Child Care Licensing Division
Contact Report

Oregon Department of Early Learning and Care

CCLD Field Staff Information

CCLD Field Staff: Jon Feero

CCLD Field Staff Phone Number: [redacted]

Visit Information

Visit Date: 05/26/2026 Visit #: 1437583

Time of Visit: 4:15pm Issue #: 925121

Visit Type

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

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

☐ Other: _____

Visit conducted with: Madison Price Position: Program Leader

Program Contact Information

Program Name: AlphaBEST @ Menlo Park CCLD Number: CC504752

Program Address: 12900 NE Glisan St, Portland, OR 97230 Phone Number: [redacted]

Email Address: [redacted]

Licensed Capacity: 45 Age Range: 5-12 years

Program Details (during the visit)

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

There were 11 children present with 2 staff members.

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

In person compliance verification visit conducted on 05/26/2026 for an injury that occurred on 05/18/2026. Licensing Specialist (LS) reviewed attendance records for the day the injury occurred, confirmed that the parents were informed, and that the child returned to care on 05/19/2026.

LS confirmed that the classroom had 6 children with 2 staff member when the injury occurred.

Through conversations with the program leader present when the incident occurred, as well as a review of the attendance record for the classroom, LS determined that the program was within compliance with staff to child ratio.

Noncompliance (if applicable)

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

LS observed a staff member on site that was not enrolled in the Central Background Registry (CBR). LS reviewed the steps for completing the CBR process with the staff member and informed them that they could not be on site until they were at least conditionally enrolled. The staff member left the premises while the LS was on site. LS also spoke to the program leader and their supervisor about ensuring that they have confirmation of at least conditional enrollment status in the CBR for any staff member prior to them being on site with child care children.

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] Date: 05/26/2026

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.