

**Child Care Center
Initial Checklist
School-Age Only**

**REMOVE THIS COVER
AND INSERT UNDER EACH SET
FOR WRITING BOARD**

Child Care Center Initial Checklist School-Age Only

License No: _____

Date of Visit: _____

Expiration Date: _____

Licensing Specialist: _____

Phone No: _____

New Facility
 Re-open
 Change of Ownership
 Existing Facility/Continuous Operation
 New Operator

Facility Name: _____

Facility Address: _____

Phone No: _____ Fax No: _____

Owner: _____ Operator: _____

Site Coordinator: _____ Registry Expiration Date: _____

Site Director: _____ Registry Expiration Date: _____

Hours of Operation: _____ Exceptions: YesN/A

Ages served: _____

Building Department and/or Planning and Zoning Approval Date: _____

Environmental Specialist Approval Date: _____ Fire Marshal Approval Date: _____

Management List Submitted
 Floor Plan Submitted
 2nd adult on-site or plan

Room	Room Use	Sq Footage/Actual Capacity	Licensed Capacity

No of Toilets: _____ Handwashing Sinks: _____ Outdoor Sq Footage: _____ Licensed Capacity: _____

Note: Licensed capacity is determined by actual capacity, ages of children using a room, and by availability of the room at all times. Limits set by other agencies may also apply.

Temporary Issued Date: _____ Temporary License No: _____

Annual Issued Date: _____ License Number: _____

ITEMS TO BE DISCUSSED WITH THE OWNER/OPERATOR AND DIRECTOR

0005(43)_____ Supervision and 0130 Child/Staff Ratios and Group Size.

0070(6) _____ CBR enrollment for all applicable staff prior to on-site employment.

0010(4) _____ Renewal application submitted 30 days prior to expiration of license.

0015(3) _____ Any changes in the conditions of a license shall be requested in writing and approved by the Division before conditions may be changed.

0020 _____ Exceptions to Rules: _____

0030(3)(d)_____ Notice of change of Director is submitted in writing to the Division prior to the new director being on-site.

0090, 0100, 0110 Staff qualifications. See also 0005(12), (20), (33), (43), (44), (45).

0180(6)_____ Handwashing

Comments:

SAMPLE

**Child Care Center
Initial Checklist- School-Age Only**
(selected rules only)

In Comp.	Not In Comp.	N/A	Rule No.	Requirement
				<u>RECORD KEEPING</u>
_____	_____	_____	0060(1)	Records retained at least 2 years, unless specified otherwise, in <i>paper</i> form.
			0030(1)	The following are POSTED:
_____	_____	_____		Current certification certificate;
_____	_____	_____		Name of director and/or substitute director;
_____	_____	_____		Notice of planned field trips; (O / D)
_____	_____	_____		Menu with substitutions recorded;
_____	_____	_____		Notice of required items available for review;
_____	_____	_____		Information on how to report a complaint;
_____	_____	_____		Notice that parents have right of access; and
_____	_____	_____		Notice of facility closures. (O / D)
_____	_____	_____	0220(1)	Notice of communicable disease or food poisoning. (O / D)
_____	_____	_____	0330(1)	Guidance/discipline policy.
			0030(2)	The following are available for REVIEW:
_____	_____	_____		Child Care Division rules;
_____	_____	_____		Child Care Division inspection report;
_____	_____	_____		Fire safety inspection report; and
_____	_____	_____		Sanitation inspection report.
			0030(7)	The following information is available in WRITING:
_____	_____	_____		Name, business address and phone of person in charge of center;
_____	_____	_____		Emergency plan (OAR 414-300-0170(3)(a)); (O / D)
_____	_____	_____		Procedures for field trips; and
_____	_____	_____		Information on transportation, per OAR 414-300-0350 when provided by facility.
_____	_____	_____	0070(7)(c)	Plan for use of volunteers.
			0060(1)(b)	Records of daily attendance showing:
_____	_____	_____		(A) Time of arrival and departure and room assignment for each staff;
_____	_____	_____		(B) The date, name of each child in attendance and time of arrival and departure; and
_____	_____	_____		(C) The current day's attendance record is maintained in the child's classroom in paper format.

RECORD KEEPING (cont.)

0060(1)	There is written record of:
_____	Monthly practice of emergency procedures;
_____	Medications dispensed; and
_____	Meals and snacks for previous 3 weeks.

CHILDREN'S RECORDS

0040	Written authorization available for each child:
_____	To obtain emergency medical treatment;
_____	To call for an ambulance or to transport;
_____	To participate in field trips; and
_____	To participate in swimming or wading.

0040(7)	Maintain a separate record for each child.
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0060(1)(d)	Complete and current info on each child:
_____	Records kept on file of child's injury or death; and
_____	Records of dispensed medication.

0350(4)	There is written acknowledgment between parents and center regarding time of transport to and from school for child, which includes notice of unsupervised time of the child at the school.
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Comments:

STAFF RECORDS

0060(1)(c)	Personnel record for each staff, which includes:
_____	(A) Name, address and telephone;
_____	(B) Position in center;
_____	(C) Written verification of qualifications for position (such as transcripts, payroll records, time sheets, documented resumes, notes regarding telephone conversations, etc);
_____	(D) Verification of current enrollment in the Registry;
_____	(E) Statement of duties (job description);
_____	(F) Record of current health related training;
_____	(G) Driving record (if transports children); and
_____	(H) Documentation of orientation, training and staff development per OAR 414-300-0120(5)(d).

STAFF RECORDS (cont.)

_____	_____	_____	0080(7)	Documentation of dates and participation of orientation for substitute director.
_____	_____	_____	0120(4)	Key people in food preparation have current food handler's card on file.

Comments:

PHYSICAL SETTING

_____	_____	_____	0140(2)	A minimum of 50 square feet of indoor activity area per child.
_____	_____	_____	0140(3)	Room used for more than one group of children, not yet attending kindergarten, defined by dividers or equipment (not rooms used for large group activities).
_____	_____	_____	0140(4)	Storage space available for each child's clothing and personal possessions.
_____	_____	_____	0140(5)	Stored space available for play equipment, teaching equipment and supplies, records and files, cots, mats, and cleaning equipment and supplies.

Comments:

OUTDOOR AREAS

_____	_____	_____	0150(2)	At least 75 square feet of outdoor space for each child up to at least 1/3 of the total approved capacity.
_____	_____	_____	0150(3)	The outside activity area shall be:
_____	_____	_____		(a) Suitably surfaced;
_____	_____	_____		Ground cover type: _____
_____	_____	_____		Acceptable depth;
_____	_____	_____		(b) Well drained;
_____	_____	_____		(c) Kept free of litter, solid waste and refuse, ditches, or other conditions presenting a potential hazard; and
_____	_____	_____		(d) Be equipped to provide age-appropriate gross motor activities.

Comments:

PROTECTION FROM HAZARDS

_____	_____	_____	0170(1)(f)	Lights protected by cover or shield.
_____	_____	_____	0170(1)(g)	Rooms have adequate lighting.
_____	_____	_____	0170(1)(h)	Floors free of splinter, large cracks, sliding rugs, and other hazards.
_____	_____	_____	0170(1)(i)	Items of potential danger:
_____	_____	_____		(A) Kept in original container or labeled;
_____	_____	_____		(B) Secured by child-proof lock or latch; and
_____	_____	_____		(D) Stored separately from food service equipment and supplies.
_____	_____	_____	0170(l)	Other hazards observed must be corrected.

Comments:

PREPARATION FOR EMERGENCIES

_____	_____	_____	0170(2)(a)	A portable emergency light source, in working conditions, with each group of children.
_____	_____	_____	0170(2)(b)	Telephone service is accessible and available at all times.
_____	_____	_____	0170(2)(d)	Phone number for fire, emergency medical care, and poison control on or near all phones (on portable phones);
_____	_____	_____	0170(2)(e)	Evacuation plan, including a map illustrating exiting, is posted in each room children use.

MAINTENANCE

_____	_____	_____	0180(4)(a)	Building, toys, equipment, and furniture maintained in clean and sanitary condition.
_____	_____	_____	0180(4)(b)	Center is hazard free, in good repair and free of litter and rubbish.

TOILET FACILITIES

_____	_____	_____	0190(1)	Toilet facilities for school age children provide privacy.
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Comments:

FURNITURE

_____	_____	_____	0210(1)	Furniture shall:
_____	_____	_____		(a) Be durable;
_____	_____	_____		(b) Have cleanable or non-absorbent surfaces;
_____	_____	_____		(c) Be safely constructed; and
_____	_____	_____		(d) Be in good repair.
_____	_____	_____	0210(2)	Tables and seating scaled to size of child.
_____	_____	_____	0210(3)	A safe, washable cot or mat for each school-age child who wants to rest.
_____	_____	_____	0210(4)(b)	Mats are at least one inch thick.
_____	_____	_____	0210(6)	Each child who is resting has a sheet or blanket.
_____	_____	_____	0340(1)	Play equipment and materials in sturdy condition, good repair and free of hazards, lead paint or toxins.

Comments:

HEALTH

_____	_____	_____	0180(1)	Drinking water is supplied in a sanitary manner.
_____	_____	_____	0180(2)(b)	Room temperature is at least 68 degrees.
_____	_____	_____	0180(6)	Handwashing:
_____	_____	_____		(a) Staff wash their hands after using the toilet, wiping the nose, and before and after eating; (O / D)
_____	_____	_____		(b) Staff and children wash their hands before and after handling food, and after assisting a child with toileting or wiping the nose; and (O / D)
_____	_____	_____		(d) Hand sanitizers do not replace handwashing.
_____	_____	_____	0220(1)(b)	Specific place designated for isolating sick child is: _____
_____	_____	_____	0220(2)(b)(A)	First Aid supplies complete.
_____	_____	_____	0220(2)(b)(B)	First Aid supplies are taken on field trips.
_____	_____	_____	0070(3)	At least one person in center at all times with current first aid card.
_____	_____	_____	0230(1)	Medications properly labeled.
_____	_____	_____	0230(2)	Medications are secured in tightly covered container with childproof lock or latch.

Comments:

ANIMALS

- _____ 0240(2) No reptiles, frogs, monkeys, hook-beaked birds, baby chicks, ferrets and potentially aggressive animals in the facility.
- _____ 0240(3) Parents are informed in writing of animals in the center.
- _____ 0240(5) There are written procedures for care and maintenance of animals in the center.
- _____ 0240(10) If animals are handled by children immediate handwashing takes place.

FOOD SERVICE

Plan for Serving Meals and Snacks

			Hours Served	Hours Served	
	Yes	No	Days school in session	Days school not in session	
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/> Center Prepared <input type="checkbox"/> Parent Provided <input type="checkbox"/> Catered <input type="checkbox"/> USDA
AM Snack	<input type="checkbox"/>	<input type="checkbox"/>			
Lunch	<input type="checkbox"/>	<input type="checkbox"/>			
PM Snack	<input type="checkbox"/>	<input type="checkbox"/>			
Dinner	<input type="checkbox"/>	<input type="checkbox"/>			

- _____ 0270(2) Every meal shall include at least one serving from each of the following groups: fluid milk; breads and grains; meat, fish, poultry or meat alternatives. Each meal should include two servings of fruit or vegetables.
- _____ 0270(3) Each breakfast includes at least one serving each of milk, fruit or vegetable, and bread or grain.
- _____ 0270(4) Snacks shall consist of food or beverage from at least two of the following food groups: fluid milk; breads and grains; meat, fish, poultry or meat alternatives; fruits and vegetables.
- _____ 0280(1)(a) Not more than 3 ½ hours between meals and snacks.

Lunch, AM and PM snacks served. If breakfast is served in center, AM snack not required.

School children arriving after school served a snack.

Breakfast offered to children arriving before 7:00 AM

Dinner provided to children in care after 6:30 PM

FOOD SERVICE (cont.)

_____	_____	_____	0280(3)	During meals and snacks, the appropriate number of staff is engaged in food related activities. (O / D)
_____	_____	_____	0280(5)	When parents provide food for meal:
_____	_____	_____		Food brought daily and ready to eat;
_____	_____	_____		Food and beverage containers are labeled with child's name;
_____	_____	_____		Center provides milk at meals;
_____	_____	_____		Center provides morning and afternoon snacks; and
_____	_____	_____		Food available to supplement inadequate lunch.

What was served: Meal Observed: Yes No

STAFFING

___	___	___	0115(2)	All staff shall meet qualifications for the position they hold.
___	___	___	0115(5)	Site coordinator shall be at each site on a monthly basis. (O / D)
___	___	___	0115(7)	Site director/supervisor shall be on-site at least ½ of the operating hours weekly.
___	___	___	0115(8)	The designated Head Teacher is _____, and is on-site monthly.

SUPERVISION

_____	_____	_____	0130(2)	Required child/staff ratio met: Total children: _____ Total teachers: _____ Total aides: _____
_____	_____	_____		Group size requirement met. Total group size observed: _____
_____	_____	_____	0130(3)	Children shall at all times have the full attention of the appropriate number of staff. Children shall be within sight and sound of a caregiver <u>at all times</u> , and staff shall be near enough to children to respond when needed.
_____	_____	_____		(a) A written plan regarding the use and monitoring of the out-of-direct visual contact areas is approved by Child Care Division for school-age children.
_____	_____	_____		(b) A written plan to assure accountability for children during toileting and off-site activities is approved by Child Care Division.
_____	_____	_____	0130(4)	There is at least one teacher with each group of children.

Comments:

PROGRAM AND CARE OF CHILDREN

_____	_____	_____	0290(1)	<u>Written Daily Schedule</u> for each group of children.
_____	_____	_____	0290(2)	Daily schedule is implemented as written.
_____	_____	_____	0295(1)	<u>Written Program of Activities</u> for each group of children.
_____	_____	_____	0295(2)	Program of activities shall provide for: Positive learning experiences; Individual/group; Active/quiet; Opportunities for free choice; and Daily indoor and outdoor activities;
_____	_____	_____	0295(3)	Program of activities is implemented as written.
_____	_____	_____	0320(3)	School children have a choice of: Creative expression through the arts; Individual projects including homework; Exposure to individual and team physical activities; Opportunities to experience/learn about tasks of adulthood (work, budgeting); and Opportunities to rest if tired; space that encourages rest.
_____	_____	_____	0340(1)	<u>Play Equipment and Materials</u> available that are: Appropriate to developmental needs and interest of children; and Easily accessible to children.
_____	_____	_____	0340(2)	Quantity and variety of play materials sufficient to: Avoid competition; Provide a variety of choices; Provide a balance of activities; Active/quiet; Individual/group; and Meet the developmental needs of each group of children.
_____	_____	_____	0340(3)	Quantity and variety of play materials sufficient to: (a) Blocks; (b) Manipulatives; (c) Books;

PROGRAM AND CARE OF CHILDREN (cont)

_____	_____	_____		(d) Sensory experiences;
_____	_____	_____		(e) Gross motor activities;
_____	_____	_____		(f) Music;
_____	_____	_____		(g) Art;
_____	_____	_____		(h) Dramatic play;
_____	_____	_____		(i) Science and or exploration; and
_____	_____	_____		(j) Discovery of nature.

Comments:

TRANSPORTATION

_____	_____	_____	0350(3)	Transportation practices reviewed.
_____	_____	_____		DMV check is on file for all drivers and is updated annually.
_____	_____	_____		Staffing in vehicles meets the requirements. (O / D)

SWIMMING

_____	_____	_____	0380(3)	If applicable, review pool/swimming practices. (O / D)
_____	_____	_____	0380(3)(j)	Written plan for pool emergencies available to all staff. The plan shall cover procedures for medical emergencies, chemical emergencies and severe weather.
_____	_____	_____	0380(3)(j)(B)	Written record of training and/or drills.
_____	_____	_____	0380(3)(k)	Safety equipment shall be provided.

Pool Inspection Approval date of Health Division pool inspection: _____

ITEMS TO BE DISCUSSED WITH THE SITE COORDINATOR AND/OR DIRECTOR

- 0030(3) _____ Reporting to CCD death of a child, or injury of a child that requires attention from licensed health care professional, or damage to center.
- 0030(3) _____ Notice of change of Director is submitted in writing to CCD prior to the new director being on site.
- 0030(5) _____ Reporting suspected child abuse.
- 0030(8) _____ Representatives of all agencies involved in certification and custodial parents have access to the center during hours of operation.
- 0040(3) _____ No discrimination based on a child's race, religion, color, national origin, gender, marital status of parents, or a need for special care.
- 0040(8) _____ An opportunity is given to allow each child and parent a pre-placement visit to the center.
- 0050(1) _____ The center shall require that the person bringing a child to the center remain with the child until the child is accepted by staff.
- 0050(2) _____ A child shall be released only to a parent or another person named and identified by the parent. Staff must verify identification of other person.
- 0070(4) _____ All caregivers must be physically and mentally fit to care for children or be relieved of his/her duties.
- 0070(6) _____ No one shall have access to child care children or be in the center during child care hours who has demonstrated behavior that may have a detrimental effect on a child.
- 0070(6) _____ Criminal History Requirements.
- 0070(7) _____ The use of volunteers meets requirements and there is a written policy regarding unsupervised access to children.
- 0070(8) _____ No smoking/smokeless tobacco in child care areas or in vehicles when child care children are present.
- 0070(9) _____ No alcohol or non- prescribed controlled substances consumed or stored in center during child care hours.
- 0080(6) _____ The director or substitute director shall be on the premises during all hours of operation.
- 0080(7) _____ The substitute director requirements are met.
- 0120 _____ Staff training requirements.
- 0130 _____ Maintaining required ratios at all times.
- 0140(1) _____ 35 square feet is maintained in eating area.
- 0220(1) _____ A child who has a child care-restrictable disease or symptoms of illness cannot be admitted or retained in care.
- 0220(3) _____ The center is responsible for securing emergency medical care.
- 0295(4) _____ The center informs parents of contracted services not certified by CCD, e.g. tumbling, music.
- 0330 _____ Acceptable methods of guidance and discipline.
- 0330(1) _____ Parents, staff and volunteers shall be familiar with the guidance and discipline policy.
- 0330(7) _____ Parents cannot give permission to use any form of punishment not allowed.

NOTE: Parents cannot give facility operators permission to waive any rules required by CCD in behalf of their children.

I have read and/or discussed these items and understand them.

Signature

Date

LICENSING SPECIALIST COMMENTS:

SAMPLE

I understand that this checklist covers selected rules from the RULES FOR CERTIFIED CHILD CARE CENTERS, and that knowledge of and compliance with all of the rules within that document must be maintained at all times for certified facilities.

Signature

Title/Position

Date

Licensing Specialist Signature

Date

TRANSPORTATION and/or SWIMMING AFFIDAVIT

As the operator of the _____ facility, my signature on this form verifies that our swimming and or transportation program is operated in compliance with the applicable rules. All of the staff involved in these programs is fully knowledgeable about the regulations. Driving records for all staff who drive have been received from the Department of Motor Vehicles. Swimming teachers meet the training standards.

We provide:

SWIMMING _____ Y _____ N Instruction _____ Recreational _____

If off-site

Where? _____

How do you get there (bus, van walk, etc.) _____

If on-site

Lifeguard is _____ Date of Certification _____

Instructor (if different than Lifeguard) _____

Date of Certification _____

TRANSPORTATION _____ Y _____ N

Why do you transport? _____

How do you transport? (eg center van, public transportation, bus service)

Staff who Transport (list staff first and last name and corresponding dates):

DMV Record Date

Driver's License Exp Date

Signature

Title/Position

Date