Oregon Department of
Early Learning and Care

Family Child Care Community Workgroup

June 25, 2024

Welcome to the Workgroup!

We are glad you are here. While we are waiting to begin, please add your name and role in this Workgroup in the chat.
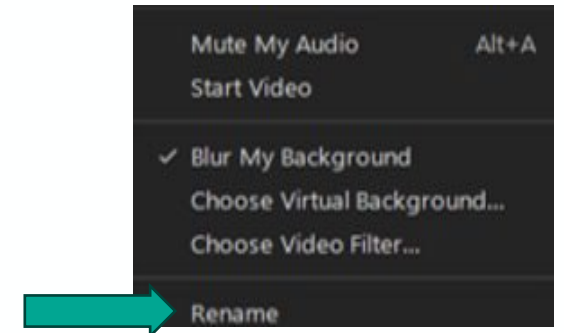
Rename your participant icon with your first and last name. You can do that one of two ways:

1. Click on the participants icon on the bottom of your screen.
   - At the top right, your participant name will appear.
   - Hover over your name and click on the 3 dots to the right and click rename.
2. Right mouse click on the screen to get a short menu. Choose rename.
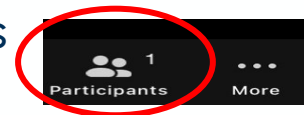
Accessing Zoom from a phone App:

Rename your participant icon with your first and last name.

1. On the Zoom in-meeting controls, tap Participants
2. Tap your name, then tap rename
3. Other controls:
   - *6 Mute/Unmute
   - *9 Raise/Lower hands

Workgroup Introductions

We want you all to know who is involved with this Workgroup!

Please raise your hand using the "raise hand function" and when your name is called, unmute your microphone and provide the following:

- Name
- Location from where you are "Zooming"
- What is your connection to family child care (i.e. registered home provider certified home provider, partner agency)

Note: You do not have to be on camera.

Meeting Agenda

1. Welcome / Introductions: (15 minutes)
2. Review of meeting agenda: (5 minutes)
3. Review Group Norms: (5 minutes)
4. Engagement & Rulemaking Process (5 minutes)
5. Scope/Format of Workgroup: (5 minutes)
6. Workgroup Guiding Questions (5 minutes)
7. Rule Making Guiding Principles and Engagement Activities (10 minutes)
8. Rule Revision Timeline/Engagement Milestones (10 minutes)
9. Discussion Topics: (20 minutes)
   - Group Size (CF Specific)
10. Break (5 minutes)
11. Discussion Topics (30 minutes)
    - Record Keeping
    - Notifications
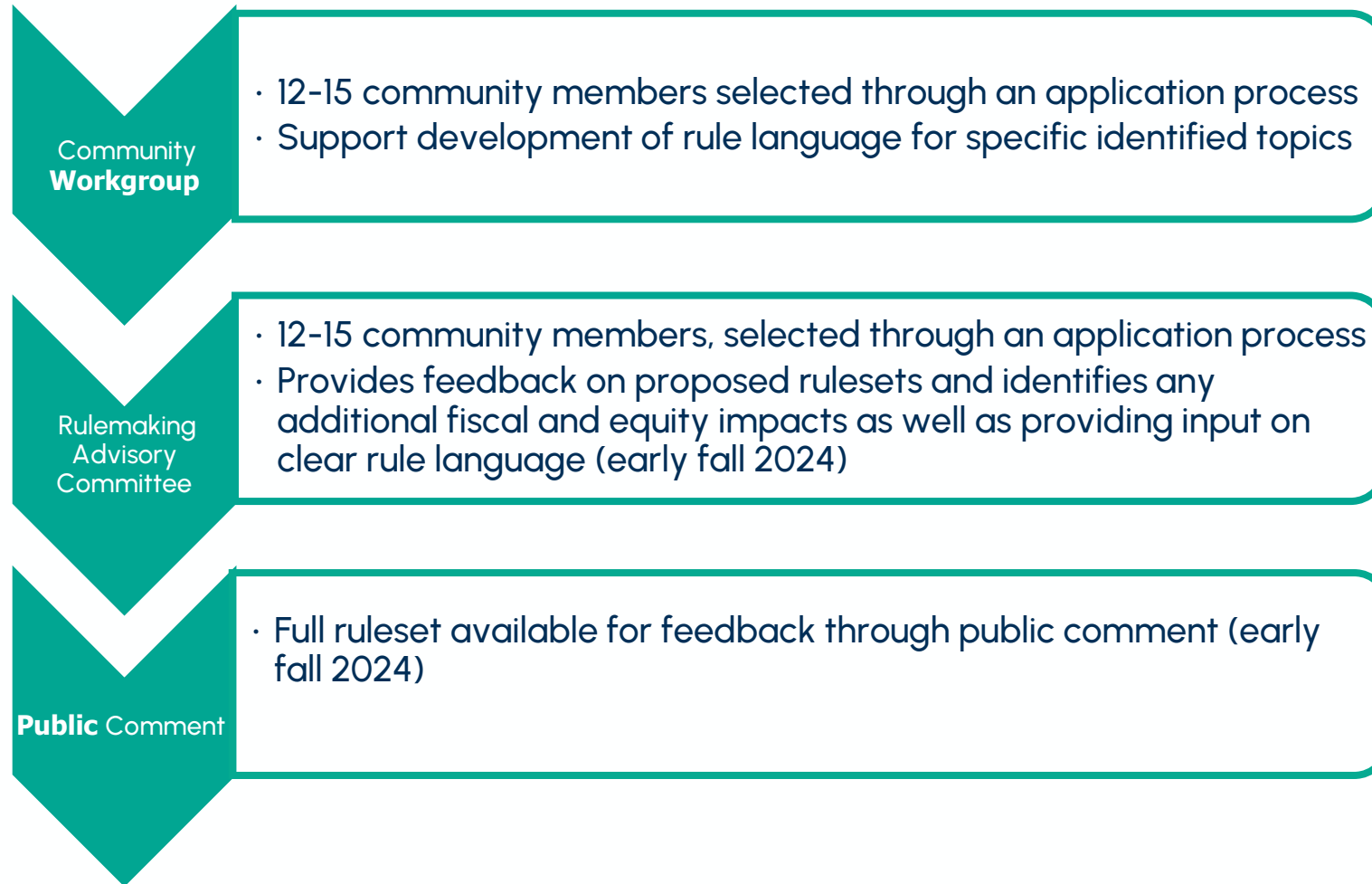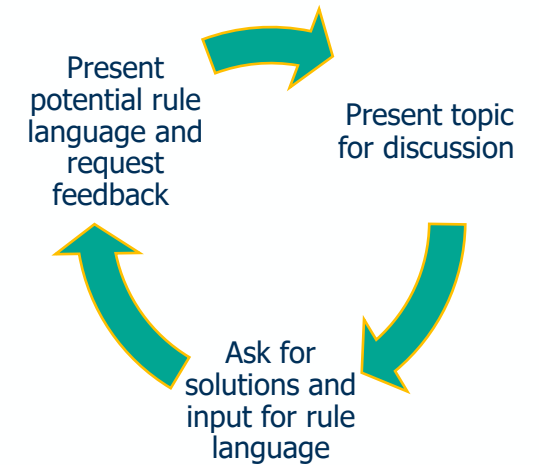12. Closing and next steps (5 minutes)

Group Norms

- Allow opportunities for all voices to be heard
    - *Take space, make space*
- Remain focused on the scope of the workgroup
- Be open for respectful discussion
    - *Have an open mind and ask clarifying questions to confirm understanding*
- Encourage and honor individual perspectives and truths
    - *All experiences are valuable and contribute to our shared understanding*
- Use the "raise hand" function or chat for comments
- Practice active listening
    - *Listen to understand and give time to reflect before responding*
- Seek commonality
    - *We may disagree-which is okay-but will be guided by our shared commitment*

Engagement & Rulemaking Process

Community Workgroup
- 12-15 community members selected through an application process
- Support development of rule language for specific identified topics

Rulemaking Advisory Committee
- 12-15 community members, selected through an application process
- Provides feedback on proposed rulesets and identifies any additional fiscal and equity impacts as well as providing input on clear rule language (early fall 2024)

Public Comment
- Full ruleset available for feedback through public comment (early fall 2024)

Cycle of Feedback

- Present topic for discussion
- Ask for solutions and input for rule language
- Present potential rule language and request feedback

Workgroup Scope and Format

- ❑ What is a Community Workgroup?

- ❑ Workgroup topics will be sent out prior to each meeting to help participants prepare for the discussion

- ❑ Workgroup members will provide feedback on where changes can be made.

- ❑ CCLD will review the feedback to the proposed language

- ❑ CCLD will make changes based on previous meeting feedback

- ❑ CCLD will review those changes at the following meeting

If other topics arise

Workgroup Guiding Questions

When reviewing the Workgroup discussion topics, some guiding questions and thoughts to consider:

❑ How would this requirement look in a family child care environment

❑ What resources may be needed to implement the requirement?

❑ What recommendations do you have to alter the proposed requirement?

Family Child Care (RF/CF) Rule Revision Workgroup

Rulemaking Guiding Principles

Examine and remove barriers to align with feedback from the field

Plain language approach

Align with best practice, when possible

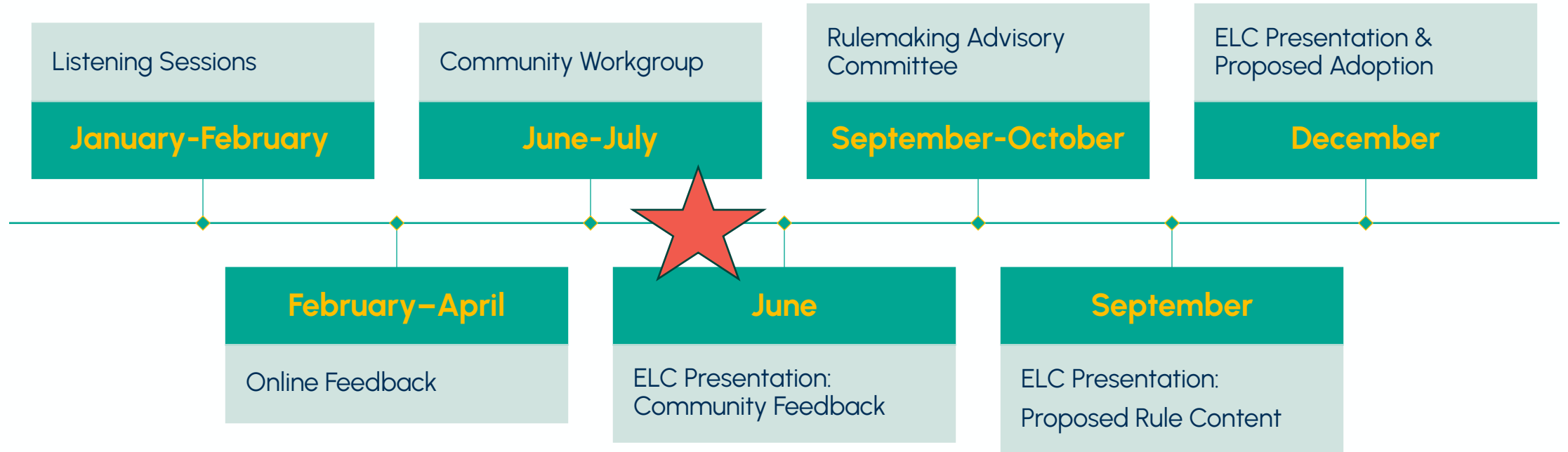Clarify existing practice

Organize in a logical manner

Create consistency across license types

Engagement Activities

- ✓ Listening Sessions
- ✓ Online Feedback Form
- ❑ Community Workgroup
- ❑ Rulemaking Advisory Committee (This fall)

FCC Rule Revision Timeline Engagement Milestones

Listening Sessions
January-February

February–April
Online Feedback

Community Workgroup
June-July

June
ELC Presentation: Community Feedback

Rulemaking Advisory Committee
September-October

September
ELC Presentation: Proposed Rule Content

ELC Presentation & Proposed Adoption
December

Proposed effective date of July 1, 2025

Discussion Topics

Group Size (CF Specific)

What We Heard From the Listening Sessions
Group Size Requirements for Certified Homes: - Suggestion to remove this requirement of the separation of groups - Groups of children should be fluid in a home - This requirement doesn't make sense in a home environment

Current Rule	Proposed Changes
(4) The number of caregivers is determined by the age and number of the youngest child(ren) in the group. If the provider is certified to care for more than 12 children and plans to care for more than 8 infants and/or toddlers, the provider must develop a plan showing how infants and toddlers will be limited to a group size of not more than eight. Currently have 3 separate ratio tables depending on ages of children in each "group".	• Remove the group size requirement; add requirement that non-mobile infants have some separation from mobile children (though in the same group) • Remove the multi-page ratio tables and replace with one ratio table that reflects one mixed-age group and staffing requirements.

Five Minute Break

Documentation and Record Keeping

What We Heard From the Listening Sessions
• Documenting application of sunscreen and diaper cream is a burden • Declaration of Viewing requirement should be removed. • Enrollment shouldn't require doctor and dentist information • Attendance records are not necessary, nor reliable

Documentation of Sunscreen (Current Rule)	Proposed Changes
(9) No prescription or non-prescription medication, including, but not limited to, pain relievers, **sunscreen,** cough syrup, diapering and first aid ointments or nose drops, shall be given to a child except under the following conditions: (d) 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, shall be kept	• The application of nonmedical items, including sunscreen does not need to be documented • Allow for 12 month parent authorization for use of nonmedical items, like sunscreen, as well as chronic medical conditions–like the use of an inhaler for asthma

Documentation and Record Keeping Declaration of Viewing

Declaration of Viewing (Current Rule)	Proposed Changes
…must have parent(s) or guardian(s) of each child enrolled in the registered family child care home, sign a declaration form approved by the Child Care Licensing Division verifying they have reviewed a copy of the current license certificate. The declaration shall be updated any time there has been an exception or condition added to the license.	• Verification that parents have seen the license at enrollment (can be included on enrollment paperwork) • Notify parents in writing (could be text message, a posting, etc.) when exception or conditions are added or removed. Would not require another signature.

Enrollment Information & Attendance Records

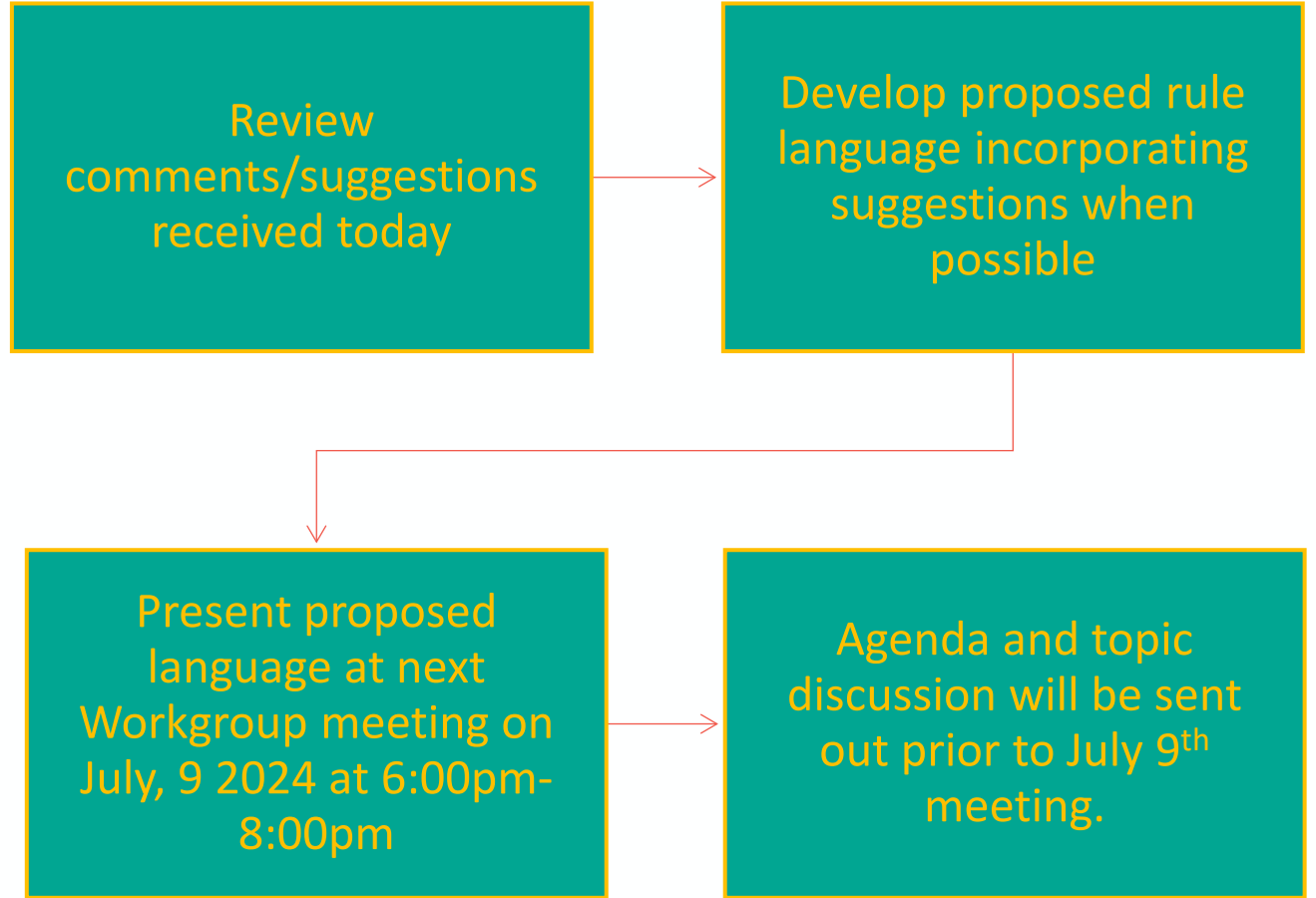| Current Rule	Proposed Changes
Name and telephone number of child's medical provider(s) and **dentist**	• Remove dentist requirement • Adding "or emergency care facility" if applicable, to the child's medical provider requirement.

Daily attendance record for each child, including dates each child attended and arrival and departure times each day.	• Clarify which caregivers and children need to be reflected on the attendance record
	   • RF: Substitute providers, child care children
	   • CF: Provider, caregivers, and child care children
	
	• Placing in rule that enrollment and attendance records can be in electronic or paper formats

Notifications

Notifying Parents (or emergency contact) Immediately:	Notifying Parents Upon Pick-up:
Examples: - Was administered medication not in accordance with directions; - Sustains an injury that may need evaluation by a physician or any impact to a child's head; - Is bitten by an animal, when the skin is broken or when an evaluation by a physician may be needed; - Has been fed human milk or formula intended for another child	Examples: - Any medication administered to their child - Known injuries such as cuts, scratches, and bites from other children requiring first aid treatment; - An animal bite to a child, when the skin is not broken; - Implemented emergency plans and procedures, except for drills;

Notifications Continued

Notifying CCLD by 5:00 pm the Next Business Day*	Notifying CCLD:
Examples: ▪ Any damage to the building that affects the provider's ability to comply with the rules; ▪ Any serious injury or incident involving a child ▪ A child who took or received another person's medication ▪ Other dangers or incidents requiring emergency response such as a fire or temporarily relocating children	Examples: ▪ An anticipated home change or alteration that impacts the amount of usable square footage or compliance with the requirements

We will be adding in a definition of business day. Currently in center rules it reads "**Business Day**" means Monday through Friday, but does not include any holiday as defined by ORS 187.010 and ORS 189.020, or any day that the central office of CCLD is closed. This will help clarify the requirement.

Next Steps

Review comments/suggestions received today

Develop proposed rule language incorporating suggestions when possible

Present proposed language at next Workgroup meeting on July, 9 2024 at 6:00pm-8:00pm

Agenda and topic discussion will be sent out prior to July 9th meeting.

Contact Information:
Carol Petersen
carol.a.petersen@delc.oregon.gov

Next Meeting:
Tuesday July 9, 2024
6:00 pm-8:00 pm

Thank You