



Summary of Rule Changes for Certified Child Care Centers July 2018

New temporary adopted rules are in blue.

414-300-0030 General Requirements

- (1) The operator shall display the following near the entrance, or in some other area of the center, where they may be viewed by parent(s) of children in care:
 - (a) The most current certificate issued by OCC;
 - (b) Name of the director and/or the substitute director;
 - (c) Notice of planned field trips away from the immediate neighborhood, showing the date and place of each excursion;
 - (d) The current week's menu for all meals and snacks, if meals are provided by the center. Any substitution shall be recorded on the menu;
 - (e) A notice that the items identified in section (2) of this rule are available for review on request;
 - (f) Information on how to report a complaint to OCC regarding certification requirements;
 - (g) Notice that custodial parents have access to the center during the hours of operation and without advance notice; and
 - (h) Notice of center closures (vacation days, holidays, etc.).
 - (i) **The Early Learning Division Website [www.oregonearlylearning.com] and phone number [1-800-556-6616], and a statement advising parents that they can access information about their child care provider on the child care safety portal. Centers must comply with this requirement by August 31, 2018.**
- (2) **Effective July 1, 2018, centers must post all serious valid complaint and serious non-compliance letters for 12 calendar months.**
- (3) **Effective July 1, 2018, the certified child care center shall immediately notify all parents of any closure of the active license.**
- (4) The operator shall have available for review on request:
 - (a) A copy of OAR 414-300-0000 through 414-300-0415, Rules for the Certification of Child Care Centers; and
 - (b) The most recent OCC, sanitation, and fire safety inspection reports.
- (5) The operator shall report to OCC:
 - (a) An accident at the center resulting in the death of a child, within 48 hours after the occurrence;
 - (b) Injuries to a child at the center which require attention from a licensed health care professional, such as a physician, EMT or nurse, within 7 days after the occurrence;
 - (c) Damage to the building which affects the operator's ability to comply with these requirements, within 48 hours after the occurrence; and
 - (d) Any change in director prior to the director being on site. Such prior notification must include the replacement person's qualifications for the position and documentation that the person is enrolled in the Central Background Registry. An e-mail or a phone call, followed by written documentation, or a FAX will serve as notification.

- (6) Information provided to OCC on applications, in records or reports, or any other written or verbal communication, shall be current, complete, and accurate.
- (7) Staff shall report suspected child abuse or neglect immediately, as required by the Child Abuse Reporting Law (ORS 419B.005 through 419B.050), to the Department of Human Services Child Welfare (DHS) or to a law enforcement agency. By statute, this requirement applies 24 hours per day.
- (8) The child care center shall comply with state and federal laws related to child safety systems and seat belts in vehicles, bicycle safety, civil rights laws, and the Americans With Disabilities Act (ADA).
- (9) The following information shall be in writing and made available to staff, OCC, and to parent(s) at the time of enrollment:
 - (a) Name, business address, and business telephone number of the person(s) who have immediate responsibility for the daily operation of the center;
 - (b) Guidance and discipline policy;
 - (c) Arrival and departure procedures;
 - (d) Emergency plan, as specified in OAR 414-300-0170(3);
 - (e) Procedures for field trips; and
 - (f) Information on transportation, when provided by the center;
- (10) Representatives of all agencies involved in certification and custodial parents shall have immediate access to all parts of the center during hours of operation. OCC staff shall have the right to enter and inspect the center, including access to all staff, records of children enrolled in the center, and all records and reports related to the center operation regarding compliance with these rules.
- (11) The center shall comply with the Health Division's administrative rules relating to:
 - (a) Immunization of children (OAR 333-050-0010 through 333-050-0140);
 - (b) Reporting communicable diseases (OAR 333-019-0000);
 - (c) Child care restrictable diseases (OAR 333-019-0010); and
 - (d) Dishwashing (OAR 333-150-0000).
- (12) Facilities must have parent(s) or guardian(s) of each child enrolled in the center, sign a declaration provided by the Office of Child Care verifying they have reviewed a copy of the current license certificate. The declaration shall be updated any time the information on the license certificate has changed. Centers must comply with this requirement by August 31, 2018.
- (13) A center shall have written health policies and procedures approved by the Health Division or the county health department which cover, but are not limited to, the following:
 - (a) Storage and handling of food;
 - (b) Diaper changing and disposal, if applicable. The diaper changing procedure must be posted in the diaper changing area;
 - (c) Bathing infants, if the center cares for infants;
 - (d) Care of bed linen;
 - (e) Hand washing procedures. The hand washing procedures must be posted at hand washing sinks; and
 - (f) Serving formula, storage and handling of bottles, and feeding infants, if the center cares for infants.
- (14) Parental request or permission to waive any of the rules for the certification of child care centers does not give the center permission to do so.