

## Posted & Readily Available Documents – Registered Family

### Documents to be posted clearly visible to parents (414-210-0260)

A provider must display the following near the entrance, or in some other area of the home where they may be clearly viewed by parent(s) and caregivers of children in care:

- ☐ The most current registration issued by CCLD (license certificate);
- ☐ The DELC website [www.oregon.gov/DELC] 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; and
- ☐ A notice that the items listed in the section below are AVAILABLE TO VIEW (See PR-0196 RF Notice to Post\*)
- ☐ Floor plan/map (*must be visible by caregivers- showing exits, primary & secondary evacuation routes and fire extinguisher*)
- ☐ All serious valid complaints and serious non-compliance letters for 12 months from the date of the letter (if applicable);

### Documents to be readily AVAILABLE TO VIEW parents and CCLD (414-210-0260)

A provider must have the following items available in a prominent and frequently visited location for the parents and public to view (such as in a binder):

- ☐ The most recent CCLD inspection and rules for registration of child care homes are available upon request;
- ☐ The most recent water test results summary provided by CCLD or alternative water declaration
- ☐ Information on how to report a complaint to CCLD regarding registration requirements;
- ☐ The Oregon Child Abuse and Neglect Hotline number and requirement to report suspected abuse or neglect;
- ☐ A notice that parents must be permitted access to their child and all child care areas while their child is in care. Advance notice is not required.
- ☐ The provider's behavior and guidance policy;
- ☐ Emergency numbers to include 9-1-1, where available, or local law enforcement, local mental health crisis line, fire department, and ambulance service; and
- ☐ 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.

### Children's Records (414-210-0220)

A provider must obtain the following information for each child, in paper or electronic format, prior to the first day of attendance that includes a parent's signature:

- ☐ Enrollment information listed in 414-210-0220(l)(a-g);
- ☐ Immunization record or exemption (not applicable for school-age children attending public school)
- ☐ Authorization to obtain emergency medical care and to transport the child for emergency medical treatment;
- ☐ Developmental and health history of any problems that could affect the child's participation in child care;
- ☐ A written care plan for any child with a specific need as described in OAR 414-210-1050. The written plan must be readily accessible to caregivers caring for the individual child; and
- ☐ Verification that parents have received a copy of the provider's policies.

### Program Records (414-210-0250)

A provider must maintain the following program records, either in paper or electronic format:

- ☐ The current day's attendance for each child in care. The daily attendance record must include: the child's full name; and times recorded as children arrive and depart so that the record shows the children in attendance at any given time.
- ☐ Documentation of any substitute provider caring for children, including their name, date providing care, and arrival and departure times.
- ☐ Written reports of injuries as identified in OAR 414-210-1020(l).
- ☐ A visitor log to document all adults, excluding persons authorized to drop off and pick up a child, that includes name, relationship to home (e.g., volunteer, vendor, guest, etc.), and recorded time in and out of the home.
- ☐ Documentation of the administration of any medication
- ☐ Written record of suspected child abuse and neglect reports made to the Department of Human Services Child Welfare or law enforcement.
- ☐ Written records regarding emergency preparedness and fire prevention such as dates of drills.

### Caregiver Records (414-210-0240)

A provider must maintain a current personnel record for any substitute provider, in paper or electronic format, which includes:

- ☐ The CBR confirmation letter sent from CCLD to the provider. If the provider does not yet have a CBR confirmation letter for the caregiver, the provider must have written documentation the provider has verified with CCLD that the caregiver is enrolled in the CBR and linked to the home. Documentation must include the date, time, and name of the CCLD staff member the provider spoke with;
- ☐ Evidence of completed training including current pediatric CPR and first aid certification; food handler certification, RRCAN, ICCHS, Safe Sleep and Foundations for Learning trainings, AND evidence of participation in an orientation.