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: 08/04/2026 Visit #: 1455923

Time of Visit: 11:56 am Issue #: 935807

Visit Type

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

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

☐ Other: _____

Visit conducted with: Sara Wilson Position: Substitute 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.

Infant room: 4:1 Aide 1 LM.

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

LS arrived on site at 11:56 am. Checked in with a staff in the bathroom assisting a child. Asked for the director or a sub director. Neither were on site, staff called director and a few minutes later Sub Director SW arrived. While staff were calling director and sub director, I did a walk-through of the infant room. Aide 1 LM was alone with the infants while they were napping. One child was asleep in the swing, and two children were asleep with bottles and blankets in the play pens with them. When Teacher AB came into the room, I asked the ages of the children, she stated they were all older than 12 months. I verified attendance, one child was not signed out, and one was not signed in, this was corrected on site. I verified the age of the children, all 12 months and older, and took photos of enrollment forms for each child and photos of the attendance for today. Sub Director SW stated that Aide 1 LM was qualified for Aide 2 position. We reviewed the staff file and updated staff positions. Safety Set Trainings completed for MT Aide 1. Crib sheet was not fitted, but the mattresses were strapped down to the play pens. There are clips on the sheets but needed to be adjusted and need to add one more.

Noncompliance (if applicable)

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

I observed 2 Children in the infant room sleeping with bottles in the play yard. I observed a child asleep in an infant swing during nap time. I observed inaccurate attendance. Noncompliance's were corrected at the time of my visit.

Photos, Documents & Technical Assistance Materials

Photos were taken at this visit ☒ Yes ☐ No

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

Photos of enrollment forms, attendance record for today, Staff qualification forms to update positions.

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 Signature [redacted] Date: 08/04/2026

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.