

Posted & Readily Available Documents – Child Care Centers

Documents to be POSTED in an area visible by parents at the facility

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| <ul style="list-style-type: none"> <input type="checkbox"/> Facility license certificate
<i>Including suspension and license closures (if applicable)</i> <input type="checkbox"/> Name of Director and/or sub director <input type="checkbox"/> Menu for the current week <i>(with substitutions)</i> <input type="checkbox"/> Notice of center closures
<i>(vacation days, holidays, etc.)</i> <input type="checkbox"/> Notice of planned field trips (if applicable) <input type="checkbox"/> Notice that OCC rulebook and the facility inspection reports are available for parents to review <input type="checkbox"/> Information on how to report a complaint to OCC <input type="checkbox"/> Notice of a custodial parents right to access the facility without advance notice <input type="checkbox"/> Emergency evacuation map <input type="checkbox"/> Notice: a statement advising parents that they can access information about their child care provider on the child care safety portal on the ELD website: www.oregonearlylearning.com and by phone number 1-800-556-6616.* | <ul style="list-style-type: none"> <input type="checkbox"/> Lead test results summary letter*
<i>(from OCC, if applicable)</i> <input type="checkbox"/> Guidance and discipline policy* <input type="checkbox"/> Communicable disease exposure
<i>(if/when applicable)</i> <input type="checkbox"/> Serious noncompliance letters posted for 12 months from the date of the letter <i>(if applicable)</i> <input type="checkbox"/> Emergency numbers posted near or on the phone
<i>(police, fire, ambulance, poison control)</i> <input type="checkbox"/> Daily schedule for each group of children <input type="checkbox"/> Diaper changing procedure posted in changing areas <input type="checkbox"/> Handwashing procedures posted at handwashing sink |
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Documents that must be readily AVAILABLE to OCC

- Records of emergency practice drills*
- Sign in/out sheets *(child and staff)**
- Visitor log & visitor plan*
- Declaration of viewing*
- Lead test results, or alternate water source declaration*
(if applicable)
- Mandatory report documentation
- Supervision plan *(school-age centers only)*

Documents that must be available to Parents and OCC

- Emergency plan*
- Arrival and departure procedures
- Program of activities for each group of children
- OCC rulebook & the facility inspection reports
- Information on transportation, when provided by the center
- Field trip procedures *(if applicable)*
- Night care plan *(if applicable)*

Records and other items that must be readily AVAILABLE to OCC when requested

Personnel Records

- Position, hire date, and statement of staff duties
- CBR enrollment letter from OCC, or written notes of confirmation by OCC if letter has not been received yet
- Documentation of an orientation*
- Staff qualifications documentation
- Current pediatric or infant, child & adult CPR/First Aid and food handler certification, as required
- ICCHS, RRCAN and Safe Sleep training
- Documentation of training on special needs or allergy care plans, *(if applicable)*
- Foundations for Learning training
Within 90 days of hire (coming soon)
- Ongoing training *(1 hr HSN & 8 hrs CD as part of 15 total)*
- Driving record, driver's license number and expiration date, if the person is to transport children

Children's Records

- Enrollment form(s) with date child entered care* *(must be kept up to date)*
 - Consent to obtain emergency medical treatment
 - Emergency contacts
 - Authorization to release
- Immunization record *(not applicable if school-age attending public school)*
- Authorization to participate in transportation, field trips, swimming activities and/or contracted services
- Plans of care* for allergies, special needs, etc. *(if applicable)* *Allergy plans should also be posted in a confidential location in the child's classroom.*
- Infant/toddler plan* *(before admission)*
- School-age special transportation* *(if applicable)*
- Authorization to administer medication & log*
- Injury/incident reports with parent signature*

*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 300 [Certified Child Care Centers](#).

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.