



Child Care Center Checklist

School-age only

Oregon Department of Education
Early Learning Division
Office of Child Care
www.childcareinoregon.org

REMOVE THIS COVER AND INSERT UNDER EACH SET FOR WRITING BOARD

Certified Child Care Center Checklist – School-age only

License Number:	Expiration Date:	Date of Visit:
Licensing Specialist:	Phone Number:	
<input type="checkbox"/> New Facility <input type="checkbox"/> Renewal <input type="checkbox"/> Re-Open <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Existing Facility/Continuous Operation		

Facility Name:	
Facility Address:	
Phone Number:	Fax Number:
Owner:	
Site Director:	Registry Expiration Date:
Site Coordinator:	Registry Expiration Date:
Email Address:	

Hours of Operation:		
Ages served:	Ratio Option: <input type="checkbox"/> A or <input type="checkbox"/> B	Capacity:
Exception and Conditions:		

Building Department and/or Planning and Zoning Approval <input type="checkbox"/>	Date:
Environmental Health Specialist Approval <input type="checkbox"/>	Date:
Fire Marshal Approval <input type="checkbox"/>	Date:
Floor Plan Submitted <input type="checkbox"/> Management List Submitted <input type="checkbox"/> Employee list updated <input type="checkbox"/> 2 nd adult on Site <input type="checkbox"/> or plan <input type="checkbox"/>	

Room	Room Use	Square Footage/Actual Capacity	Licensed Capacity

Number of Toilets: _____ Handwashing Sinks: _____ Outdoor Sq Footage: _____ Licensed Capacity: _____

Note: Licensed capacity is determined by actual capacity, ages of children using a room, and by availability of the room at all times. Limits set by other agencies may also apply.

Room use changes submitted in writing <input type="checkbox"/> Yes <input type="checkbox"/> No	Floor Plan Submitted: <input type="checkbox"/>
Changes approved:	

Certification changes submitted in writing <input type="checkbox"/> Yes <input type="checkbox"/> No
Changes approved:

Temporary Issued Date: _____	Annual Issued Date: _____
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ITEMS TO BE DISCUSSED WITH THE SITE COORDINATOR AND/OR DIRECTOR

- 0010(4) _____ Renewal application submitted 30 days prior to expiration of license.
- 0015(4) _____ Any changes in the conditions of certificate shall be requested in writing to OCC and approved by OCC before the condition(s) of the current certificate may be changed. Changes include, but are not limited to, facility capacity, age range of children, or hours of operation.
- 0030(3) _____ Reporting to OCC death of a child, or injury of a child that requires attention from licensed health care professional, or damage to center.
- 0030(3)(d) _____ Notice of change of Director is submitted in writing to OCC prior to the new director being on site.
- 0030(5) _____ Reporting suspected child abuse.
- 0030(8) _____ Representatives of all agencies involved in certification and custodial parents have access to the center during hours of operation.
- 0040(3) _____ No discrimination based on a child's race, religion, color, national origin, gender, marital status of parents, or a need for special care.
- 0040(8) _____ An opportunity is given to allow each child and parent a preplacement visit to the center.
- 0050(1) _____ The center shall require that the person bringing a child to the center remain with the child until the child is accepted by staff.
- 0050(2) _____ A child shall be released only to a parent or another person named and identified by the parent. Staff must verify identification of other person.
- 0070(4) _____ All caregivers must be physically and mentally fit to care for children or be relieved of his/her duties.
- 0070(6) _____ No one shall have access to child care children or be in the center during child care hours who has demonstrated behavior that may have a detrimental effect on a child.
- 0070(6) _____ Central Background Registry Requirements
- 0070(7)&(8) _____ No alcohol or non-prescribed controlled substances consumed or stored in center during child care hours.
- 0070(9) _____ No one shall grow or possess marijuana plants or distribute marijuana on the child care center premises. No one shall possess, use or store marijuana on the premises of the child care center unless medically necessary to treat a child care child. No adult shall use or be under the influence of marijuana on the child care center premises.
- 0070(11) _____ The use of volunteers meets requirements and there is a written policy regarding unsupervised access to children.
- 0070(12) _____ No person shall smoke, carry any lighted smoking instrument, including an e-cigarette or vaporizer or use smokeless tobacco within 10 feet of any entrance/exit window, in the certified center or motor vehicles while child care children are present.
- 0080(6) _____ The director or substitute director shall be on the premises during all hours of operation.
- 0080(7) _____ The substitute director requirements are met.

Comments:

ITEMS TO BE DISCUSSED WITH THE SITE COORDINATOR AND/OR DIRECTOR

- 0120 _____ Staff training requirements.
- 0130 _____ Maintaining required ratios at all times.
- 0140(1) _____ 35 square feet is maintained in eating area.
- 0220(1) _____ A child who has a child care-restrictable disease or symptoms of illness cannot be admitted or retained in care.
- 0220(3) _____ The center is responsible for securing emergency medical care.
- 0290(1)(d) _____ Children who do not sleep after 20-45 minutes of quiet time must be provided with an alternative quiet activity.
- 0295(4) _____ The center informs parents of contracted services not certified by OCC, e.g. tumbling, music.
- 0330 _____ Acceptable methods of guidance and discipline.
- 0330(2) _____ Parents, staff and volunteers shall be familiar with the guidance and discipline policy.
- 0330(7) _____ Parents cannot give permission to use any form of punishment not allowed.

NOTE: Parents cannot give facility operators permission to waive any rules required by the Office of Child Care in behalf of their children.

I have read and/or discussed these items and understand them.

Signature

Date

Comments:

Child Care Center Checklist - School-Age Only

In Compliance	Not In Compliance	Discussed Only	Rule Number	Requirement
_____	_____	_____	0060(1)	Records retained at least 2 years, unless specified otherwise, in paper form.
_____	_____	_____	0030(1)	The following are POSTED: Current certification certificate; Name of director and/or substitute director; Notice of planned field trips; (O / D) Menu with substitutions recorded; Notice of required items available for review; Information on how to report a complaint; Notice that parents have right of access; Notice of facility closures. (O / D)
_____	_____	_____	0220(1)	Notice of communicable disease or food poisoning. (O / D)
_____	_____	_____	0330(1)	Guidance/discipline policy.
_____	_____	_____	0030(2)	The following are available for REVIEW: OCC rules; OCC inspection report; Fire safety inspection report; Environmental Health Inspection Report.
_____	_____	_____	0030(7)	The following information is available in WRITING: Name, business address and phone of person in charge of center; Emergency plan (OAR 414-300-0170(3)(a)(A)-(I); (O / D) Procedures for field trips; Information on transportation, per OAR 414-300-0350 when provided by facility.
_____	_____	_____	0070(11)	Plan for use of volunteers.
_____	_____	_____	0060(1)(b)	Records of daily attendance showing: (A) Time of arrival and departure and room assignment for each staff; (B) The date, name of each child in attendance and time of arrival and departure; (C) The current day's attendance record is maintained in the child's classroom in paper format.

Comments:

In Compliance Not In Compliance Discussed Only

Rule Number

Requirement

RECORD KEEPING (continued)

0060(1) There is written record of:
 _____ Monthly practice of emergency procedures;
 _____ Medications dispensed; and
 _____ Meals and snacks for previous 3 weeks.

CHILDREN'S RECORDS

0040 Written authorization available for each child:
 _____ To obtain emergency medical treatment;
 _____ To call for an ambulance or to transport;
 _____ To participate in field trips; and
 _____ To participate in swimming or wading.

0040(7) Maintain a separate record for each child.

0060(1)(d) Complete and current information on each child:
 _____ Records kept on file of child's injury or death;
 _____ Records of dispensed medication.

0350(4) There is written acknowledgment between parents and center regarding
 time of transport to and from school for child, which includes notice of
 unsupervised time of the child at the school

STAFF RECORDS

0060(1)(c) Personnel record for each staff, which includes:
 _____ (A) Name, address and telephone;
 _____ (B) Position in center;
 _____ (C) Written verification of qualifications for position (such as transcripts,
 payroll records, time sheets, documented resumes, notes regarding
 telephone conversations, etc);
 _____ (D) Verification of current enrollment in the Registry;
 _____ (E) Statement of duties (job description);
 _____ (F) Record of current health related training;
 _____ (G) Driving record (if transports children);
 _____ (H) Documentation of orientation, training and staff development per
 OAR 414-300-0120(5)(d).

0080(7) Documentation of dates and participation of orientation for substitute
 director.

Comments:

In Compliance	Not In Compliance	Discussed Only	Rule Number	Requirement
_____	_____	_____	0120(4)	Key people in food preparation have current food handler's card on file.
_____	_____	_____	0120(9)	All new staff that may have unsupervised access to children must have completed OCC approved health and safety training within thirty days of employment.
_____	_____	_____	0120(10)	All current staff that may have unsupervised access to children must have completed OCC approved health and safety training by June 30, 2017.
PHYSICAL SETTING				
_____	_____	_____	0140(2)	Have a minimum of 50 square feet of indoor activity area per child or may have a minimum of 35 square feet of indoor activity area per child with approval from OCC.
_____	_____	_____	0140(3)	Room used for more than one group of children, not yet attending kindergarten, defined by dividers or equipment (not rooms used for large group activities).
_____	_____	_____	0140(4)	Storage space available for each child's clothing and personal possessions.
_____	_____	_____	0140(5)	Stored space available for play equipment, teaching equipment and supplies, records and files, cots, mats, and cleaning equipment and supplies.
OUTDOOR AREAS				
_____	_____	_____	0150(2)	At least 75 square feet of outdoor space for each child up to at least 1/3 of the total approved capacity.
_____	_____	_____	0150(3)	The outside activity area shall be: <ul style="list-style-type: none"> (a) Suitably surfaced; <ul style="list-style-type: none"> Ground cover type: _____ Acceptable depth; (b) Well drained; (c) Kept free of litter, solid waste and refuse, ditches, or other conditions presenting a potential hazard; (d) Be equipped to provide age-appropriate gross motor activities.
PROTECTION FROM HAZARDS				
_____	_____	_____	0170(1)(f)	Lights protected by cover or shield.
_____	_____	_____	0170(1)(g)	Rooms have adequate lighting.
_____	_____	_____	0170(1)(h)	Floors free of splinter, large cracks, sliding rugs, and other hazards.
_____	_____	_____	0170(1)(i)	Items of potential danger: <ul style="list-style-type: none"> (A) Kept in original container or labeled; (B) Secured by child-proof lock or latch; (D) Stored separately from food service equipment and supplies.
_____	_____	_____	0170(1)(l)	Other hazards observed must be corrected.

Comments:

In Compliance	Not In Compliance	Discussed Only	Rule Number	Requirement
				PREPARATION FOR EMERGENCIES
_____	_____	_____	0170(2)(a)	A portable emergency light source, in working condition, with each group of children.
_____	_____	_____	0170(2)(b)	Telephone service is accessible and available at all times.
_____	_____	_____	0170(2)(d)	Phone numbers for fire, emergency medical care, and poison control on or near all phones (<u>on</u> portable phones);
_____	_____	_____	0170(2)(e)	Evacuation plan, including a map illustrating exiting, is posted in each room children use.
				MAINTENANCE
_____	_____	_____	0180(4)(a)	Building, toys, equipment, and furniture maintained in clean and sanitary condition.
_____	_____	_____	0180(4)(b)	Center is hazard free, in good repair and free of litter and rubbish.
				TOILET FACILITIES
_____	_____	_____	0190(1)	Toilet facilities for school age children provide privacy.
				FURNITURE
_____	_____	_____	0210(1)	Furniture shall:
_____	_____	_____		(a) Be durable;
_____	_____	_____		(b) Have cleanable or non-absorbent surfaces;
_____	_____	_____		(c) Be safely constructed;
_____	_____	_____		(d) Be in good repair.
_____	_____	_____	0210(2)	Tables and seating scaled to size of child.
_____	_____	_____	0210(3)	A safe, washable cot or mat for each school-age child who wants to rest.
_____	_____	_____	0210(4)(b)	Mats are at least one inch thick.
_____	_____	_____	0210(6)	Each child who is resting has a sheet or blanket.
_____	_____	_____	0340(1)	Play equipment and materials in sturdy condition, good repair and free of hazards, lead paint or toxins.
				HEALTH
_____	_____	_____	0180(1)	Drinking water is supplied in a sanitary manner.
_____	_____	_____	0180(2)(b)	Room temperature is at least 68 degrees.
_____	_____	_____	0180(6)	Handwashing:
_____	_____	_____		(a) Staff wash their hands after using the toilet, wiping the nose, and before and after eating; (O / D)
_____	_____	_____		(b) Staff and children wash their hands before and after handling food, and after assisting a child with toileting or wiping the nose; and (O / D)
_____	_____	_____		(d) Hand sanitizers do not replace handwashing.

Comments:

In Compliance	Not In Compliance	Discussed Only	Rule Number	Requirement
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HEALTH (continued)

- | | | | | |
|-------|-------|-------|---------------|---|
| _____ | _____ | _____ | 0220(1)(b) | Specific place designated for isolating sick child is: |
| _____ | _____ | _____ | 0220(2)(b)(A) | First Aid supplies complete. |
| _____ | _____ | _____ | 0220(2)(b)(B) | First Aid supplies are taken on field trips. |
| _____ | _____ | _____ | 0070(3) | At least one person in center at all times with current first aid card. |
| _____ | _____ | _____ | 0230(1) | Medications properly labeled. |
| _____ | _____ | _____ | 0230(2) | Medications are secured in tightly covered container with childproof lock or latch. |

ANIMALS

- | | | | | |
|-------|-------|-------|----------|--|
| _____ | _____ | _____ | 0240(2) | No reptiles, frogs, monkeys, hook-beaked birds, baby chicks, ferrets and potentially aggressive animals in the facility. |
| _____ | _____ | _____ | 0240(3) | Parents are informed in writing of animals in the center. |
| _____ | _____ | _____ | 0240(5) | There are written procedures for care and maintenance of animals in the center. |
| _____ | _____ | _____ | 0240(10) | If animals are handled by children immediate handwashing takes place. |

FOOD SERVICE

Plan for Serving Meals and Snacks	Hours Served Days School in Session		Hours Served Days School not in Session	
	Yes	No		
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Center Prepared
AM Snack	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Parent Provided
Lunch	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Catered
PM Snack	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> USDA
Dinner	<input type="checkbox"/>	<input type="checkbox"/>		

- | | | | | |
|-------|-------|-------|---------|---|
| _____ | _____ | _____ | 0270(2) | Every meal shall include at least one serving from each of the following groups: fluid milk; breads and grains; meat, fish, poultry or meat alternatives. Each meal should include two servings of fruit or vegetables. |
| _____ | _____ | _____ | 0270(3) | Each breakfast includes at least one serving each of milk, fruit or vegetable, and bread or grain. |
| _____ | _____ | _____ | 0270(4) | Snacks shall consist of food or beverage from at least two of the following food groups: fluid milk; breads and grains; meat, fish, poultry or meat alternatives; fruits and vegetables. |

Comments:

In Compliance Not In Compliance Discussed Only

Rule Number

Requirement

FOOD SERVICE (continued)

- 0280(1)(a) Not more than 3 ½ hours between meals and snacks.
 Lunch, A.M. and P.M. snacks served. If breakfast is served in center, A.M. snack not required.
 School children arriving after school served a snack.
 Breakfast offered to children arriving before 7:00 AM
 Dinner provided to children in care after 6:30 PM
- 0280(3) During meals and snacks, the appropriate number of staff is engaged in food related activities.
- 0280(5) When parents provide food for meal:
 Food brought daily and ready to eat;
 Food and beverage containers are labeled with child’s name;
 Center provides milk at meals;
 Center provides morning and afternoon snacks;
 Food available to supplement any lunch that does not meet USDA guidelines

What was served: Meal Observed: Yes No

STAFFING

- 0115(2) All staff shall meet qualifications for the position they hold.
- 0115(5) Site coordinator shall be at each site on a monthly basis. (O / D)
- 0115(7) Site director/supervisor shall be on-site at least ½ of the operating hours weekly.
- 0115(8) The designated Head Teacher is _____, and is on-site monthly.

SUPERVISION

- 0130(2) Required child/staff ratio met:
 Total children: _____
 Total teachers: _____
 Total aides: _____
 Group size requirement met.
 Total group size observed: _____

Comments:

In Compliance	Not In Compliance	Discussed Only	Rule Number	Requirement
_____	_____	_____	0130(3)	<p>SUPERVISION (continued)</p> <p>Children shall at all times have the full attention of the appropriate number of staff. Children shall be within sight and sound of a caregiver <u>at all times</u>, and staff shall be near enough to children to respond when needed.</p> <p>(a) A written plan regarding the use and monitoring of the out-of-direct visual contact areas is approved by OCC for school-age children.</p> <p>(b) A written plan to assure accountability for children during toileting and off-site activities is approved by OCC.</p>
_____	_____	_____	0130(4)	There is at least one teacher with each group of children.
_____	_____	_____		PROGRAM AND CARE OF CHILDREN
_____	_____	_____	0290(1)	<u>Written Daily Schedule</u> for each group of children.
_____	_____	_____	0290(2)	Daily schedule is implemented as written.
_____	_____	_____	0295(1)	<u>Written Program of Activities</u> for each group of children.
_____	_____	_____	0295(2)	<p>Program of activities shall provide for:</p> <p>Positive learning experiences;</p> <p>Individual/group;</p> <p>Active/quiet;</p> <p>Opportunities for free choice;</p> <p>Daily indoor and outdoor activities;</p>
_____	_____	_____	0295(3)	Program of activities is implemented as written.
_____	_____	_____	0320(3)	<p>School children have a choice of:</p> <p>Creative expression through the arts;</p> <p>Individual projects including homework;</p> <p>Exposure to individual and team physical activities;</p> <p>Opportunities to experience/learn about tasks of adulthood (work, budgeting); and</p> <p>Opportunities to rest if tired; space that encourages rest.</p>
_____	_____	_____	0340(1)	<p><u>Play Equipment and Materials available that are:</u></p> <p>Appropriate to developmental needs and interest of children; and</p> <p>Easily accessible to children.</p>

Comments:

In Compliance Not In Compliance Discussed Only

Rule Number

Requirement

PROGRAM AND CARE OF CHILDREN (continued)

0340(2) Quantity and variety of play materials sufficient to:
 Avoid competition;
 Provide a variety of choices;
 Provide a balance of activities;
 Active/quiet;
 Individual/group; and
 Meet the developmental needs of each group of children.

0340(3) Quantity and variety of play materials sufficient to:
 (a) Blocks;
 (b) Manipulatives;
 (c) Books;
 (d) Sensory experiences;
 (e) Gross motor activities;
 (f) Music;
 (g) Art;
 (h) Dramatic play;
 (i) Science and or exploration; and
 (j) Discovery of nature.

TRANSPORTATION

0350(1)(d) The provider must take precautions to protect children from vehicular traffic.
 0350(3) Transportation practices reviewed.
 DMV check is on file for all drivers and is updated annually.
 Staffing in vehicles meets the requirements. (O / D)

SWIMMING

0380(3) If applicable, review pool/swimming practices. (O / D)
 0380(3)(j) Written plan for pool emergencies available to all staff. The plan shall cover procedures for medical emergencies, chemical emergencies and severe weather.
 0380(3)(j)(B) Written record of training and/or drills.
 0380(3)(k) Safety equipment shall be provided.

Pool Inspection Approval date of Health Division pool inspection: _____

Comments:

I understand that this checklist covers selected rules from the RULES FOR CERTIFIED CHILD CARE CENTERS, and that knowledge of and compliance with all of the rules within that document must be maintained at all times for certified facilities.

Signature

Title/Position

Date

Licensing Specialist Signature

Date

Comments:

SAMPLE

TRANSPORTATION and/or SWIMMING AFFIDAVIT

As the operator of the _____ facility, my signature on this form verifies that our swimming and or transportation program is operated in compliance with the applicable rules. All of the staff involved in these programs is fully knowledgeable about the regulations. Driving records for all staff who drive have been received from the Department of Motor Vehicles. Swimming teachers meet the training standards.

We provide:

SWIMMING Yes No Instruction Recreational

If off site

Where? _____

How do you get there (bus, van walk, etc.) _____

If on site

Lifeguard is _____ Date of Certification _____

Instructor (if different than Lifeguard) _____ Date of Certification _____

TRANSPORTATION Yes No

Why do you transport? _____

How do you transport? (e.g. center van, public transportation, bus service) _____

Staff who Transport (list staff first and last name and corresponding dates):

Staff Name (First, Last)	DMV Record Date	Driver's License Expiration Date

Signature _____

Title/Position _____

Date _____