

KIDM Visit Checklist Certified Centers

January 4, 2015

License No: _____

Date of Visit: _____

Expiration Date: _____

Licensing Specialist: _____

Phone No: _____

Facility Name: _____

Facility Address: _____

Phone No: _____ Email: _____

Owner: _____ Operator: _____

Site Director: _____ Registry Expiration Date: _____

Hours of Operation: _____ Exceptions: Yes N/A

Ages served: _____ Ratio Option: A or B _____

Capacity: _____ _____

Environmental Specialist Approval Date: _____ Fire Marshal Approval Date: _____

Employee list updated Management list submitted 2nd adult on site or plan

Room Use Changes submitted in writing Yes No Floor Plan Submitted

Changes approved: _____

Certification Changes submitted in writing Yes No

Changes approved: _____

Temporary Issued Date: _____ Annual Issued Date: _____

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In Compliance Out of Compliance Discussed Only

KIDM = Key Indicator / Differential Monitoring

OAR 414-300

Inaccessibility of Toxic and Hazardous Substances Continued

Medications

- | | | | | |
|--------------------------|--------------------------|--------------------------|--|------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All medications shall be secured in a tightly-covered container with a child-proof lock or latch | 0230(2)(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All medications shall be stored in an area not used by children | 0230(2)(b) |

Hand Washing, Diaper Changing Procedures, and Bathroom Routines

- | | | | | |
|--------------------------|--------------------------|--------------------------|--|----------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Handwashing and diaper changing procedures are posted | 0030(10)(b)(e) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff shall wash hands with soap and warm running water before and after changing a diaper, feeding a child, handling food and after assisting a child with toileting or wiping a nose | 0180(6)(b) |

Discipline

- | | | | | |
|--------------------------|--------------------------|--------------------------|--|------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Written policy on guidance and discipline of children shall be posted in the center | 0330(1) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Guidance and discipline policy shall provide positive guidance, redirection, and setting of clear-cut limits | 0330(3)(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Guidance and discipline policy shall be designed to help the child develop self-control, self-esteem, and respect for others | 0330(3)(b) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Guidance and discipline shall be fair, consistently applied, timely, and appropriate to the infraction and the age of the child. Positive statements or redirection of behaviors shall be used | 0330(5) |

Outdoor Playground Safety

- | | | | | |
|--------------------------|--------------------------|--------------------------|--|----------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The building, toys, equipment, and furniture shall be maintained in a clean and sanitary condition | 0180(4)(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Play equipment and materials are in good condition, sturdy and free of sharp points or corners, splinters, protruding nails or bolts, loose rusty parts, hazardous small parts, or paint that contains lead or other toxic materials | 0340(1)(b)&(c) |

The outside activity area shall be:

- | | | | | |
|--------------------------|--------------------------|--------------------------|---|--------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Suitably surfaced according to standards of US Consumer Product Safety Commission | 0150(3)(a) |
| | | | Surfacing type: _____ | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Free of litter, solid waste and refuse, ditches, or other conditions presenting a potential hazard and well drained | 0150(3)(b)&c |

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Emergency Procedures

- | | | | | |
|--------------------------|--------------------------|--------------------------|--|------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Obstructions including furniture and supplies are not blocking corridors, stairwells, or exits | 0160(5) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A working portable emergency light source shall be available with each group of children | 0170(2)(a) |

Center shall have a written plan for handling emergencies that must include:

- | | | | | |
|--------------------------|--------------------------|--------------------------|--|------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Center shall have a written plan for handling emergencies, including, but not limited to: fire, acute illness of a child or staff, floods, earthquakes, and evacuation of the facility | 0170(3)(a) |
|--------------------------|--------------------------|--------------------------|--|------------|

Emergency Drills

- | | | | | |
|--------------------------|--------------------------|--------------------------|--|---------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Operator shall keep a written record of dates, times, type and duration of practices of emergency procedures | 0060(1)(d)(B) and 0170(3)(c)(A) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Smoke detectors shall be tested monthly | 0160(4)(c) |

Administration of Medication

Prescription or non-prescription medication, including but not limited to pain relievers, sunscreen, cough syrup, diapering ointment, first aid ointment, nose drops shall be given only under the following conditions:

- | | | | | |
|--------------------------|--------------------------|--------------------------|---|----------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Prescription and non-prescription medication is in the original container and labeled with the child’s name, dosage, and directions for administering | 0230(1)(b)&(c) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A written record of all medications administered, listing as a minimum the name of the child, type of medication, the signature of the caregiver administering the medication, date, time, and dosage given | 0230(1)(d) |

Director and Staff Qualifications

- | | | | | |
|--------------------------|--------------------------|--------------------------|---|-------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Director is on site the minimal number of hours per capacity weekly and is directly observing staff and children | 0080(4)&(5) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Director or substitute director shall be on premises during all hours of operation | 0080(6) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Substitute director shall meet qualifications of a teacher | 0080(7)(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Substitute director shall have documentation of orientation in OAR’s and functions and duties of director | 0080(7)(d) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A head teacher shall meet qualification requirements of one of the options in table 1 of this rule | 0090(3) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A teacher designated for each group of children shall meet qualification requirements of one of the options in table 2 of this rule | 0100(1)&(2) |

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Staff Training

_____	_____	_____	Within the first 90 days, all staff who function as teacher and count in staff /child ratios shall complete recognizing and reporting child abuse training	0120(3)
_____	_____	_____	Key people in food preparation must have food handler certification within 30 days of employment	0120(4)

Infant and Toddler Care

_____	_____	_____	Diaper changing table shall be sanitized immediately after each use	0180(5)(a)(B)
_____	_____	_____	Toilet training seat inserts shall be sanitized immediately after each use	0180(5)(a)(E)
_____	_____	_____	Infant’s and children’s hands shall be washed after diaper changing	0180(6)(c)

There shall be:

_____	_____	_____	At least one flush toilet in or adjacent to each older toddler area	0190(a)
_____	_____	_____	One toilet with training seat, or child-size toilet, for every ten older toddlers. Potty chairs are prohibited	0190(b)
_____	_____	_____	At least one diaper changing table in or adjacent to each activity and sleeping room. Each table shall have a surface that is non-absorbent and easily cleaned. Diaper changing policy posted above each table	0190(c)
_____	_____	_____	A hand washing sink in each diaper changing area	0190(d)

Other

_____	_____	_____	All food and drink served by the center shall be selected, stored, prepared, and served in a sanitary manner	0250(1)
_____	_____	_____	The first aid supplies shall include Band-Aids, adhesive tape, sterile gauze pads, soap or sealed antiseptic towelettes or solution to be used as a wound cleaning agent, scissors, disposable plastic gloves for handling blood spills, chlorine bleach for sanitizing after a blood spill, and a sanitary temperature-taking device;	0220(2)(b)(A)
_____	_____	_____	Refrigerated storage space at 41° F or less shall be used to store lunches that contain potentially hazardous food that children bring from home	0250(3)(a)(B)
_____	_____	_____	The operator shall display information on how to report a complaint to OCC regarding certification requirements near the entrance, or in some other area of the center, where they may be viewed by parent(s) of children in care	0030(1)(f)
_____	_____	_____	Storage space shall be available for each child’s clothing and personal possessions	0140(4)

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ITEMS TO BE DISCUSSED WITH SITE COORDINATOR AND/OR DIRECTOR

- Reporting suspected child abuse or neglect immediately, as required by the Child Abuse Reporting Law. This requirement applies 24 hours per day 0030(5)
- The center shall comply with the Health Division’s rules relating to the immunization of children. (OAR 333-050-0010 through 0140) 0030(9)(a)
- 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)
- Prior to any new staff, including the director, or individual being on-site at the center during child care hours, the staff/individual shall be enrolled in the Central Background Registry 0070(6)
- The substitute director requirements are met 0080(7)
- The possession and/or storage of firearms and ammunition are prohibited 0170(1)(k)
- Staff and children shall wash hands with soap and warm running water after using the toilet or wiping the nose and before and after eating 0180(6)(e)
- In the event of an illness or injury which requires immediate medical care, the director or the substitute director is responsible for securing such care and notifying the parents 0220(3)(b)
- Reptiles (e.g. lizards, turtles, snakes, iguanas) frogs, monkeys, hook-beaked birds, baby chicks, ferrets, and potentially aggressive animals are prohibited 0240(2)
- Rules for on premises and off premises swimming have been reviewed 0380

Parents cannot give facility operators permission to waive any rules required by the Office of Child Care on behalf of their children.

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

Signature of Director

Date

Signature of Provider

Date

