

Posted & Readily Available Documents – Certified Family

Documents to be posted or readily available to parents (such as in a binder)

- Facility license certificate
- Written emergency evacuation plan*
- Floor plan/map (*showing primary & secondary exits, exit routes and the location of fire extinguisher*)
- Emergency numbers posted near or on the phone (*police, fire, ambulance, poison control, and the facility address*)
- Lead test results summary letter* (*from OCC, if applicable*)
- Communicable disease exposure (*if/when 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.* In addition:
 - Notice of custodial parents right to access the facility
 - Information on how to report a complaint to OCC

Posted notice that parents may review upon request

- Guidance and discipline policy*
- Current week's menu *with substitutions recorded*
- Description of the general routine
- Information on how to report a complaint to OCC
- The OCC rule book and most recent facility inspection reports
- Program of activities (*if licensed to care for more than 12*)
- Information on transportation provided (*if applicable*)

Documents that must be available to OCC upon request

- Record of emergency/fire drills & fire safety check*
- Child & staff daily attendance logs* (*best practice would include provider's children*)
- Declaration of viewing*
- Visitor log* & visitor plan*
- Alternate water source declaration* (*if applicable*) or lead test results
- Mandatory report documentation
- Night Care Plan (*if applicable*)

Child files available to OCC upon request

- 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 and/or contracted services*
- Immunization records (*not applicable if school-age attending public school*)
- Plans of care* (*if applicable*) *for allergies, special needs, etc. Allergy plans should also be posted in a confidential location for caregivers.*
- Injury/incident reports*
- Authorization to administer medication and medication log*
- School-age special transportation* (*if applicable*)

Staff files available to OCC upon request

- CBR enrollment letter from OCC, *or written notes of confirmation from OC if letter has not been received yet, before the individual is on site. This applies to adult residents of the child care home.* Staff qualifications documentation
- Orientation*
- Current Pediatric or Infant, Child & Adult CPR/First Aid and food handler certification (*as required*)
- ICCHS, RRCAN and Safe Sleep training
- Foundations for Learning training *within 90 days of hire*
- Ongoing training (*1 hr HSN and 8 hrs in CD as part of 15 total hours each year for renewal*)

*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, Division 350 [Certified 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.