

RULE GUIDANCE

Written Plan for One Adult Onsite in Certified Centers



GUIDANCE TOPIC

When there are not two staff on site, there must be a written plan, approved by the Office of Child Care (OCC) for another adult to be available within five (5) minutes for emergencies.

LICENSE TYPE AND RULES

Certified Child Care Center (CC)

OAR 414-300-0130(7)(a)(b)

WHY THESE RULES ARE IN PLACE

When only one staff is onsite, it is necessary to have a written plan in place in case of an emergency when another adult is needed to assist.

HOW THIS MAY LOOK IN YOUR PROGRAM

The written plan must, at minimum, include the following items:

- Names and phone numbers of all available adults who can get to the center within five minutes.
- Position of the other adults if they are qualified as a substitute teacher, Aide I or Aide II. Other adults have to be qualified for the position they will fill during an emergency. If they do not meet any of the staff qualifications listed in the rules, their position can be listed as a staff member.
- Priority of who to contact depending on the kind of emergency. For example, if the emergency requires an individual to step in to the teacher role (child has to be taken to the hospital; staff member on-site becomes ill, etc.), that individual must meet teacher qualifications. Others can be contacted when a teacher-qualified adult is not necessary.

The other adult can be a non-staff person, for example, a parent, neighbor, elementary school staff, etc., as long as they are enrolled in the Central Background Registry (CBR). They do not have to meet any qualifications as long as they stay on-site with a teacher-qualified staff member.

All center staff members who are working alone must be aware of this plan and know where it is located to be able to contact another adult when needed.

If there is not an identified other adult who can get to the facility within five minutes, the program can ask for an exception for the five minute timeframe, or adjust staffing schedules so at least two staff members are onsite at the facility at all times.

ADDITIONAL INFORMATION

Staff orientation should include a review of the written plan, and the plan should be practiced as one part of the program's written emergency plan.

OCC LICENSING SPECIALIST MAY REVIEW

To verify compliance with the rules, at the renewal visit, OCC staff will review the written plan, as well as ask where the other adults live/work to ascertain whether they can report to the facility within the five-minute timeframe.

OPTIONAL RESOURCES

Oregon Administrative Rules, Oregon Department of Education, Early Learning Division, Chapter 414, Division 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.

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