

## School-age Center Required Program Policies (414-310-0270)

- (1) **A school-age center must have written policies identified below and provide them to:**
- Staff and volunteers at the time of hire and when policies change; and
  - Parents at the time of a child's enrollment and when policies change.
- (2) **A school-age center must provide the following written information for parents:**
- Name, business address, and business telephone number of the person(s) who has immediate responsibility for the daily operation of the center;
  - A center description including the licensed capacity, ages and number of children in care, hours, days and months of operation, closure dates and observed holidays, and staff-to-child ratios;
  - Arrival and departure procedures, including sign in and out requirements and individuals authorized for pick-up;
  - Parent responsibilities for providing current required information and what parents are expected to provide;
  - Health policies and procedures to include:
    - handwashing methods,
    - medication administration,
    - use of insect repellent and sunscreen,
    - care of children who are ill and exclusion criteria, and
    - response to injuries (also see OAR 414-310-0560 Injuries);
  - Safety measures, including: injury prevention,
    - use of pesticides and other potentially toxic substances,
    - animals,
    - water activities, and
    - prohibited substances and weapons;
  - A plan to ensure that any visitor or other adult not enrolled or conditionally enrolled in the CBR does not have unsupervised access to children;
  - Emergency preparedness plan (also see Emergency Preparedness, OAR 414-310-0180);
  - Schedules that include planned activities, physical activity, and screen time;
  - Center-sponsored religious and cultural activities, if any, including how holidays will be recognized;
  - Meals, snacks, and food service practices including food storage and handling, children's dietary needs and allergies, and food brought from the child's home;
  - Transportation and field trips including driver and vehicle requirements and supervision;
  - Behavior and guidance policies;
  - Communication methods and notifications, including how parent grievances, questions, or concerns are handled by the center;
  - Prevention of and duty to report suspected child abuse and neglect;
  - How to view inspection reports, access the Early Learning Division website and center certification rules, and contact OCC and child abuse and neglect hotline.
  - A statement advising parents that they can access information about childcare providers on the childcare safety portal;

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- A plan to ensure safety of children who are using the restroom or completing a task separate from the larger group without direct supervision; and
  - A policy regarding the storage and access of inhalers and epinephrine for children who are permitted to carry or self-administer these medications.
- (3) **Written personnel policies for staff and volunteers that include:**
- Position descriptions,
  - Job duties assigned, and
  - Supervision of each position; and
  - Initial and ongoing training requirements.
- (4) **Volunteer policies (if the volunteer counts in the staff-to-child ratio) that includes procedures for ensuring training on:**
- Compliance with certification rules and center procedures; and
  - An understanding of emergency preparedness plans.
- (5) As required by state and federal civil rights laws and the Americans with Disabilities Act (ADA), a school-age center cannot discriminate against any child on the basis of race, religion, color, national origin, gender, marital status of parent, or because of a need for special care.
- (6) Any decision on whether to provide care for a child with special needs must be made after a documented assessment of information from parents and professionals who are knowledgeable about the child's care needs.
- The assessment must be documented.

Oregon Administrative Rules, Oregon Department of Education, Early Learning Division, Chapter 414, 310 Certified School-age 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.