

Posted & Readily Available Documents – Registered Family

Documents to be POSTED in an area visible by parents

- Facility license (Certificate of Registration from OCC)*
- Written emergency evacuation plan*
- Floor plan/map (*showing primary & secondary exits, plus exit routes and the location of fire extinguisher*)
- Emergency telephone numbers (*for fire, ambulance, police, poison control and the provider's address*)
- Lead test results summary letter* (*from OCC, if applicable*)
- Serious noncompliance letters *posted for 12 months from the date of the letter (if applicable)*
- Notice:** a statement advising parents that they can access information about child care providers on the child care safety portal on the ELD website: www.oregonearlylearning.com and by phone number 1-800-556-6616.*

Documents to be readily AVAILABLE to OCC when requested

- Record of emergency/fire practice drills & fire safety checks*
- Child daily attendance logs* (*including provider's children*)
- Declaration of viewing*
- Visitor log* & visitor plan*
- Guidance & discipline policy*
- General routine
- Lead test results, or alternate water source declaration* (*if applicable*)
- Night care plan (*if applicable*)

Children's Records

- Enrollment forms with date child entered care* (*must be kept up to date*)
 - Consent to obtain emergency medical treatment
 - Emergency contact names & phone numbers
 - Authorization to release child to specific adults (*other than parents*)
- Authorization to participate *in transportation, field trips, swimming activities*
- Immunization records (*not applicable if school-age attending public school*)
- Plans of care* (*if applicable*) *for allergies*
- Authorization to administer medication and medication log*

Caregiver Records (Provider and Substitutes)

- CBR enrollment letter from OCC, *or written notes of confirmation from OCC if letter has not been received yet, for all adults*
- Current Pediatric or Infant, Child & Adult CPR/First Aid and Food Handler Certification
- ICCHS, RRCAN and Safe Sleep training
- Foundations for Learning training (*coming soon*) *within 90 days*
- Ongoing training for provider (10 hours total for renewal); Ongoing training must include **at least 1 hour of training in HSN during each year of the licensing period**. This is a federal requirement and may not be taken as a single 2 hour class.

**Indicates a template is available on the ELD website or from your licensing specialist*

Resources

Oregon Administrative Rules, Oregon Department of Education, Early Learning Division, Chapter 414, Divisions 205 [Registered Family Child Care Homes](#).

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Office of Child Care at 503-947-1400.