



Classroom Licensing Information and Requirements

Head Start Performance Standards

Oregon Department of Early Learning and Care

§ 1302.47 (a) (b)

OAR 414-350-0080, OAR 414-350-0120, OAR 414-350-0160

Policy

Head Start Classroom

All Head Start (HS) classrooms will have: a Family Board, a Licensing Binder, a file cabinet that contains child and employee files, and a computer with access to ChildPlus. These components will serve as Head Start's fulfillment of the various DELC licensing regulations, fire safety, and sanitation requirements to operate a licensed childcare facility.

Prior to the Start of the School Year

Head Start Enrollment staff will organize the initial creation of child files for the classroom and in ChildPlus. The Compliance Supervisor will create the Licensing Binder required for each site as well as the Licensing File for each new employee. Upon HS orientation this file will be sent to the employee to store and maintain at their new site.

During the School Year

Program Area Supervisors (PAS), Supervising Teachers and their staff will maintain regular monitoring of the records contained on the Family Board, in the Licensing Binder, and child and employee files along with other relevant information stored within ChildPlus. Please reference the **Five-Minute Checklist for Active Supervision** and **Classroom Licensing & Safety Checklist** for additional information.

Staff Changes

During the year, staff changes may occur. These changes will be coordinated through the Human Resources department, the Head Start Director, Program Managers, applicable PAS, Compliance Supervisor, and the Professional Development Supervisor. The Professional Development Supervisor will update staffing information in ChildPlus, and the Compliance Supervisor will communicate the changes to the appropriate licensing agent. The PAS and/or Lead Teacher will communicate changes to applicable site staff and parents.

Compliance Monitoring

The Compliance Supervisor will conduct site visits at each classroom 1-2 times throughout the school year. These visits will be coordinated with the help of the PAS. During the site visit the Compliance Supervisor will be reviewing and inspecting the current guidelines for licensing renewals and safety that relate to the identified requirements on the **Classroom Compliance Checklist**.

During the site visits the Compliance Supervisor will inform the PAS and site staff of any potential non-compliance issues. Potential non-compliance issues must be resolved before the DELC conducts their annual state licensing inspection. It should be noted that all licensed childcare programs receive a combination of announced and unannounced visits from DELC. If compliance concerns exist during an

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annual visit from DELC, the program will receive additional unannounced monitoring as well as corrective actions.

The Compliance Supervisor will also conduct an annual pre-fire and sanitation inspection at each classroom. In addition, there can be additional inspections 1-2 times throughout the year. These visits will be coordinated with the help of the PAS. During the pre-fire and sanitation inspection the Compliance Supervisor will be reviewing and inspecting the site for items found on the **Pre-Fire Inspection Guideline** and the **Sample Sanitation Inspection** form.

During the pre-fire and sanitation inspection the Compliance Supervisor will inform the PAS and site staff of any potential non-compliance issues. These potential non-compliance issues must be resolved before the final fire and sanitation inspection occurs. If compliance concerns are found, the Compliance Supervisor will conduct additional unannounced monitoring visits to follow up on any corrective action plans noted.

Annual State Licensing, Fire and Sanitations Inspections

At various times throughout the year, several inspections will take place at each Head Start classroom by the local fire department and Health and Human Services Department of Washington County. The exact date of the inspection will be coordinated between the Compliance Supervisor and the agency's inspector. The dates will then be communicated to the PAS and site staff. It should be noted that all licensed childcare programs receive a combination of announced and unannounced visits from DELC. All three inspections must be conducted annually before a license is renewed.

Posting Valid Complaints and Noncompliance Letters

Effective July 1st, 2018, all certified childcare centers must post all serious valid complaints and serious non-compliance letters for 12 calendar months. The purpose of DELC's complaint policy and procedures is to balance the needs of children for safe, healthy, and appropriate care, the needs of parents for accurate information to make informed choices, and the needs of childcare facilities for fairness and protection of their reputations and businesses.

DELC will respond to complaints of a regulatory or statutory nature. All complaints regarding child abuse or neglect are immediately reported to the Department of Human Services (DHS) Child Welfare division and if appropriate, law enforcement. DELC will assist the above agencies in investigating these complaints, if requested by the individual or entity that submitted the complaint.

Defining a Complaint

A complaint is a formal statement, written or verbal, alleging a person or facility providing childcare violated a state law or administrative rule. A complaint is further defined in administrative rule and alleges as one or more of the following:

- Children are in imminent danger.
- There are more children in care than allowed by law.
- Corporal punishment is being used.
- Children are not being supervised.
- Multiple or serious fire, health, or safety hazards exist in the facility.
- There are extremely unsanitary conditions in the facility.
- Adults are in the facility who are not enrolled in the DELC's Central Background Registry.

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Complaint Assessments

An on-site assessment will be conducted by DELC staff when a complaint is received. On-site visits will be made on an unannounced basis. As the result of the on-site visit and complaint assessment, allegation(s) will be found:

- Valid Finding: There is evidence that the non-compliance occurred.
- Invalid Finding: There is evidence that the non-compliance did not occur.
- Unable to Substantiate: There is conflicting evidence, or evidence is not available on whether the non-compliance occurred.

If, during the on-site visit DELC staff observe non-compliance that is not alleged in the original complaint, the non-compliance will be treated as a new and observed non-compliance. Following the on-site visit, DELC staff will prepare and mail to the childcare facility a summary report of the findings, conclusions, and if appropriate, the actions required of the facility to come into compliance. A follow-up visit may occur to confirm compliance. In some cases, a fine may be imposed on a licensed childcare facility, or a facility that is providing illegal care.

Declaration of License Viewing and Emergency Preparedness Plan

Effective July 1st, 2018, a certified childcare center shall immediately notify all parents of any closure of the active license. Additionally, on August 31st, 2018, all childcare facilities must have parent(s) or guardian(s) of each child enrolled in the center, sign a declaration provided by the DELC verifying they have reviewed a copy of the current license certificate. The declaration shall be updated any time the information on the license certificate has changed. The signed declaration will be kept in the site Licensing Binder for two years.

Also, parents will be provided with a copy of the program's condensed Emergency Preparedness Plan during the Orientation. Parents will sign a declaration of receipt of the plan.

End of the Year

Head Start maintains several documents which advise all applicable staff on the procedures for closing a classroom. The **End of the Year Classroom Instructions** explains what to do with each of the following documents: The **Disabilities and Mental Health Inventory Checklist**, **Classroom Inventory Checklist**, **End of the Year Food Service Supply Inventory**, and the **Family Services Closing Entry Checklist**. PAS and site staff will meet to review the End of the Year documents. It should be noted that the State Licensing guidelines require all records to be kept for two years. As the rooms are closed, please send the items from the Family Board, the Licensing Binder, and Employee Licensing Files to the Compliance Supervisor. Child sign-in/out forms and staff sign-in/out forms need to be kept in a secure location in the classroom for the current school year; then sent to the Compliance Supervisor at the end of the school year.

Classroom Licensing Requirements

Family Board:

Each Head Start Classroom must have a Family bulletin Board, which may be viewed by parents of children in care and easily accessible for staff or for the licensor. Each Family Board must contain:

- Most current Certificate of Approval issued by DELC.
- Name of the director and/or the substitute director.
- Phone number and address of program location.

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- Notice of planned field trips away from the immediate neighborhood, showing the date and place of each excursion, the procedures for field trips.
- The current week's menu for all meals and snacks if meals are provided by the center. Any substitution shall be recorded on the menu.
- Notice that the items identified in section (2) of this rule are available for review on request, including: most recent DELC, sanitation, and fire safety inspection reports.
- Notice that custodial parents have access to the center during the hours of operation and without advance notice.
- Notice of center closures (vacation days, holidays, etc.).
- Classroom daily schedule.
- Reporting communicable diseases as specified in OAR 333-019-0000.
- Guidance policy.
- Emergency plan, as specified in OAR 414-300-0170(3).
- Closest hospital
- 2nd Evacuation Site.
- Written Evacuation Route next to Site Evacuation Map.
- Fire Drill/Emergency Drill log.
- Most recent lead testing results letter from DELC.
- Plan for reuniting families in the event of an emergency at Parent Site Meetings/After Hour Events.
- Any serious valid complaint and/or serious non-compliance letters for the last 12 calendar months.
- Information on how to report a complaint to DELC regarding certification requirements as well as the Oregon Department of Early learning and care website: www.oregonearlylearning.com and phone number (1-800-556-6616). This includes a statement advising parents that they can access information about their childcare provider on the childcare safety portal (<https://www.oregon.gov/delc/families/pages/child-care-safety.aspx>).

Licensing Binder:

Each Head Start Classroom must have a Licensing Binder, located where they may be viewed by parent(s) of children in care and easily accessible for staff or for the licensor. Each Licensing Binder must contain:

- A copy of Child Care Division Rules OAR 414-300-0000 through 414-300-0415
- Rules for the Certification of Child Care Centers
- Certificate of Approval
- E-Occupancy, Zoning, Floor Plan, and Drinking Water Lead Results
- The most recent OCC, sanitation, and fire inspection reports
- Classroom Daily Schedule(s)
- Site Exceptions
- Previous Year's Emergency Drill Record
- Applicable Policies and Procedures such as:
 - Active Supervision
 - Releasing Children from Head Start Classes and Buses
 - Safety Policies and Procedures
 - Sanitation
 - Handwashing
 - Diapering and Toileting
 - Laundry Protocol
 - Resting
 - Animals in Classrooms
 - Medication Administration
 - Walking Field Trips and Special Activities

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- Family Style Meal Service
- Baby Bottle Preparation and Sanitation
- Food Safety and Sanitation
- Infant and Toddler Feeding
- Food Allergies and Substitutions

Employee File:

- Each Head Start employee having contact with children must have an employee licensing file. For those working outside of classrooms or for those that move from site-to-site, the file needs to travel with the employee. For those working in a classroom, the file must be on-site, where it may be viewed by parents of children in care and easily accessible for staff or for the licensor.
- Staff are required to renew certifications and qualifications on time for all job positions. Any violation of these standards of conduct may result in disciplinary action, up to and including termination in accordance with Community Action Personnel Policies. Each Employee File must contain current:
 - Name, address, phone of staff
 - Most recent Employee Code of Conduct
 - Most recent Employee Orientation
 - Document of education/experience (Professional Dev. Statement)
 - Step Certificate (when available)
 - Central Background Registry linked to current location(s)
 - Job Description
 - CPR/First Aid Certificate
 - Food Handlers Certificate
 - Reporting Child Abuse and Neglect (RRCAN) certificate
 - Prevention is Better Than Treatment (PBTT) certificate
 - Introduction to Child Care Health and Safety (ICCHS) certificate
 - Safe Sleep for Oregon's Infants (requirement for all staff) certificate
 - Foundations for Learning certificate
 - Driver License Number for bus drivers (only on file at HMSC)
 - Driving Record of Bus drivers (only on file at HMSC)

Filing Cabinets:

Each Head Start Classroom must have a filing cabinet, which may be viewed by parents of children in care and easily accessible for staff or the licensor. Each filing cabinet must contain:

- Date/time of arrival/departure for staff sign in or out of classroom.
- Date/time of arrival/departure for children.
- Current day's attendance record.
- Parent Site Meeting attendance records for children.
- Parent Site Meeting arrival/departure for staff.

Note: keep all records, in paper format, on-site, for one year, and staff and children's records for one year after termination of employment or care, on-site. At the end of the program year, send records to Compliance Supervisor for storage up to 2 years.