

Summary of CF Rule Revisions and Changes



What you need to know before July 2025

This is a summary of key changes to the certified family child care rules that will become effective on 7-1-2025. It is a tool to introduce the new rules but does not include all the changes.

Note: Support documents that will be available are shown in green and will be available to download from the DELC website at: <https://www.oregon.gov/delc/resources/pages/default.aspx> in spring 2025. These support documents are not required but may help your child care program be in compliance with the new rule set.

Definitions (414-360-0100)

- Replaces references to "child proof lock" with "inaccessible to children." Provides multiple options for programs to safely store hazards/materials.
- New definitions have been added such as: child with specific needs, business day, physical restraint, premises, supervision, technical assistance and more.

Application Process (414-360-0130)

NO Key Updates

Exceptions to Rules (414-360-0160)

NO Key Updates

Policies (414-360-0200)

CF Policy List (PTA-0930)

- Declaration of viewing is no longer required
- Staff, volunteers and parents must receive copies of policies and be notified of any policy changes.

Emergency Preparedness and Response (414-360-0210)

Family Child Care Written Evacuation Plan (PR-0190)

Family Child Care Emergency Drill Record (CCLD-0489)

- Must review the written plan and all emergency procedures at least once per licensing period and update the procedures as needed. Must review with caregivers each year.
- Facility must identify a hospital, clinic, etc. for emergency medical care.
- Designated safe areas and alternate shelters must be a minimum of 50 feet from the building being evacuated.
- New rule about weather conditions, temperatures, and air quality.

Children's Records (414-360-0220)

Child Enrollment Form (PR-0185)

Infant and Toddler Additional Enrollment Form (PR-0184)

School-age Child Enrollment Form (PR-0596)

- Children's records can be stored in paper or electronic formats.
- Child's dentist information has been removed from required enrollment information.
- Verification that parents received a copy of the programs policies.
- Must have the parent or guardian review, update, and sign or initial the enrollment form at least annually.

Immunizations (414-360-0225)

- If a child is enrolled in a public or private elementary school, immunizations are not required to be documented by the child care facility.
- A child care home may provide care for children who are in foster care or experiencing homelessness while parents/guardians are taking necessary actions to comply with immunization requirements of the program.

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Parental Permissions (414-360-0230)

Parent Permission Forms (PR-0607)

- A child care home must have the following current permissions from parent(s) when applicable:
 - Prior to a high-risk activity, such as: swimming or mountain biking
 - Prior to using photographs or recordings of a child publicly (e.g., social media, advertisements).
- If a family is experiencing homelessness, the child care home must make efforts to follow 414-360-0230 (1-5). If a child care home is unable to acquire written parental permissions, permissions may be received verbally, when documented by the certified child care home, or electronically, such as through a text message or e-mail.

Arrival and Departure (414-360-0235)

NO Key Updates

Caregiver Records (414-360-0240)

Substitute Provider Items to Review (PR-0411)

A certified child care home must maintain current personnel records for each staff, in paper or electronic format, which include:

- Dates of first and last days on the job,
- Emergency contact information,
- The CBR confirmation letter sent from CCLD to a certified child care home. If the provider does not yet have a CBR confirmation letter for staff, a certified child care home must have written documentation that the provider has verified with CCLD that the staff is enrolled in the CBR and linked to the CF home. Documentation must include the date, time, and name of the CCLD staff member the certified child care home spoke with.
- A statement signed and dated by the caregiver showing they have access to the provider's policies and the rules for Certified Family Child Care Homes.

Program Records (414-360-0250)

Weekly Attendance Log (PR-0734)

- A certified family home must maintain the current day's attendance record in paper or electronic format. All caregivers must have access to the attendance records to determine which children are in care during their work shift, changes in caregivers, and emergency evacuations.
- Daily caregiver attendance records must include the caregiver's name and times recorded as each caregivers arrive and depart so the record shows the caregivers in attendance at any given time.

Record Retention and Access (414-360-0255)

- Menus must be kept for 3 weeks.
- A provider may store records off site that are older than one (1) year but they must be made available to CCLD within 48 hours, upon request. A provider must make all other records required by these rules available to CCLD at all times.
- A provider must have at least one caregiver on site who can access any records that are stored in paper or electronic formats.
- Electronic records, including but not limited to Children's Records, Caregiver Records and current day's attendance record, must be portable for use during an emergency evacuation.

Item Available to View (414-360-0260)

Posted and Available Document List for CF (PTA-0530)

Notifications (414-360-0270)

Family Child Care Required Notifications (PTA-0932) (this document has numerous changes)

- Serious injuries and incidents must now be reported to CCLD by 5pm of the next business day.
- List of injuries/incidents that must be reported to the child's parent(s) immediately and documented.
- Any injury requiring first aid or requiring observation must be reported to the child's parent(s) upon child pick up that day.

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General Caregiver Requirements (414-210-0300)

NO Key Updates

Central Background Registry Enrollment (414-360-0310)

Allowances for other individuals living on the premises and CBR enrollment (such as ADU units) when the individual does not have access to the child care space or children.

Duties and Qualifications of the Provider (414-360-0320)

CF Provider Qualifications with an International Degree or Experience (PR-0651)

Substitute Provider Items to Review (PR-0411)

- Provider qualifications are now a Step 6 in ORO, 20 semester credits in early childhood education or child development or 1500 hours of experience
- There is no longer a 60-hours of experience requirement in order to sub for the provider. Substitute providers must meet Assistant II qualifications.
- Substitute provider must have on file documentation of a review of specific items.
- Child Care Substitutes of Oregon (CCSO) subs may work as the provider, assistant II or assistant I without prior experience in the program. An orientation must be complete prior to working as a sub.

Duties and Qualifications of Assistants (414-360-0340)

- Allows an Assistant I to be 14 years old and defines supervision of assistant I based on age (due to CBR enrollment).
- Assistant I's may move to Assistant II when all training requirements are complete and 18 years old.
- No longer need 60 hours of experience to be an Assistant II.

Volunteers (414-360-0360)

No Key Updates

Orientation and Initial Training (414-360-0370)

Orientation Checklist and Certificate (PR-0202)

- Foundations for Learning (FFL) training must be completed before unsupervised access to children.

Annual Training (414-360-0380)

- CF substitute providers and substitute assistant II's must complete annual training hours if they work 240 hours or more during the licensing period.

Training Criteria (414-360-0385)

Guide to In-House Trainings for Child Care Staff (PTA-0481)

- All staff must have an active account with ORO.
- Training must be approved by ORO.

Children in Care and Caregiver to Child Ratio (414-360-0400)

CF Ratio Chart (PTA-0055)

- One ratio table
- No group size requirement
- Written plan needed if crawling infants are in care with older children
- No exception needed for provider's own infant if in care under 6 weeks old.

Supervision of Children (414-360-0500)

- When children under 36 months of age are outside there must be a caregiver outside.
- When more than one caregiver is required to meet caregiver-to-child ratios, one caregiver may undertake other activities that directly support the care and education of the children for a temporary time period. Such activities include but are not limited to: cleaning up after an activity, preparing items for a new activity, or cooking meals. This caregiver must be within sight or sound of children, be available and able to respond if needed, but does not have to provide their full attention to children.

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- A provider must ensure sufficient light in any room where children are napping or resting so that caregivers can clearly see each child's face from any point in the room.
- Background noise (e.g. music, sound machine, white noise machine) must not be so loud as to prevent a caregiver from being able to respond to the needs of the children.
- When caregivers are in a separate room from children, doors shall be kept open wide enough so that caregivers can easily step into the room to do frequent audio and visual checks of the children.
- Children may not be on a floor level of the home unless a caregiver is on the same floor.

Creating a Healthy Climate for Child Development (414-360-0510)

Bias Awareness and Culturally Responsive Child Care (PTA-0585)

- When communicating or interacting with children, a provider must ensure caregivers maintain an environment for healthy, culturally responsive child development. Examples of this may include: giving encouragement and positive feedback, modeling active listening and respectful communication, speaking to children at their eye level, giving kind greetings and goodbyes, validating feelings and ideas, using a calm and encouraging tone of voice, and being curious about the individuality of every child and family.
- A provider must ensure that caregivers encourage positive interactions between children. Examples of this may include: modeling social skills and empathy, helping children understand the feelings of others, providing support to children who find it difficult to make friends, and encouraging play between children of all abilities and backgrounds.
- When lifting or moving a child, caregivers must do so in a manner that provides safety and comfort for the child.

Program Schedule & Activities (414-360-0520)

- Screentime: Up to 2 hours a day has changed to no more than 5 hours a week for preschool age and younger, and 10 hours a week for school-age children.
- A certified child care home must ensure daily outdoor play for each child regardless of age, provided weather and environmental conditions do not pose a health or safety risk.

General Requirements for the Care of Infants and Toddlers (414-360-0600)

- Added to daily parent communication: general mood and activities of infants and toddlers.
- Infants and younger toddler are given opportunities to interact and be near one another.
- A certified child care home must limit the use of equipment that restricts an infant's movement.
 - Restrictive infant equipment, including, but not limited to, bouncers, exersaucers, swings, infant seats, high and low chairs or structured infant carriers may be used for no more than 30 minutes in any 2-hour period.
 - Children who are actively engaged in eating, stroller walks, or car rides can exceed the time limit.

Feeding Infants and Toddlers (414-360-0610)

- Added specific requirements regarding the storage, preparation, and serving of human milk and/or formula as well as the introduction of solid foods.
- Juice, of any kind, may not be served to infants.
- When bottle feeding, infant formula or human milk may not be mixed with cereal, fruit juice, or other foods without a medical practitioner's written permission.
- Infants, under 6 months of age, may not be given water to drink without written approval by a medical professional.

Furniture and Equipment for Infants and Toddlers (414-360-0620)

Rule Guidance: Cribs and Playpens in Family Child Care (PTA-0739)

- A provider must provide an individual crib, portable crib, or play yard for each infant.
- Each crib, portable crib, or play yard must:
 - Comply with Consumer Product Safety Commission(CPSC) standards for use by infants and have documentation from the manufacturer or retailer stating that either the crib was manufactured after June 28, 2011, or the play yard was manufactured after February 28, 2013; (B) Have a firm, flat, non-inclined sleep surface;

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- Have a clean, firm, tight-fitting mattress. The mattress must be designed to fit the specific equipment used, **with no gap between the mattress and sides of the product**, be covered in a durable, washable, waterproof, form-fitting material; be firm enough that it maintains its shape and does not indent or conform to the shape of the infant's head; and be covered in a tight-fitting sheet that remains tightly-fitted with normal use and does not have any slack or bunching.
- Bassinets are prohibited.
- Stacking, wall, or modular cribs are prohibited.
- Sheets must be changed when soiled, before use by another child, and at a minimum of once a week.
- Crib bumper pads must not be on the premises of a certified family child care home.
- To support traditional indigenous practices, a provider may allow cradleboards or other traditional indigenous sleep equipment to be used as a sleep surface for infants. Caregivers must be careful to not over-bundle or overheat an infant while using the equipment.
- If a provider uses high chairs, the chairs must comply with current Consumer Product Safety Commission (CPSC) standards and have: A broad base to prevent tipping, a latch to keep a child from raising the tray; and T-shaped straps or a guard to prevent a child from becoming entrapped or sliding out.
- If a provider uses clip-on chairs, the chairs must have straps to prevent a child from sliding out.
- A provider must provide a variety and adequate supply of developmentally appropriate materials that are stimulating to a child's senses and that are: clean and washable or disposable, not a choking hazard including toys and removable parts with a diameter less than 1-¼ inches, plastic bags, Styrofoam, and rubber or latex balloons, safe and in good working condition; and removed from the certified family child care as soon as a program becomes aware an item has been recalled by CPSC.
- A provider **may not use the following equipment for infants, which have been identified as unsafe for infants** by the Consumer Product Safety Commission (CPSC) and the American Academy of Pediatrics:
 - baby walkers, which are devices that allow an infant to sit inside and are equipped with rollers or wheels and move across the floor,
 - Baby doorway jumpers, which are devices that allow an infant to bounce while supported in a seat by an elastic "bungee cord" suspended from a doorway;
 - Accordion safety gates; and
 - Unstructured infant slings or wraps.

Safe Sleep (414-360-0630)

Updated safe sleep to clarify existing language and align with what the American Academy of Pediatrics (AAP) recommendations.

- While sleeping, infants must be monitored frequently to ensure they are breathing, not overheated, not in distress, and do not need assistance. Infants must be placed on their backs on a flat, firm, non-inclined surface for sleeping.
- Infants who can roll from back-to-front or back-to-side may remain in the sleep position they assume.
- Except for a plain pacifier, there must not be any items (e.g., pacifier clips, bottles, toys, pillows, stuffed animals, blankets, bumpers) in or attached to the crib, portable crib or play yard.
- Infants must not have their heads or faces covered by items such as blankets or linens at any time. There must not be any items (e.g., blankets, tents, sheets) placed over the top or on the sides of a crib, portable crib or play yard. Items that may cause suffocation or strangulation such as headwear (e.g., hoods, hats, headbands), bibs, necklaces, and garments with ties or drawstrings must be removed from the infant and sleep equipment prior to laying an infant down to rest. Swaddling or other clothing or covering that restricts the infant's arm or leg movement is prohibited at all times, even if the child is not sleeping. Weighted blankets, weighted clothing, or other weighted objects must not be placed on or near the sleeping infant.
- If the caregiver is engaged in an activity with child care children and is carrying a sleeping infant in a structured infant carrier, the caregiver must move the infant to a safe sleep surface as soon as the activity is finished. A caregiver may hold a sleeping infant provided the caregiver can immediately observe, see, or feel any signs of distress. The caregiver must be awake, alert, and focused on the infant;

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Diaper Changing and Toileting (414-360-0650)

- Diapers must be checked at a minimum of every 2 hours (unless sleeping), or more frequently to meet the individual child's needs and change promptly.
- Clarifies diaper changing area requirements
- Allows for cloth or reusable diapers to be used and provides requirements for their storage and cleaning.
- A disinfecting solution must be kept in each diaper-changing area ready for immediate use and stored out of children's reach.

Cleaning and Sanitizing Infant and Toddler Areas (414-360-0660)

- Clarifies what surfaces must be sanitized versus disinfected.

Behavior and Guidance (414-360-0700)

Rule Guidance: Guidance and Discipline Policies (PTA-0438)

- Added/Enhanced requirements for behavior and guidance policy.
- A provider must appropriately intervene to stop the unfair treatment of a child based on the individual child's family, gender, race, ethnicity, economic status, ability, religion, or cultural background.

Prohibited Discipline and Actions (414-360-0710)

- Added and clarified prohibited discipline and actions: food and foreign objects in the mouth, exposure to extreme temperatures, humiliation, name calling, derogatory or sarcastic remarks, excessive physical exercise, requiring a child remain silent or inactive, or removal from all activities.

Physical Restraint (414-360-0720)

Rule Guidance: Physical Restraint (PTA-0662)

Physical Restraint Report form (PR-0608)

Physical Restraint Plan Template (PR-0663)

- Added definition of physical restraint, under what circumstances physical restraint may be used, and documentation and reporting requirements.

Home Capacity (414-360-0800)

- Removed 2nd toilet requirement from CF. Can now have 1 toilet and a capacity of 16 if all other requirements are met.

Home Structure and Safety (414-360-0810)

- CFs will be allowed in "dwellings" other than single family homes, such as apartments.
- Updated exit requirements for newly licensed facilities or address changes.
- Added requirements for the use of space heaters, blind cords and lofts (elevated platforms).

Water Supply and Plumbing (414-360-0820)

- Adds private well testing requirements

Toilets, Hand Washing Sinks, and Bathing (414-360-0830)

- Only one toilet is required for capacity of 16.

Prevention and Management of Hazards (414-360-0840)

Rule Guidance: Hot Tub, Pool or Pond Barrier (PTA-0496)

- Hazards must be "inaccessible to children" and clarifies storage of sanitizing and disinfecting solutions as inaccessible to children. Rules give additional examples.
- Added additional toxins that a facility must prevent exposure: Lead-based paint, plumbing and fixtures with lead, asbestos, and toxic mold.
- Added requirements for preventing access to bodies of water, ponds, pools, and hot tubs.

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Maintenance and Sanitation (414-360-0850)

- Added requirements for the clean-up of any spills of bodily fluids.
- Non-food, non-hazardous items and items that do not cause offensive odors, such as paper towels, may be disposed of separately from garbage and waste inside the classroom, in an uncovered container.

Fire Protection (414-360-0860)

No Key Updates

Furniture, Equipment and Play Materials (414-360-0900)

- Sleeping mats must be 1 inch thick
- Allows for use of tools that pose a safety risk (glue guns, irons, etc.) with safety requirements.
- A provider must provide culturally and racially diverse learning opportunities, activities, materials that represent children, families, and staff.

Outdoor Play Areas (414-360-0920)

- Added requirements for use of outdoor space not connected to or in direct control of the facility.
- Requirements for outdoor play equipment, use zone and protective surfacing. CPSC guidelines are now listed in rule instead of just a reference.
- No trampolines for child care children
- A certified home *must encourage* each child, while on the premises, using a bicycle, tricycle, balance bike, scooter, skateboard, roller or in-line skates to wear a helmet.

Handwashing (414-360-1000)

- For children who are not able to wash their own hands, staff may wash children's hands with a single-use cloth rather than under running water.

Illness (414-360-1010)

Sick Child Parent Handout (PTA-0166)

Allergy Care Plan (PR-0482)

- Added exclusion guidelines based on specific symptoms. Aligns with OHA and ODE exclusion guidelines
- CCLD must be notified by 5pm the next business day if an epi-pen is used.

Injuries (414-360-1020)

Injury Report Form (PR-0209) or Injury and Incident Report Form (PR-0598)

Family Care Serious Injury or Incident Reporting (PTA-0485)

First Aid Kit Supply List (PR-0605)

- Dislocated bone added to list of what is considered a serious injury.
- Allows for electronic parent notification and receipt of notification.
- Added first aid kit requirements: sling or triangular bandage, tweezers, plastic bags, and cold pack.

Medications (414-360-1030)

Medication Authorization Form and Administration Log (PR-0187)

Non-prescription Medication Form (PR-0186)

- Allows for up to 12-month permission for chronic medical conditions and over-the-phone permission for single dose non-prescription medication.
- Medication must be stored under child safety lock
- Emergency medication may be placed in an unlocked container out of reach or kept with a caregiver.
- New: allows annual authorization from parent for nonmedical items (such as sunscreen) and providers do not have to document application of sunscreen or diaper cream.
- Removed: Prohibition of aerosol sunscreen (but must be applied according to instructions).
- Medication cannot be administered after expiration date

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Care of Children with Specific Needs (414-360-1050)

Written Care Plan (PR-0491)

- When caring for a child who has or is at increased risk for a chronic physical, developmental, behavioral, or emotional condition and who requires health and related services of a type or amount beyond that required by children generally, a certified provider must have a written care plan.
- If the individualized services require the child be out of direct supervision of staff, parental permission is required.

Food and Food Service Areas (414-360-1100)

- The CF program must serve beverages consisting only of water, milk or nutritionally equivalent milk substitute, and 100% fruit or vegetable juice.
- Added parent opt-out for milk service, cannot be a home-wide policy and must be at the parent's request.
- List of choking hazards that may not be served.

Transportation and Field Trips (414-360-1200)

- Staff check a written list of children on the field trip frequently to account for the presence of all children and: prior to boarding and exiting the vehicle; and any time the group changes locations on site (e.g. when moving from one exhibit to the next)
- When 6 or more children are on a field trip, each child wears an easily identifiable item, such as a label, shirt or wristband, listing the name and telephone number of the child care home; Caregivers are easily identifiable;
- New transportation safety practices
- A notice of field trips, including the date, destination, and estimated times of departure and return, is posted at least 48 hours in advance of a field trip in a prominent place where parents and others may view it.
- A provider may allow a parent to transport children other than the parent's own children without a qualified staff member present in the vehicle, only if the parent meets assistant II qualifications and transportation requirements as provided in these rules and is enrolled in the CBR.

Passenger Restraints and Vehicles (414-360-1230)

NO Key updates

Swimming and Water Activities (414-360-1300)

- Fewer rules
- Updated staff-to-child ratios for swimming.
- In natural bodies of water, such as shallow surf, lakes, rivers, and streams, activity is limited to wading; swimming is not permitted. Children under 36 months of age are prohibited from wading or swimming in natural bodies of water.

Animals (414-360-1400)

- A certified child care home must prevent any direct contact by children with any animals unfamiliar to the staff, such as a stray.

Night Care (414-360-1500)

NO Key updates

Source: Oregon Administrative Rules, Oregon Department of Early Learning and Care, Chapter 414, Division 360 [Rules for Certified Family Child Care Homes](#).

You are entitled to language assistance services and other accommodations at no cost. If you need help in your language or other accommodations, please contact the Child Care Licensing Division at 503-947-1400.