address: [redacted]

Licensed Capacity: 111 Age Range: 6 weeks - 12 years

Program Details (during the visit)

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

Infant Ratio 1:3 (T)M.J. was not signed into the daily attendance. S.W. signed the staff in during the visit. The children were in highchairs having snack (cheerios, fruit, water). M.J. stated that all 3 children had recently had their diapers changed but they were not documented.
2's Ratio 2:5 (T)C.C (T)C.CR The children were finishing snack and then going over to the carpet for circle time. The staff helped the children wash their hands. Then they were singing songs with the children.
Wobbler Ratio 1:4 (T)A.M. The children were playing with toys and had just finished snack.
PS Ratio 3:13 (A1)L.B. (T) A.C. (T) M.D. ([redacted] The children were washing hands and then sat down for snack (crackers, apple sauce) one staff person went to get bowls in the kitchen for applesauce.

Check if applicable: ☒ Attendance records reviewed ☒ Confirmed employment list and CBR enrollment

Visit Details

Observations Check if applicable: ☒ Completed a walkthrough of the program ☒ Checked for Hazards

Reviewed: ☒ Training log ☐ Outdoor space ☐ Safe sleep practices

Training Needs:
L.B. - FA/CPR
C.C. - Orientation
M.C. - Orientation
A.C. - Orientation
M.D. - Orientation, (FA/CPR exp. 11/20/25)
J.R. - Orientation
M.J. - FA/CPR exp. 10/21
T.A. - Orientation and FA/CPR (exp. 7/20/27)
E.M. - Orientation
A.G. - Orientation
M.R. - Orientation
T.A. (hired 8/18/25) - RRCAN, ICCHS, SS, Orientation, FH, FA/CPR
R.V. - Orientation, FA/CPR
L.W. - Orientation
S.W. - Orientation
J.W. - Orientation

Noncompliance (if applicable)

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

~In the infant classroom they have dry erase pages, but they had not been completed for the start of the day and S.W. did not have any documentation to verify that parents are being informed daily of the infants activities. TA was given and we reviewed the rule (3) A certified child care center must provide the following information to each parent of an infant and toddler on a daily basis (also see OAR 414-305-0270, Notifications): (a) Times and amount of food consumed; (b) Their child's toilet and diapering activities; (c) Their child's sleep schedule; (d) Their child's general mood for the day; and (e) A brief summary of the activities in which the child participated.
~In the wobbler room the attendance record had a child signed in that was in a different classroom. S.W. signed the child out and explained that the wobbler was in one classroom for 2 hours and then moved into the infant classroom and was not signed out of wobbler attendance but was signed into the infant classroom and it appeared to be accurate.

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:

Business card, orientation and sub director orientation form, parental permission form

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] Date: 10/16/2025

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):

~ The staff handbook is electronic and is reviewed during on boarding, but there is no way to track if a staff member received the handbook and/or has access to it. (414-305-0200 Policies (1) A certified child care center must have written policies identified in 414-305-0200(2)(a-t) and provide them to: (a) Staff and volunteers at the time of hire and when policies change; and (b) Parents at the time of a child's enrollment and when policies change.)
~ Aide I T.A. was hired on August 18, 2025, and has not completed the required safety set trainings within the 30 day requirement (RRCAN, ICHHS, SS, Orientation, FH and FA/CPR).

Technical Assistance:
TA ~ In the 2's classroom the 3 children that were finishing snack got up for circle time and they had not washed their hands. I asked the staff if they wash hands after eating and they said "yes" but the last 3 hadn't yet. The staff had the children go into the bathroom to wash their hands.
TA ~ A can of air freshener and staff scissors that were accessible to the children. The air freshener was on the counter by the hand washing sink & the scissors were on the counter in a plastic drawer. S.W. moved the scissors into the staff office and the air freshener was put into a locked cupboard.

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.