



Director's Checklist

Facility Director:

This checklist was created as a helpful tool for you so that you can be familiar with the written information that your licensing specialist will review during your licensing inspection.

The following information shall be in writing and made available to staff, to parent(s) at the time of enrollment, and to the Office of Child Care upon request. This is generally information available in a parent handbook if one has been developed. Information must be current, so revise when necessary. Also, the expectation is that these policies are concise and complete.

- Name, business address, and business telephone number of person(s) who have immediate responsibility for the daily operation of the center
- Guidance and discipline policy
- Arrival and departure procedures
- Emergency plan (refer to OAR 414-300-0170(3)(a) through (d))
- Written instructions for evacuating the building, including a map illustrating exiting and posted in each room
- Procedures for field trips
- Information on transportation when provided by the facility
- Water testing results

The Center shall also have written information regarding:

- Administration of medications
- Record of accidents, injuries and other emergencies
- Procedures for supervision of children in bathrooms
- Current day's classroom attendance in paper format. Record must indicate when a child is signed in or out of the classroom (example: departure for kindergarten or school, visiting another classroom)
- Visitor log

The Center shall have written health policies and procedures for all children, approved by the Health Division, but are not limited to the following:

- Storage and handling of food
- Diaper changing and disposal (post procedures)
- Care of bed linen
- Hand washing procedures (post procedures)
- Serving formula, storage and handling of bottles, and feeding infants, if the center cares for infants

For Centers serving infants and toddlers:

- Serving formula, storage and handling of bottles, and feeding infants
- Diaper changing and disposal
- Bathing of infants

Children's records shall contain:

- A separate record for each child
- Name and birth date of child
- Date child entered care

- Name(s), home and business address(es) and telephone number(s) of custodial parent(s)
- The private or public school attended by the child
- Name and telephone number of child's medical provider(s) and dentist if applicable
- Name and telephone number of person to be called in an emergency if the parent cannot be located
- Name and telephone number of person(s) to whom the child may be released
- Permission for emergency medical care (refer to rule)
- Permission to call an ambulance or take a child to medical treatment facility
- Permission to participate in field trips
- Permission to participate in swimming or wading activities off and on the premises
- Arrangements for a school-age child to arrive or depart the facility without a parent and what to do if a child does not arrive at the expected time
- Date, name of each child in attendance, and time of arrival and departure at any given time

Infants and Toddlers:

- Schedule of feeding
- Types of food introduced and timetable for new foods
- Toilet and diapering schedule
- Sleep Schedule
- Child's way of being comforted
- Developmental and health history of any problems that could affect the child's participation in child care

Staff records shall contain:

- Application
- Name, address and telephone number
- Position in facility
- Verification of qualifications, including educational transcripts, and previous child care experience
- Verification of reference contacts, including age groups worked with, hours worked per day and week, type of facility
- Verification of current staff duties
- Daily attendance, including verification of hours present and any classroom assignments (daily changes to be recorded as they occur)
- Verification of current enrollment in the OCC Central Background Registry
- DMV record within the last year if the staff transports children
- Documentation of dates and participation in staff orientation
- Record of ongoing staff training and development
- Verification of current first aid/CPR training (where applicable)
- Verification of food handler's certification (where applicable)
- Verification of participation in "Child Abuse & Neglect Reporting" training
- Verification of approved OCC health and safety training

Please be prepared to review all of the above requirements during your licensing inspection. If you have questions or concerns as to the applicability of any of the above requirements for your initial licensing inspection, please contact your licensing specialist.

Organization and preparedness are essential to a smooth and timely record keeping review. Your cooperation is appreciated.