



Frequently Asked Questions About Recorded Programs

What does it mean to be recorded and why must I do this?

ORS 327A.255 and 327A.257 requires most programs serving children to be recorded with the Office of Child Care. The law went into effect on July 1, 2010. The purpose of the statute is to make sure that most adults who have contact with children have completed a criminal background check and to inform parents about the type of child care facility that they are using. The Office of Child Care was charged with putting this statute into practice.

Being recorded with the Office of Child Care is different than being licensed, in that there are only two requirements:

- 1) Complete a background check on all staff and volunteers 18 years of age and older who will have contact with children in the program; and
- 2) Inform parents about their recorded status and post the program notice in a place where it can be seen.

Unlike a licensed child care facility, the rules for recorded programs are not extensive. The Office of Child Care will not look at staff requirements, ratio of children to adults, equipment, activities or any other aspects of the program. In most cases, Office of Child Care staff will not visit the facility at all.

What type of program must be recorded?

Preschool Programs

All preschool programs that operate for four hours a day or less, are educational, and serve children from 36 months of age to eligible to attend public school, must be recorded.

Youth Development Program

The Office of Child Care defines a youth development program as a school age program that is designed for enrichment activities. It is not a program that has agreed to provide care in the place of parental care. Most youth development programs are exempt from licensure, but will be required to become recorded with the Office of Child Care.

The Office of Child Care will not record classes or activities where a child attends for less than about eight hours per week and there is a single activity. For instance, girl scouts, boy scouts, swimming lessons, dance lessons, and tutoring are not required to be recorded.

How will I know if my program needs to be recorded?

If your program falls into one of the two categories above, you need to apply to become recorded with the Office of Child Care. You may call the Office of Child Care at the phone number on the back side of this form to request an information packet that includes the application and rule book. You may also download the application from the Office of Child Care website at www.childcareinoregon.org. If we learn about programs that need to be recorded, the Office of Child Care will send the application packet to them.

What is the process to become recorded?

First, complete background checks on all staff and volunteers 18 years of age and older who will have contact with children in the program. Then download the application from the Office of Child Care website (see above for link), or call the Office of Child Care to request an application be mailed to you. Complete the form and send it with the \$20 application fee to the address listed on the form. You may also need to send the following documentation with the application and fee:

- A statement describing the purpose of the program
- Description of types of activities provided to children
- Parent Agreement
- Daily Schedule

A recorded program notice is valid for two years and must be renewed. The notice itself must be posted in a place where it can easily be seen.

Will anyone from the Office of Child Care visit my program?

Office of Child Care staff members will not inspect your facility. A recorded program continues to be exempt from child care licensing. If the Office of Child Care is made aware that a program will not complete criminal background checks on their staff, will not post the program notice, or may need to be licensed, Office of Child Care staff will make a visit.

How do I complete criminal background checks on personnel?

The statute requires that all staff and volunteers 18 years of age and older who will have contact with children in the program must have a background check completed. If you already have a process in place to complete these, it will not need to change.

The Office of Child Care does not have the authority to complete background checks for recorded programs at this time. Individuals in your program may go to Oregon State Police to get a background check completed. Oregon State Police will conduct criminal record checks on employees and volunteers of businesses or organizations. For more information on services provided by Oregon State Police Identification Services Section you may visit <http://egov.oregon.gov/OSP/ID/index.shtml> or call (503) 378-3070. For additional resources, check your local phone book or go online and search for "employment background check" or "employee screening". A list of the crimes that the Office of Child Care reviews for Registry enrollees is available on our website at http://arcweb.sos.state.or.us/pages/rules/oars_400/oar_414/414_061.html

How do I get started?

To start the process of becoming recorded with the Office of Child Care, complete the application, include the required materials and processing fee of \$20, and send it to the address listed on the application. You may call the number below to request an application, or download it from our website. Instructions for completing the application are included. Once your application has been processed, you will receive a record notice to post in your facility.

If you have more questions on recorded programs, please contact the Office of Child Care at 503-947-1400 or 1-800-556-6616. You may also go to the Office of Child Care website at www.childcareinoregon.org.

For Recorded Program Applications go to:

http://www.oregon.gov/OCC/Pages/OCC_Forms.aspx#Recorded_Programs