Office of Child Care

Posted & Readily Available Documents – Child Care Centers

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

- Facility license certificate
  - Including suspension and license closures (if applicable)
- Name of Director and/or sub director
- Menu for the current week (with substitutions)
- Notice of center closures
  - (vacation days, holidays, etc.)
- Notice of planned field trips (if applicable)
- Notice that OCC rulebook and the facility inspection reports are available for parents to review
- Information on how to report a complaint to OCC
- Notice of a custodial parents right to access the facility without advance notice
- Emergency evacuation map
- 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.*

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

- 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
- 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.