Child Care Licensing Division
Contact Report

Oregon Department of Early Learning and Care

CCLD Field Staff Information

CCLD Field Staff: Yekaterina Justen

CCLD Field Staff Phone Number: [redacted]

Visit Information

Visit Date: 07/15/2026 Visit #: 1452257

Time of Visit: 10:17 am Issue #: 934084

Visit Type

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

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

☐ Other: _____

Visit conducted with: Lyndsey Wilson Position: 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: 1.5 mo - 12 yr

Program Details (during the visit)

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

9:2 Teachers MJ and AJ. Children observed finishing snack (cheese sticks, cheese it crackers and turkey lunch meat).

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

Licensing Specialist (LS) arrived for an unannounced compliance verification visit on 07/15/2026 at 10:17 am. Met with Director LW and interviewed Aide LB who was present on the day of when injury occurred.
LW, director was informed by Teacher CC of the injury. Child was crying and had instant bruising on the foot. Director instructed CC to call child's parents. Director called Sub Director SW. Aide LB provided first aid, took injured child in a different room to comfort, took photos of the injury, provided an ice pack and cleaned the injury using first aid supplies due to minor bleeding. Teacher CC informed LB that mom had been called. LB also spoke to the parents and gave them copies of incident reports. CC and MT witnessed the incident, neither of them are here today. Sub Director SW showed CCLD staff video surveillance of the incident in the classroom.

Date of injury: 7/08/2026, 2:30 pm. Preschool Classroom Attendance for Day of injury: 9:2 Teacher CC & Aide1 MT.
Discussed and verified staff trainings: MT does not have all safety set trainings complete and will not return to work until complete. Preschool age child. Type of injury: broken toe bones. Witness(s): CC & MT. Type of health care professional seen: Urgent Care. Circumstances surrounding injury: a shelf in the classroom was pushed by a child and it fell on another child's toes. Response/observations: Teacher LB removed the injured child from the classroom, provided first aid, applied ice pack and Teacher CC contacted parents, LB followed up with the parents after some time had passed.
Changes facility already made: Took furniture (shelf that fell) out of the classroom. Furniture is scheduled to be fasten the shelves to the wall. Program states they will be adding additional teacher qualified staff to support the classroom.

Noncompliance (if applicable)

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

Aide 1 MT has not completed Safety Set trainings: RRCAN, SS, INCCHS, FFL and has been working since 4/24/2026.
Attendance was not accurate for today, two children were not signed in. Center uses paper forms and Brightwheel for attendance, director and owner verified Brightwheel for accuracy and they were not signed in.

Photos, Documents & Technical Assistance Materials

Photos were taken at this visit ☐ Yes ■ No

Documents were collected at this visit ■ Yes ☐ No List Documents:

Injury/Incident Report
Serious Injury or Incident Reporting to CCLD
Child Care Center Required Notifications

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: [redacted]

CCLD Field Staff Signatur [redacted] Date: 07/15/2026

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.