

Certified Child Care Center Rules

Summary of Recent Rule Changes

**Applicability of Rules 414-300-0000**

Individuals who are not enrolled in the Central Background Registry because of legal action or to prevent legal action may only care for their own children or related children.

**Definitions 414-300-0005**

Enrollment in the Central Background Registry will last for five years and will include an FBI fingerprint check. Conditional enrollment means temporary approval after the Oregon checks have been completed but before the FBI fingerprint check is done.

A preschool child is defined as a child who is 36 months of age to being eligible to attend kindergarten or above in public school.

A school-age child means a child eligible to attend kindergarten or above in public school and includes the vacation months just before the start of the kindergarten school year.

Serious injury or incident is defined using specific circumstances, including, but not limited to injuries requiring surgeries, poisoning, broken bones and near-drowning.

Unsupervised access to children is defined as contact with children when the person is not being directly supervised by an authorized staff member.

**General Requirements 414-300-0030**

The Early Learning Division website and phone number must be posted where parents can see them.

Centers must post all serious valid complaint and serious non-compliance letters for 12 calendar months.

Centers shall notify all parents of any closure of the active license.

Centers must make sure that all parents view the current licensing certificate.

Programs must report any child deaths, any children left unattended, any serious injuries or incidents and any animal bites to OCC.

Written emergency plans must be given to parents.

Parents may be notified by OCC if the child care program has a valid non-compliance with an infant safe sleep rule.

**Personnel General Requirements 414-300-0070**

Programs must get confirmation from OCC that staff who are 18 years or older are enrolled or conditionally enrolled in the CBR before they can be on-site during child care hours.

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 OCC the individual is enrolled.

All caregivers and other individuals that are required to be enrolled in the CBR and are on-site must maintain current enrollment in the CBR at all times while the center license is active.

Individuals whose CBR enrollment has been revoked, denied or suspended, may not be on the premises during child care hours; or have contact with child care children.

Any visitor to the center or other adult who is not enrolled in the CBR shall not have unsupervised access to children.

The center shall have a written plan to ensure that individuals who are not enrolled or conditionally enrolled in the CBR and are on the child care premises shall not have unsupervised access to children.

The center shall maintain a log of arrival and departure times of all individuals 18 and older who are not enrolled or conditionally enrolled in the CBR and enter the home while child care children are present, excluding parents who are dropping off or picking up their children.

If additional information is needed to assess a person's ability to care for children or to have access to children, OCC may require references, an evaluation by a physician, counselor, or other qualified person, or other information.

**Director 414-300-0080**

The director must have completed OCC approved health and safety training.

If the center is certified to care for infants, the director must have completed OCC approved safe sleep training.

**Head Teacher 414-300-0090**

Head teachers must have completed OCC approved health and safety training.

If the center is certified to care for infants, the head teacher must have completed OCC approved safe sleep training.

**Teacher 414-300-0100**

Teachers must have completed OCC approved health and safety training.

If caring for infants, teachers must have completed OCC approved safe sleep training.

**Teacher Aides 414-300-0110**

Aide I’s shall have current certification in first aid and CPR within 90 days of employment. Aide I’s shall also complete recognizing and reporting child abuse and neglect training, OCC approved health and safety training and OCC approved safe sleep training (if caring for infants) within 30 days of employment.

Aide II’s shall complete recognizing and reporting child abuse and neglect training, OCC approved health and safety training and OCC approved safe sleep training (if caring for infants).

**Training 414-300-0120**

All staff, with the exception of Aide I's, who count in staff to child ratios must complete OCC approved training on recognizing and reporting child abuse and neglect, and health and safety training, prior to having unsupervised access to children and functioning in their position. Aide I's must complete the training within the first 30 days of employment.

All infant caregivers, with the exception of Aide I's, must complete OCC approved training on safe sleep, prior to having unsupervised access to children and functioning in their position.

If certified to care for infants, current infant caregivers must complete OCC approved safe sleep training by January 1, 2019.

**Meals and Snacks 414-300-0280**

Infants up to six months of age shall be held or sitting up in a caregiver’s lap for bottle feeding.

Children of any age shall not be laid down with a bottle.

**Infant and Toddler Program of Activities 414-300-0300**

Safe sleep practices must be followed when caring for infants. Practices include, but are not limited to no items shall be in the crib with the infant except for pacifiers, clothing or other items that could strangle an infant shall. Swaddling or other clothing that restricts a child’s movement is prohibited.

**Denial and Revocation of Certification 414-300-0400 and Suspension of Certification 414-300-0410**

The Office of Child Care may immediately, and without prior notice, suspend the child care certification when, in the opinion of OCC, such action is necessary to protect the children from physical or mental abuse or a substantial threat to health, safety or well-being. Such action may be taken before an investigation is completed.

A center whose certification has been suspended must immediately notify, verbally or in writing, all parents of the suspension.

A center whose certification has been suspended must post the suspension on the main entry door where it can be viewed by parents and others for the duration of the suspension.

A center whose certification has been denied or revoked must immediately notify all parents of the closure and shall post a notice of the closure where it can be viewed by parents and others. The notice shall remain posted for a minimum of 2 weeks.

A center whose certification has been denied for cause (e.g. health and safety concerns, criminal activity or child protective services involvement) or revoked shall not be eligible to reapply for 5 years after the effective date of the closure.

**414‐300‐0415 Civil Penalty**

Serious violations may result in a civil penalty not to exceed $2500 for each violation.

For a non‐serious violation, a center may be subject to a civil penalty of $800 for each violation.

Each day that a child care facility is operating in violation of any of the rules and conditions of certification is a separate violation of the rules.

An individual or entity that provides child care subject to licensing in a home or facility that is not certified with the Office of Child Care, may be subject to a civil penalty not to exceed $1,500 per day of operation of the uncertified facility.