

**Posted & Readily Available Documents – Registered Family****Documents to be posted or readily available to parents (such as in a binder)**

- Facility license (Certificate of Registration from CCLD)\*
- Written emergency evacuation plan\*
- Floor plan/map (*showing primary & secondary exits, plus exit routes and location of fire extinguisher*)
- Emergency telephone numbers (*for fire, ambulance, police, poison control and the provider's address*)
- Lead test results summary letter\* (*from CCLD, if applicable*)
- Serious noncompliance letters posted for 12 months from the date of the letter (*if applicable*)
- Notice:** a statement advising parents that they can access information about child care providers on the child care safety portal on the DELC website: [www.oregon.gov/delc](http://www.oregon.gov/delc) and by phone number 1-800-556-6616.\*

**Documents to be readily AVAILABLE to CCLD when requested**

- Record of emergency/fire practice drills & fire safety checks\*
- Child daily attendance logs\* (*best practice would include provider's children*)
- Declaration of viewing\*
- Visitor log\* & visitor plan\*
- Guidance & discipline policy\*
- General routine
- Lead test results, or alternate water source declaration\* (*if applicable*)
- Night care plan (*if applicable*)

**Children's Records**

- Enrollment forms with date child entered care\* (*must be kept up to date*)
  - Consent to obtain emergency medical treatment
  - Emergency contact names & phone numbers
  - Authorization to release child to specific adults (*other than parents*)
- Authorization to participate in transportation, field trips, swimming activities
- Immunization records (*not applicable if school-age attending public school*)
- Written Plan of care\* (*if applicable*) for allergies or special needs
- Authorization to administer medication and medication log\*

**Caregiver Records (Provider and Substitutes)**

- CBR enrollment letter from CCLD, or written notes of confirmation from CCLD if letter has not been received yet, for all adults
- Current Pediatric or Infant, Child & Adult CPR/First Aid and Food Handler Certification
- ICCHS, RRCAN and Safe Sleep training
- Foundations for Learning training *within 90 days of hire*
- Ongoing training for provider (10 hours total for renewal); Ongoing training must include **at least 1 hour of training in HSN during each year of the licensing period**. This is a federal requirement and may not be taken as a single 2 hour class.

*\*Indicates a template is available on the DELC website or from your licensing specialist*

**Resources**

Oregon Administrative Rules, Oregon Department of Early Learning and Care, Chapter 414, Division 205 [Registered Family Child Care Homes](#).

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