



## **Child Care Center Renewal Checklist**

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



## Child Care Renewal Checklist

License No:	Expiration Date:	Date of Visit:
Licensing Specialist:	Phone Number:	

Facility Name:	
Facility Address:	
Phone Number:	Fax Number:
Owner:	
Site Director:	Registry Expiration Date:
Site Coordinator:	Registry Expiration Date:
Email Address:	

Hours of Operation:	
Ages served:	Ratio Option: <input type="checkbox"/> A or <input type="checkbox"/> B Capacity:
Exceptions: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Environmental Health Specialist Approval <input type="checkbox"/> Date:
Fire Marshal Approval <input type="checkbox"/> Date:
Employee list updated <input type="checkbox"/> Management List Submitted <input type="checkbox"/> 2 <sup>nd</sup> adult on Site <input type="checkbox"/> or plan <input type="checkbox"/>

Room use changes submitted in writing <input type="checkbox"/> Yes <input type="checkbox"/> No	Floor Plan Submitted: <input type="checkbox"/>
Changes approved:	

Certification changes submitted in writing <input type="checkbox"/> Yes <input type="checkbox"/> No
Changes approved:

Temporary Issued Date: _____	Annual Issued Date: _____
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ITEMS TO BE DISCUSSED WITH THE SITE COORDINATOR AND/OR DIRECTOR

- 0030(3) \_\_\_\_\_ Reporting to OCC 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 OCC 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 preplacement 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) \_\_\_\_\_ Central Background Registry Requirements.
- 0070(7)&(8) \_\_\_\_\_ No alcohol or non- prescribed controlled substances consumed or stored in center during child care hours.
- 0070(9) \_\_\_\_\_ No one shall grow or possess marijuana plants or distribute marijuana on the child care center premises. No one shall possess, use or store marijuana on the premises of the child care center unless medically necessary to treat a child care child. No adult shall use or be under the influence of marijuana on the child care center premises.
- 0070(11) \_\_\_\_\_ The use of volunteers meets requirements and there is a written policy regarding unsupervised access to children.
- 0070(12) \_\_\_\_\_ No person shall smoke, carry any lighted smoking instrument, including an e-cigarette or vaporizer or use smokeless tobacco within 10 feet of any entrance/exit window, in the certified center or motor vehicles while child care children are present.
- 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.
- 0290(1)(d) \_\_\_\_\_ Children who do not sleep after 20-45 minutes of quiet time must be provided with an alternative quiet activity.
- 0295(4) \_\_\_\_\_ The center informs parents of contracted services not certified by OCC, e.g. tumbling, music.
- 0330 \_\_\_\_\_ Acceptable methods of guidance and discipline.
- 0330(2) \_\_\_\_\_ 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 the Office of Child Care in behalf of their children.**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Child Care Center Renewal Checklist

In Comp.	Not In Comp.	Discussed	Rule No.	Requirement
<b><u>RECORD KEEPING</u></b>				
_____	_____	_____	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;
_____	_____	_____		Notice of facility closures; and (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:
_____	_____	_____		OCC rules;
_____	_____	_____		OCC 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;
_____	_____	_____		Arrival and departure procedures;
_____	_____	_____		Emergency plan (OAR 414-300-0170(3)); (O / D)
_____	_____	_____		Procedures for field trips; and
_____	_____	_____		Information on transportation, per OAR 414-300-0350 when provided by facility.
_____	_____	_____	0130(3)(b)	Procedures for supervision of children in bathrooms.
_____	_____	_____	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.

In Comp.	Not In Comp.	Discussed	Rule No.	Requirement
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**RECORD KEEPING (cont.)**

			0060(1)(d)	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.
_____	_____	_____	0060(1)	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.

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; e.g. 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(1)	A minimum of 35 square feet of indoor activity area.
_____	_____	_____	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.
_____	_____	_____	0150(4)	Enclosed by a fence/barrier at least
_____	_____	_____		_____ 3 feet _____ 4 feet _____ Other

Comments:

**PROTECTION FROM HAZARDS**

_____	_____	_____	0170(1)(a)	Glass surfaces subject to impact by children are marked at child’s level and of safety glass or protected by barrier.
_____	_____	_____	0170(1)(b)	Electrical outlets accessible to children not yet attending kindergarten shall have protective caps or safety devices.
_____	_____	_____	0170(1)(d)	Protective barriers used in hazardous location.
_____	_____	_____	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 ( <u>on</u> 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.
_____	_____	_____	0190(2)(b)	A sink used for hand washing, bathing, or diapering is not used for preparation of food or drinks or for dish washing.
_____	_____	_____	0190(3)	Adult size toilets and sinks have easily cleanable steps or blocks for preschool-age children.

**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 toddler and preschool age child, and for each school age who wants to rest.
_____	_____	_____	0210(4)(b)	Mats are at least one inch thick.
_____	_____	_____	0210(5)	Mats or cots are placed at least 2 feet apart if children are head to toe; 3 feet apart otherwise.
_____	_____	_____	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**

_____	_____	_____	0030(10)(e)	Handwashing procedures are posted at sinks.
_____	_____	_____	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 diapering, before and after feeding a child or 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)	First aid supplies maintained in identified place out of reach of children.
_____	_____	_____	0220(2)(b)(A)	First Aid supplies complete.
_____	_____	_____	0220(2)(b)(B)	First Aid supplies are taken on field trips.

**HEALTH (cont.)**

- \_\_\_\_\_ 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, A.M. and P.M. snacks served. If breakfast is served in center, A.M. snack not required.  
  
School children arriving after school served a snack.  
  
Breakfast offered to children arriving before 7:00 a.m.  
  
Dinner provided to children in care after 6:30 p.m.

**FOOD SERVICE (cont.)**

\_\_\_\_\_ 0280(3) During meals and snacks, the appropriate number of staff is engaged in food related activities.

\_\_\_\_\_ 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 snacks; and  
 \_\_\_\_\_ Food available to supplement inadequate lunch.

\_\_\_\_\_ 0280(7) Family style meal service plan is approved by  
 OCC and  Environmental Specialist

Menu for today: Meal Observed:  Y  N Actual Meal Served:  per menu  substitutions noted

Comments:

**STAFFING**

Option A  Option B

Ages/Class	Total Children	Teachers	Aides

Ages/Class	Total Children	Teachers	Aides

\_\_\_\_\_ 0080(1) Director meets qualification requirements OR has a plan in place to acquire training.

\_\_\_\_\_ 0080(4)&(5) Director is on site the minimal number of hours per capacity weekly and is directly observing staff and children.

\_\_\_\_\_ 0090 Head teachers are in the center at least ¼ of the operating hours weekly.

Comments:

**SUPERVISION**

_____	_____	_____	0130(2)	Required staff/child ratio met.
_____	_____	_____		Group size requirement met.
_____	_____	_____	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> .
_____	_____	_____		(a) A written plan regarding the use and monitoring of the out of direct visual contact areas is approved by OCC for school age children.
_____	_____	_____		(b) A written plan to assure accountability for children during toileting and off-site activities is approved by OCC.
_____	_____	_____	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.
_____	_____	_____	0310(1)	<b>Preschool children</b> have these daily experiences:
_____	_____	_____		Creative expression through the arts;
_____	_____	_____		Dramatic play;
_____	_____	_____		Gross motor development;
_____	_____	_____		Fine motor development;
_____	_____	_____		Music and movement;
_____	_____	_____		Opportunities to listen and speak;
_____	_____	_____		Concept development;
_____	_____	_____		Appropriate sensory play; and
_____	_____	_____		Supervised nap or rest period.



**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)

**NIGHT CARE**

0360 If applicable, review night care practices. (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)(j) Safety equipment shall be provided.

Pool Inspection/license Approval date of Health Division pool inspection/license: \_\_\_\_\_

LICENSING SPECIALIST COMMENTS:

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? (e.g. 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**

