

Certified School-age Child Care Centers (SC)

Health & Safety Review Checklist



Visit and Licensing Specialist Information

Announced On Site Health & Safety Visit Visit Date: 04/16/26 Visit Number: 1425365
License Expiration Date: 04/23/25 License Number: CC502653 ☐ New ☒ Renewal ☐ Address Change
Licensing Specialist (LS): Kevin Zade LS Phone Number: 971-372-0444

General Facility Information

Facility Name: Tiger Academy Yamhill Carlton Together Cares
Facility Address: 420 S 3rd St Carlton, OR 97111-9605 YAMHILL
Email Address: [REDACTED] Phone Number: [REDACTED]
Owner: Yamhill Carlton Together Cares Inc
Program Coordinator: Sophia Scotto Program Leader: Sophia Scotto

Program Details

Ages Served: <u>Kindergarten eligible - 12yrs</u> ☐ Infants (under 12 months) ☐ Toddlers (12 months - 36 months) ☐ Preschool-Age (36 months - kinder eligible) ☒ School-Age (kindergarten eligible - 12yrs) Capacity: <u>30</u>	Hours of Operation: <u>730am-530pm</u>	Program Includes: ☐ USDA CACFP Participant ☐ Animals/Pets on site ☐ Transportation Provided ☐ Swimming ☐ Night Care
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Exception(s) Provide a **Brief** description. Be sure to include any ongoing exceptions. The full exception will be printed on the license certificate.

☒ This program does not have any exceptions at this time.

Fire and Sanitation

Environmental Health Specialist Approval (CCLD-0616)
Date: 03/20/26
Fire Marshal Approval (every 2 years) Date: 04/14/2025

Changes/Updates

Room Use Changes Approved: ☐ Yes ☒ No ☐ N/A
Certification Changes Approved: ☐ Yes ☒ No ☐ N/A
Floor Plan Changes? ☐ Yes ☒ No ☐ N/A

Building Information

☒ Program is located in a public school building
☐ If not in a public school, Building dept. and/or planning/zoning approval ([CCLD-0108](#)) Date: _____

Square Footage (used only for initial inspections, and prior to changes)

NOTE: Licensed capacity is determined by the number of toilets, sinks, the square footage of the indoor usable space, and by availability of the room at all times. Limits set by other agencies may also apply.

Room	Room use	Square feet	Licensed Capacity

One toilet for every 15 children and one sink for every two toilets.

No less than 75 square feet for each child using the outdoor space at one time.

Number of Toilets (1:15): _____ Handwashing Sinks (1:2): _____ Outdoor square footage: _____ sq.ft.

The Program Coordinator, Program Leader, Assistant Program Leaders, substitutes and all staff are responsible for knowing and following all the rules in the SC Rule Book anytime child care children are present, including all rules not directly referenced in this document and/or not reviewed during this visit. Parental request or permission to waive any of the rules for the certification of childcare centers does not give the center permission to do so.

Children Present			
Group	Number of Children	Number of Program Leaders	Number of Assistant Program Leaders
After school program	15	2 SS, HM	

RULE	CHECKLIST ITEM	VISIT RESULTS
Ratios		
0360(3) The number of Program Leaders and Assistant Program Leaders and group size is determined by the number of the children in attendance. (a) The staff-to-child ratio is one staff for every 15 children. (b) The maximum group size is 30 children.		☒ In Compliance ☐ Not In Compliance- TA ¹ ☐ Not in Compliance- cited ☐ Discussed
0360(4) A school-age center must not exceed the maximum group size except during field trips, outdoor play, planned large group activities, eating or if the school-age program is located in a large space. 0360(5) If a school-age center's program is located in a large space (e.g., cafeteria, multi-purpose room), groups can be combined if ratios are maintained, staff are well positioned throughout the room, and interest areas are set up.		☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0360(6) A school-age center must have at least one caregiver who meets the qualifications of a program leader as defined under Program Leader (see OAR 414-0300) with each group of children.		☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited

Ratio notes:

Supervision		
370(1) A school-age center must ensure that children have the full attention of the required number of staff at all times who must: (a) Be aware of what each child is doing; (b) Know and take into account the age of each child, the child's individual behaviors, interests, and abilities, the layout of indoor and outdoor space, and any potential hazards or risks from activities children are engaged in; (c) Be near enough to children to assist and respond when needed; (d) Be within sight or sound, without relying on audio or video monitoring devices; (e) Not participate in personal activities that could interfere with supervision, such as visitors, phone calls, or electronic device use; and (f) Provide supervision when contracted non-staff persons are with children.		☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0240(3) If a group of children separates from the larger group to move to another activity, such as going outside, the responsible staff member must have a method to account for the children in the separate group, such as a written list of the children's names.		☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☒ Discussed
0370(2) With staff knowledge or permission, one child at a time may be out of sight and sound supervision, while on the premises of the child care program, when using the restroom or completing a task separate from the larger group for a maximum of five minutes.		☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Supervision notes:

¹ "Technical Assistance" (TA) means consultation and advice given to providers to assist them in maintaining compliance.

RULE	CHECKLIST ITEM	VISIT RESULTS
Program and Care of Children		
0390(1)	A school-age center must develop, post, and follow a written schedule for each group of children, according to their ages, interests, and abilities. (a) The written schedule should provide a consistent routine while allowing for flexibility to respond to the needs of the individual children and group of children. (b) The schedule must: (A) Cover all hours of operation; (B) Provide a balance of active and quiet opportunities; and (C) Include activities such as small and large group activities, free play, daily outdoor experiences and snacks and meals. (c) Any time a school-age center operates more than five continuous hours a day, the center must offer a total of ninety minutes of active play, which may be broken up into smaller blocks of time.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0400(3)	When a school-age center operates for more than five continuous hours per day, the center must develop, post and follow written weekly activity plans that: (a) Indicate indoor and outdoor plans for each day; (b) Are designed to meet the children's developmental abilities, interests, cultural and individual needs; & (c) Are inclusive for all children in the group regardless of disabling or limiting conditions.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
Program and Care of Children notes:		
Meals and Snacks		
0620(2)	A school-age center must ensure that all meals, snacks and beverages follow the current USDA Child and Adult Care Food Program (CACFP) meal pattern requirements including portion sizes.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0620(3)	A school-age center must develop weekly or monthly written menus that show all foods to be served during that period and make the menus available to parents.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0600(1)	A school-age center's food service must include the following: (a) Children in care for more than 3 ½ consecutive hours must be served a meal or snack every 3 ½ hours; (b) Children arriving after school are served a snack; and (c) Children scheduled to attend prior to 7:00 a.m. or after 6:30 p.m. are offered breakfast or dinner.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
600(2)	A school-age center must make sure drinking water is always available to children in each classroom and after active play and served in a sanitary manner that prevents contamination.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0600(7)	A school-age center may serve a child food provided by the parent of the child only when: (a) Food is brought on a daily basis and is ready to eat, requiring no preparation; (b) All food and beverage containers are labeled with the child's name; (c) Each child's food is monitored daily by a staff member to ensure that the food meets nutritional requirements; & (d) The center has sufficient food available to supplement any meal or snack that does not meet nutritional requirements as specified in OAR 414-310-0620, Meals and Snacks.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☒ Discussed ☐ N/A
Meals and snack notes:		
Handwashing		
0540(1)	Staff and children must wash their hands with soap and warm, running water: (a) After using the toilet; (b) After assisting someone with toileting; (c) Before handling food; and (d) Before and after eating.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0540(2)	Staff and children must either wash their hands with soap and warm running water or use hand sanitizer with alcohol content between 60-95%: (a) After wiping the nose; (b) After coughing or sneezing; (c) When arriving at the center; (d) After outside activities; and (e) After handling pet toys or touching animals, other than dogs and cats.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☒ Discussed

RULE	CHECKLIST ITEM	VISIT RESULTS
0540(3)	When hand washing is not possible, but required e.g. on field trips and on the playground, moist towelettes and hand sanitizer with alcohol content between 60-95% shall be used together.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☒ Discussed
	Handwashing notes:	
Sanitation		
0510(3)	A school-age center must provide a safe, washable cot or rest mat for any child who wants to rest, and for a child that needs to be isolated due to illness.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☒ Discussed
0490(2)	A school-age center must maintain the building, equipment, and vehicles in good repair, in a clean and sanitary condition, and free of clutter and litter.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
	Sanitation notes:	
Indoor Space		
0440(7)	A school-age center must provide indoor toilets and sinks that children can safely and easily access.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0440(5)	A school-age center must have a minimum of 35 square feet of activity space per child. (a) Activity space must be available for use by children and used exclusively for child care during the hours of operation.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0510(4)	A school-age center must provide storage space for each child's clothing and personal possessions as well as space for teaching equipment, records and files, and cleaning equipment and supplies.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
	Indoor Space notes:	
Play Materials		
0520(1)	A school-age center must provide play equipment and materials that are: (a) Appropriate to the developmental needs, interests and abilities of the children; (b) Sturdy and free of sharp points or corners, splinters, protruding nails or bolts, loose or rusty parts, or paint that contains lead or other toxic materials; (c) Have smooth, nonporous surfaces or washable fabric surfaces that are easy to clean and sanitize, or be disposable;	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0520(4)	A school-age center must provide a variety of age-appropriate toys, materials and equipment which give children choices such as manipulatives, language and literary materials, art materials, table games, music, or dramatic play.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
	Play Materials notes:	
Safety and Hazards		
0480(1)	A school-age center must ensure that all toxic or potentially dangerous items, such as cleaning supplies and equipment, poisonous and toxic materials, and flammable and corrosive materials, are stored in a manner that prevents use or access by children.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

RULE	CHECKLIST ITEM	VISIT RESULTS
0480(3)	A school-age center and staff must recognize, address or remove potentially dangerous items and situations, using protective barriers to prevent children's access, if needed. A school-age center must: (a) Inspect the indoor and outdoor play areas and equipment daily for hazards, such as missing parts or broken equipment, sharp edges, splinters, and trash;	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0500(2)	Doorways, exit access paths, passageways, corridors and exits must be kept free of materials, furniture, equipment and debris to allow unobstructed egress travel to the outside.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0520(5)	If engaged in activities that include a tool that could pose a safety risk (e.g., iron, glue gun, woodworking tool), staff must first instruct children in the tool's proper use and safety measures. A staff person must be actively engaged with the activity to reduce the risk of injury.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☒ Discussed
0500(6)	A carbon monoxide alarm or detector must be installed according to manufacturers' recommended instructions and located in accordance with the applicable building code.	☐ In Compliance ☒ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

Safety and Hazards notes:

Emergency Preparedness and Response

0180(6)	A school-age center must practice evacuation drills monthly and one other aspect of the emergency plan every two months that: (a) Vary the days and times when drills are conducted; (b) Are documented including the type of drill, date, time of day, name of the person supervising the drill, number of children and staff in attendance, and length of time taken for all individuals to complete the drill;	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0180(7)	An emergency evacuation drill must be conducted: (a) Within the first 10 days of the school year; or (b) Within the first 10 operating days after initial licensure if not operating at the beginning of the school year.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0180(1) 0180(2)	A school-age center must have a written plan for emergency preparedness that addresses evacuation, relocation, shelter-in-place and lockdown procedures, and responding to medical emergencies and other incidents that center staff will follow, unless otherwise instructed by emergency personnel. The plan must identify a licensed physician, hospital, or clinic to be used for emergency medical care. A school-age center's written plan must clearly define roles and responsibilities for all staff in an emergency and identify the center's procedures for all situations listed in 310-0180(2)(a-o). ☒ (a) Responding to a lost or missing child; ☒ (b) Ensuring that all children in attendance are supervised and accounted for during and after an emergency; ☒ (c) Sounding an alarm and alerting staff of the emergency; ☒ (d) Responding to health and safety emergencies or suspected abuse of children, staff, volunteers, or family members occurring while they are on the premises of the center; ☒ (e) Notifying emergency authorities, including the poison control center, when necessary; ☒ (f) Evacuating children to a designated safe area or relocating children to alternate shelter. Designated safe areas and alternative shelters must be a minimum of 50 feet from the building being evacuated; ☒ (g) Moving children to a designated location in the center for sheltering-in-place and lockdown emergencies; ☒ (h) Responding to natural and man-made disasters including power outages; ☒ (i) Responding to serious illness, serious injury or death of a child or staff; ☒ (j) Responding to incidents involving a hostile intruder; ☒ (k) Addressing the needs of individual children, including children with disabilities or other special needs, and children with chronic medical conditions; ☒ (l) Ensuring children's emergency contact information and medical authorization and staff emergency contact information is accessible during and after an emergency; ☒ (m) Notifying parents after the emergency ends and how children will be reunited with their families as the evacuation, relocation, or sheltering/lockdown is lifted; ☒ (n) Maintaining continuity of care after a natural or man-made disaster, including access to copies of records, documents, and computer files necessary for continued operation stored in either a portable file or at an off-site location; and ☒ (o) Ensuring pool and swimming safety if applicable.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed

RULE	CHECKLIST ITEM	VISIT RESULTS
0180(10) A school-age center must have access to an emergency supply kit in a location known to all staff. Supplies must include at a minimum: (a) First aid supplies, hand sanitizer, wet wipes, and tissue; (b) A whistle or air horn; (c) A working flashlight and spare batteries; and (d) A battery or solar powered radio.		☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
	Emergency Preparedness and Response notes:	
Outdoor Space		
0530(1) A school-age center must provide an outdoor play area that children can reach safely. 0530(3) If an outdoor play area is not connected to or in direct control of the school-age center, such as a public park, the center must have a written plan, approved by CCLD that describes how the center will maintain the safety of the children in care. The written plan must include each item from 0530(3)(a-i).		☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0530(7) A school-age center must keep outdoor play areas free of litter, animal waste, solid waste and refuse, ditches, or other conditions presenting a potential hazard.		☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0530(5) Unless a center's program is located within a public-school building or uses a public school facility play area, a school-age center must always maintain protective surfacing in use zones under all outdoor equipment of 18 inches or higher. Ground Cover Type: _____ Measured Depth: _____ inches <i>Playground equipment with a fall height of 18 inches or taller shall be surrounded by a resilient surface of at least 9 inches depth. Note: Initial fill of 12" deep, compresses to 9" (shredded/recycled rubber is 6")</i>		☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☒ N/A if a school facility play area
0530(8) A school-age center must provide a shaded area accessible to children in the outdoor play areas. Shade may be provided by trees, buildings, or shade structures.		☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0530(12) A school-age center must provide outdoor, gross motor equipment that addresses a variety of skills (for example, climbing, balancing, throwing, catching, pedaling, and steering).		☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0530(13) A school-age center must ensure each child using a bicycle, scooter, skateboard, roller or in-line skates, on the premises, is wearing a helmet, whether indoors or outdoors.		☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☒ Discussed
	Outdoor Space notes:	
First Aid and Medication		
0210(1) (b) Signed and dated parent permission for each medication, prior to administration, that includes: (A) The child's name; (B) The name of and reason for the medication; (C) The dosage, dates, and times to administer the medication, and how the medication will be given; & (D) Whether the medication needs to be refrigerated.		☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☒ Discussed
0560(1) A school-age center must have and follow written procedures for handling injuries that are made known to all staff.		☐ In Compliance ☐ Not In Compliance- TA ☒ Not in Compliance- cited
0560(2) A school-age center must complete a report of any serious injury or incident, and include: (a) The child's full name and age; (b) The date of occurrence, time, type, circumstances, witnesses, and location at the center or off-site; (c) Time and date of notification of parents; (d) The signatures of the reporting staff and director; (e) Action taken to prevent reoccurrence; and (f) The signature of the parent indicating that they reviewed it or received a copy of the report within 48 hours of when the incident occurred. (A) An email or text with confirmation of receipt will count as a parent signature.		☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☒ Discussed

RULE	CHECKLIST ITEM	VISIT RESULTS
0570 (5)	A school-age center must ensure that all medications are stored under child-safety lock with child-resistant caps when available and stored away from food. (a) Emergency medicine shall be placed in an unlocked container that is kept out of reach of children while inside the facility. (b) Emergency medicine may not be stored in the child's personal belongings while inside the facility unless the center obtains written parental consent to permit children who have asthma to carry their own inhalers or children who are at risk of anaphylaxis to carry their own epinephrine, and use them as directed.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
	First Aid and Medication notes:	
Parent Permissions		
0210(1)	A school-age center must have the following current permissions from parent(s) when applicable: (a) Documentation of permission for a person not listed in the child's records to pick up the child that includes: (A)Date and time of the permission; (B) Period of time the permission is valid; (C) Name of the individual providing permission; (D) Name of the individual permitted to pick up the child; and (E) Name of the center staff receiving the permission. (d) Parental permission for participation in special occasions where food is served; (f) Parental permission for a child to leave the facility on their own.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
0210(2)	A school-age center must have parent permission prior to a field trip or other activity away from the immediate neighborhood. Field trip permission must be specific with dates, times, and locations for each field trip.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☒ Discussed ☐ N/A
0210(3)	A school-age center must inform and obtain written permission from parents for children to participate in contracted (e.g., gymnastics, music) or individualized services (e.g., therapeutic or medical services) not directly operated by the center. (a) The permission form must state that the services are not licensed by CCLD.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☒ N/A
0210(4)	A school-age center must have parental permission prior to a high risk activity, such as swimming, on or off the premises, and share the safety plan with parents that includes: (a) Minimum ratios for the activity; (b) Conditions for the child's participation, such as his or her age and skill levels; (c) Special equipment necessary, such as safety helmets or specific clothing; and (d) Safety practices followed.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☒ N/A
0210(5)	A school-age center must obtain a parent's permission prior to their child being photographed or recorded.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
	Parental Permissions notes:	
Required Postings		
0250(2)	A school-age center must post the following items in classrooms where they are easily visible to personnel and parents unless the rule specifically states otherwise: (a) Emergency numbers to include 9-1-1, where available, or local law enforcement, local mental health crisis line, fire department, and ambulance service; the center name and address, with main cross streets or directions to the center; child abuse reporting hotline and poison control (1-800-222-1222); (b) Emergency evacuation procedures and an emergency evacuation and relocation diagram, including fire and weather-related evacuation routes, near the entrance or exit of the room; (c) Classroom schedule; (d) The menu and children's dietary restrictions, known allergies, and nutrition requirements in a location easily accessible for staff but not available to those who are not parents or guardians of the enrolled child. Rather than posting in a classroom, a school-age center may post this information in areas where food is served; and (e) The applicable ratios and group sizes.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
	Required Postings notes:	

RULE	CHECKLIST ITEM	VISIT RESULTS
Items Available to View		
	0250(1)(a-q) A school-age center must have the following items available in a prominent and frequently visited location for the parents and public to view: ☐ (a) The most current certificate issued by CCLD; ☐ (b) All serious valid complaint & non-compliance letters for 12 calendar months from the date of the letter; ☐ (c) A notice of any current or pending legal sanctions posted immediately and while in effect; ☐ (d) A notice that the most recent CCLD inspection and rules for School-Age Centers are available upon request; ☐ (e) The Early Learning Division Website [www.oregonearlylearning.com] and phone number [1-800-556-6616], and a statement advising parents that they can access information about their child care provider on the child care safety portal; ☐ (f) The most recent water test results summary provided by CCLD; ☐ (g) Information on how to report a complaint to CCLD regarding certification requirements; ☐ (h) The Oregon Child Abuse and Neglect Hotline number & requirement to report suspected abuse or neglect; ☐ (i) The Program Coordinator's full name and at least one program leader who is responsible for the center if the Program Coordinator is not present at the center. When the individuals listed are not present, the appointed personnel in charge is identified in writing; ☐ (j) A notice that custodial parents have access to all child care areas; ☐ (k) Center closures (vacation days, holidays, etc.); ☐ (l) The dated current week's menu of all snacks and meals served with any substitutions recorded; ☐ (m) A floor plan with primary and secondary evacuation routes from each area of the building posted on each floor (see also OAR 310-0180(8) and 0250(2); ☐ (n) A notice of planned field trips showing the date, times, and place of each excursion and posted at least 48 hours in advance of the trip; ☐ (o) When on a neighborhood walk and all staff and children have left the premises, a notice with staff contact information and approximate return time; ☐ (p) A notice when any child or staff member has a child care restrictable disease, or food poisoning; and ☐ (q) The center's behavior and guidance policy.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed Date of lead test expiration: <u>09/10/28</u>
Items Available to View notes:		

Policies		
	0170(1) and (2)(a-s) A school-age center must provide the following written information for parents and staff: ☐ 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 & out requirements & person(s) authorized for pick-up; ☐ Parent responsibilities for providing current required information & 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 ☐ 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; ☐ 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 ☐ Prevention of and duty to report suspected child abuse and neglect; ☐ How to view inspection reports, access the DELC website and center certification rules, and contact CCLD and child abuse and neglect hotline. ☐ A statement advising parents that they can access information about child care providers on the child care safety portal; ☐ A plan to ensure safety of children who are using the restroom or completing a task separate from the larger group without direct supervision. ☐ (s) A policy regarding the storage and access of inhalers and epinephrine for children who are permitted to carry or self-administer these medications.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
Policy notes:		

RULE	CHECKLIST ITEM	VISIT RESULTS
Recordkeeping		
0240(1) (b) A school-age center must have at least one staff member on-site who can access any records that are stored in paper or electronic formats.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed	
0240(2) A school-age center must maintain the current day's attendance record in paper or electronic format with each group of children. All caregivers must have access to the attendance records to determine which children are in care during their work shift, changes in caregivers, and emergency evacuations. A school-age center's daily attendance records must include: (a) The child's full name; and (b) Times recorded as children arrive and depart so that the record shows the children in attendance at any given time. 0240(4) A school-age center must maintain staff attendance records to include: the staff's full name; times of arrival and departure; and group assignment.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed	
0240(8) A school-age center must have parents or guardians of each child enrolled in the center sign a declaration form approved by CCLD verifying they have reviewed a copy of the current license certificate. The declaration shall be updated any time an exception or condition is added to or removed from the license.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed	
0430(5) If physical restraint is used, a school-age center must: (a) Report the use of physical restraint, pursuant to OAR 414-310-0260, Notifications; (c) Document the incident in the child's file, including the date, time, school-age center staff involved, duration, and what happened before, during, and after the child was restrained. (6) If physical restraint is used more than once on a specific child, the center must develop a written plan	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☒ Discussed	
0190(1) A school-age center must obtain the following information for each child, in paper or electronic format, prior to the first day of attendance that includes the parent's signature: (a) The child's name, date of birth, and home address; (b) Date the child entered care; (c) Name(s), home address(es) and telephone number(s) of the custodial parent(s) or legal guardian(s); (d) Name and contact information of the person to be called in an emergency if the parent(s) cannot be reached; (e) Name and telephone number of person(s) to whom the child may be released; (f) The name and telephone number of the school that a child attends, if the child attends a school other than where care is provided; (g) Name and telephone number of child's medical provider(s) or emergency care facility, if applicable; (h) Authorization to obtain emergency medical care and to transport the child for emergency medical treatment; (i) Developmental and health history of any problems that could affect the child's participation in child care; (j) A written care plan for any child must be readily accessible to those caring for the children with chronic health issues or special care needs; and (k) Verification that parents received a copy of the center policies.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed	
0550(6) A school-age center must develop a written allergy care plan at the time of enrollment, or when an allergy is identified, for each enrolled child who has an allergy that poses a threat to the child's health, safety and wellbeing. The plan must include instructions regarding the allergen and steps to be taken to avoid the allergen; signs and symptoms of an allergic reaction; and a detailed treatment plan including the names, doses, and methods of prompt administration of any medication in response to allergic reactions.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed	
0240(5) A school-age center must have a visitor log to document all adults, excluding persons authorized to drop off and pick up a child, that includes name, relationship to center (e.g., volunteer, vendor, guest, etc.), and recorded time in and out of the center.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed	
0280(2) A school-age center must have written confirmation from CCLD that staff 18 years of age or older are enrolled or conditionally enrolled in the CBR before the staff may be on the child care premises or present with children off-site during child care hours.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed	

RULE	CHECKLIST ITEM	VISIT RESULTS
	0230 A school-age center must maintain current personnel records for each staff, in paper or electronic format, which include: (1) Name, address and telephone number of staff; (2) Job title and duties; (3) Dates of first and last days on the job; (4) Emergency contact information; (5) Completed employment application or resume; (6) Evidence of education and qualifying work experience showing that the person meets the qualifications for the position; (7) The CBR confirmation letter sent from CCLD to a school-age center. If a school-age center does not yet have a CBR confirmation letter for staff, a school-age center must have written documentation that the school-age center has verified with CCLD that the staff is linked to the center. Documentation must include the date, time, and name of the CCLD staff member the school-age center spoke with; (8) Current first aid and CPR training certificate; (9) Current food handler certification, if applicable; (10) Driving record, driver's license number and expiration date if the person is to transport children; (11) Evidence of participation in an orientation; and (12) A statement signed and dated by the employee showing they have access to the center's policies and the rules for the Certification of School-Age Child Care Centers.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
	Initial training within 30 days: 0330(2) A school-age center must ensure staff, including a substitute, completes Introduction to Child Care Health and Safety and recognizing and reporting child abuse and neglect within 30 days of hire and prior to having unsupervised access to children. 0330(3)(a) A school-age center must ensure staff, including substitutes, obtain an Oregon food handler's certification within 30 days of hire.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
	Training within 90 days: 0330(4) A school-age center's staff who is program coordinator, program leader, or assistant program leader, must have current certification in first aid and pediatric CPR within the first 90 days of employment. 0330(3)(b) A school-age center's staff, with the exception of cooks, must complete CCLD approved Child Development Training, Foundations for Learning, within 90 days of employment.	☐ In Compliance ☒ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
	0330(5) A school-age center program coordinator must provide verification to Oregon Registry Online (ORO) that they have obtained 10 hours of training in the core knowledge category of Program Management; or they must obtain 10 hours within the first year of hire.	☒ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
	0340(1)(a) Each program coordinator and program leader must have at least 15 clock hours of training or education annually related to child care, of which at least 8 clock hours is in child development and one hour is in health, safety, and nutrition (HSN). (b) Substitute program leaders who provide care for 60 hours or more per licensing year, at one or more sites operated by the school-age center, must also meet ongoing annual training requirements.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☒ Discussed
	Recordkeeping notes:	
Animals		☒ N/A for all
	0690(1) (b) A school-age center must ensure that any animal at the center is friendly toward children with no signs or history of aggression; 0690(3) A school-age center must prevent any direct contact by children with any animals unfamiliar to the center such as a stray.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
	0690(5) A school-age center must ensure that all contact between an animal and a child is supervised by staff who are close enough to remove the child immediately if the animal shows signs of aggression or distress or the child shows signs of treating the animal inappropriately.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
	0690(6) A school-age center must inform parents of any animals on the premises by a clearly viewed notice or bulletin, policy handbook, parent flier, or a statement included on the enrollment form.	☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed
	Animals notes:	

RULE	CHECKLIST ITEM	VISIT RESULTS
Swimming		
0680 Programs that provide swimming or have an on-site pool must meet all rules listed in 414-310-0680.		☒ N/A for all (No Swimming) ☐ Discussed
Swimming notes:		
Transportation		
0630-0670 Programs that provide transportation are responsible for maintaining compliance with all transportation rules in OARs 414-310-0630 through 414-310-0670.		☒ N/A for all (None provided) ☐ Discussed
0210(1) (e) A school-age center must have signed parent permission prior to transporting a child that includes: (A) The child's name; (B) The purpose of transportation; (C) Whether a center or personal vehicle is used and whether the driver is staff or a volunteer; and (D) A specific pick-up and drop-off plan that addresses the location, times, and transfer of supervision.		☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☐ N/A
0630(1) If a school-age center transports children, the center must be in compliance with all applicable state laws, including current vehicle insurance that covers the driver, the vehicle, and all occupants.		☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☐ N/A
0630(2) When children are taken on field trips, the center must ensure that: (a) When children are transported for long distances, the center provides rest and stretch stops as needed. (b) Staff check a written list of children on the field trip frequently to account for the presence of all children and: (A) Prior to boarding and exiting the vehicle (B) Any time the group changes locations on site (e.g. moving from one exhibit to the next) (c) Each child wears an easily identifiable item, such as a label, shirt or wristband, listing the name and telephone number of the child care center; Caregivers are easily identifiable.		☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☐ N/A
0640(4) A school-age center must provide adequate supervision to protect children during transportation. (b) A school-age center must never leave children unattended inside or outside of a vehicle. (c) A school-age center must immediately document attendance each time a child enters and exits the vehicle.		☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☐ N/A
0640(2) A school-age center must ensure that drivers of a vehicle used to transport children: (a) Are at least 21 years of age; (b) Have a valid driver's license appropriate for the type of vehicle driven; (c) Are certified in first aid and CPR or accompanied by someone with certification; (d) Operate the vehicle in a legal and safe manner; and (A) Eliminate distractions such as the use of earphones or cell phones.		☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☐ N/A
0650(1) A school-age center must maintain the following items in the vehicle as well as at the center: (a) An operable phone; (b) Program information including center name, address, and phone number; (c) Proof of vehicle insurance; (d) A checklist of all children being transported with any pick-up and delivery times and locations; (e) Emergency medical information on each child including parents' contact information, special medical needs, medications, allergies, the name and phone number of the child's doctor, and emergency medical authorization forms; (f) When transporting children with chronic medical conditions (such as asthma, diabetes, or seizures), their emergency care treatment plans, supplies and medication; (g) A first aid kit that is easily accessible to staff and not to children with contents specified in OAR 414-310-0560		☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☐ N/A
0670 A school-age center must ensure that all vehicles used for transportation meet the following: (1) Vehicles are identified with the center or business entity name that is easily read by the public, unless using contracted transportation or a vehicle not owned by the school-age center (e.g. a small sign in the rear window or a bumper sticker); (5) Vehicles are maintained in good repair and safe operating condition at all times;		☐ In Compliance ☐ Not In Compliance- TA ☐ Not in Compliance- cited ☐ Discussed ☐ N/A
Transportation notes:		

Items to Discuss	
☐	0190(2) A school-age center must ensure that all children's records are immediately accessible to caregivers during hours of operation for use in an emergency or for children with chronic health issues or special care needs.
☐	0140(6) A school-age center must request in writing to CCLD any changes in the conditions of the certificate such as center capacity, age range of children, changes in room use, or hours of operation. A school-age center must receive approval from CCLD before making such changes.
☐	0450(1)(a) (A) If the center is unable to maintain an internal temperature between 68 and 85°F, a school-age center must utilize strategies to help children stay warm or cool.
☐	0460(1)(a) A school-age center must notify CCLD and all families when the water supply is interrupted for more than one hour or the water source becomes contaminated.
☐	0460 (2) A center must test each faucet used for drinking or food preparation for lead in the water, unless the school-age center uses a CCLD approved alternative water source. (8) A school-age center must keep a copy of the most recent test results on-site at all times.
☐	0300(1)(c) A school-age center's Program Leader is responsible for maintaining compliance with all school-age center rules and all conditions placed on the license when the Program Coordinator is not present.
☐	0260(1-4) A School-age Center must notify CCLD, the appropriate agency and/or the parent(s) of each instance listed in the Notifications section 0260 of these rules, within the required time frame. Including but not limited to: Report each use of physical restraint, and when a restraint plan is written.
☐	0320(4) A school-age center must ensure that all center staff and volunteers are aware of the policy that volunteers who do not meet staff requirements must be at least 13 years of age and not have unsupervised access to children.
☐	0320(5) Volunteers under the age of 14 must have written permission from their parent or guardian.
☐	0270(3) A school-age center must ensure that at least one person who has current certification in first aid and Pediatric Cardiopulmonary Resuscitation (CPR) is present in the center at all times, during transportation, and on field trips.
☐	0280(4) Staff conditionally enrolled in the CBR may function in their staff position but shall not have unsupervised access to children until the center has confirmed with CCLD the individual is enrolled.
☐	0280(5) Any visitor to the school-age center or other adult who is not enrolled in the CBR shall not have unsupervised access to children.
☐	0170(6) A school-age center's decision on whether to provide care for a child with special needs must be made after an assessment based on information from parents and professionals who are knowledgeable about the child's care needs. (a) The assessment must be documented for each child.
☐	0290(1) (i) To allow for adequate oversight of the center, the center's Program Coordinator: (A) Must be at each site at least two times a month, and for a minimum of one hour each visit while children are in care, if the most experienced program leader at the site has been in their positions for less than six months. If the most experienced program leader at the site has been in their position for more than six months, the Program Coordinator must be on site one time a month for a minimum of one hour. (B) May serve as a Program Leader, if qualified and if the center is certified for less than 45 children; and (C) Must be available by phone at all times during child care hours.
☐	0480(4) A school-age center must not permit any tobacco products such as cigarettes, cigars, and smokeless or vaping devices, illegal drugs, drug paraphernalia, hemp, marijuana and marijuana infused products, or alcohol on the premises during operating hours or when children are present. This includes: (a) The playground; (b) Within 10 feet of any entrance, exit, or window that opens or any ventilation intake that serves an enclosed area; or (c) In any center vehicles or on any field trip.
☐	0400(6) A school-age center must not provide or allow a child to have more than 2.5 hours of screen time per week.
Visit Summary	
Comments:	
Child Care Licensing Division (CCLD) staff arrived on site at 315 and signed into the visitor Log. CCLD met with Program Leader SS. CCLD performed a walk-through of the facility. Observations • Interaction between staff and students: When CCLD arrived the program was playing outside, The program leaders were engaged with the children. Program Leader SS would track children who were using the restroom. SS had a timer they would set so that kids were not gone longer than 5 minutes before the leaders would track them. Kids came in from the outside and washed hands then went and had snack before moving to the gym. • CBR Enrollments: Current • Attendance: Current and Up to date • Capacity/Ratios/Group Size: Met ◦ School age Program: 15 children 2 program leaders • Required Postings: Met	

- Fire Drill / Emergency plan: Drills and Plan are current and complete.

• Lead: 09/10/28

• Hazards: None Observed

Expired or Missing Training

• Missing Current CPR/First Aid: EW

• Missing Current Food Handler: HW

• Missing Required Annual Training:

- Training taken and sent to ORO: SS

Discussed Items

- One child leaving at a time rule. The program uses a timer and during the visit CCLD was able to observe a moment when the timer expired and staff went to check for issues.
- Staff files, were missing a few things like copies of first aid and CPR certification. Some had resume's but others did not. We discussed the need to make sure that staff files are complete and accessible to check.
- Missing Training. EW was hired in 09/25 and had 90 days to complete their first aid/cpr training. The training was not submitted to ORO and the training was not in the staff file.

Technical Assistance Provided: 414-310-0500 Fire Protection (6) A carbon monoxide alarm or detector must be installed and tested in accordance with the manufacturer's recommended instructions and located in accordance with the applicable building code.

Technical Assistance Provided: 414-310-0230 Staff Records A school-age center must maintain current personnel records for each staff, in paper or electronic format, which include: (8) Current first aid and CPR training certificate;

Noncompliances: TA only see above.

Required Facility Corrections/Follow Up

- Need: SS needs to complete 3 hours of training and submit it to ORO
- Due By: 04/23/26
- Need: A carbon monoxide detector or verification that the school fire system includes carbon monoxide detection.
- Due by: 05/16/26
- Need: EW proof of first aide and CPR obtained within the first 90 days of hire.
- Due by 04/23/26
- Need: Completed staff files kept either electronically or in paper showing all the required items.

Information Provided:

- ☒ Connecting with CCLD ([PTA-0460](#)) ☒ Child Care Licensing Division Finding Review Procedure ([CCLD-0125](#))
- ☐ Other (specify): ☒ Child Care Licensing Division Complaint Procedures ([CCLD-0127](#))

License Issued:

Email and Signature

☒ Annual License

A copy of this report will be emailed after this visit to the email address(es):

☐ Temporary License

Primary: [REDACTED]

☐ No License Issued

Secondary: _____

License Effective Date: 04/23/26

Date: 04/17/25

License End Date: 04/23/27

Licensing Specialist Signature: [REDACTED]

Please notify your licensing specialist if you would like to receive a mailed copy of this report.

This checklist covers selected rules from the **Rules for Certified School-age Child Care Centers (CCLD-0542)**. Knowledge of and compliance with all of the rules within that document must be maintained at all times for certified school-age centers. To view a full sample checklist, visit the resource library at www.oregon.gov/delc or request a copy from your licensing specialist.

Other information or Follow-up (if needed):

Visit Results:

- Majority compliance
- Technical assistance
- Follow up needed.

Required CCLD Action

- Staff updates: Add HM, send support documents for staff files.
- Records Collected: None

Follow up email showing the compliance of EW First aid / CPR being completed in 12/25. Training has been submitted to ORO.

On 04/27/26 the facility sent CCLD an email confirming that all previously noted issues have been corrected and that the program is now in full compliance with the requirements identified during the prior visit.

Annual license will be issued

Date: 04/27/26

Licensing Specialist Signature: _____

[Redacted Signature]

You are entitled to language assistance services and other accommodation at no cost. If you need help in your language or other accommodation, please contact the Child Care Licensing Division at 503-947-1400.

Note: If no swimming and no transportation are provided, page 11 may be removed.