

## **PCPO STANDARDS CHECKLIST 24/25**

*A parent-child preschool* shall be defined as: a program providing a multifaceted curriculum consistent with the needs of young children, having parents in the classroom on a daily basis, providing for parent education, and involving parents in decision-making.

**In order to be a member of Parent-Child Preschools Organization (PCPO), each school must comply with the following minimum standards as established by the PCPO Board.**

**Yellow highlight** = New in 2024/25

**Blue highlight** = Corrected standard regarding CPR training

### **Developmentally Appropriate Practice**

1. Children shall participate in a minimum of two hours in a multifaceted curriculum consistent with the needs of young children.
  - a. Classes that meet for two or fewer hours, such as Parent-Child or Infant/Toddler classes, shall offer a multifaceted curriculum for the majority of time children are in attendance.
2. A minimum of two adults shall be present at all times. However, class size and additional staffing shall be determined in relation to the ages, needs, and abilities of the children.
3. Schools shall have a written policy on guidance and discipline of children.
4. All adults working with the children shall be given training in appropriate discipline and guidance techniques, based on the school's written policies. Guidance and Discipline policies shall be posted.
5. Curriculum shall be planned to meet the developmental needs and abilities of the children.

### **School Operations/Administration**

1. Schools shall follow state law regarding certification or exemption of child care programs.
2. Oregon schools shall be in compliance with state law regarding Recorded Programs.
3. A family member shall serve as an assistant in the classroom on a daily basis.
4. The duties and responsibilities of family members in a cooperative preschool shall be explained prior to enrollment.
5. Orientation for families shall be provided to explain their obligations, the operation, and administration of the school, the school philosophy, and the school's policies on guidance and discipline of children.
6. Opportunities for family education shall be provided.
7. Adult family members of enrolled children and the teacher shall be involved in decision making and shall meet for that purpose at least three times a year (General Meetings).
8. The teacher(s) shall attend school board meetings or their equivalent (except as requested otherwise for personnel matters).
9. Accident and liability insurance, and workers' compensation insurance for employees shall be

maintained.

10. Bylaws and Policies that govern the group shall be written and available.
11. Written admission criteria shall guide in registration of children and family members for membership. There shall be no discrimination because of race, creed, color, or national origin.
12. Basic operating agreements shall be in writing (rental contract and teacher contract, if applicable).
13. Family agreements concerning adherence to school policies, payment of fees, etc., shall be in writing and obtained from each family. Copies of these agreements shall be available to each family.
14. Family member/child information shall be in writing and shall include as a minimum: application/registration, emergency information and release, health form, photo releases, and field trip permission.
15. Daily attendance records (sign-in sheets for students and parent helpers) are mandatory for all programs and shall be retained for two years after last date of attendance.
16. Schools shall be active participants in PCPO and each school shall send a representative to general meetings.

## **Health and Safety**

1. Schools must adhere to any health requirements per the Oregon Health Authority or the Washington State Department of Health, and your local health department.

2. There shall be at least one person present in the center at all times who has current certification in pediatric first aid, CPR and AED. This certification must require a hands-on demonstration of skills.

3. Emergency telephone service shall be available on the premises at all times.

4. First aid supplies shall be available in the classroom.

5. Administration of medication shall be governed by written policies.

6. Cleaning, sanitization, and disinfection procedures must adhere to state regulations in early learning settings.

7. Good hygiene shall be taught and practiced to help curb the spread of communicable diseases. \*See *summary of expectations #1*

8. All chemicals and potentially dangerous products such as medicines or cleaning supplies shall be stored in labeled containers and be inaccessible to children.

9. Cooking and other projects using sharp tools or electrical appliances shall be carried out following clearly stated safety guidelines. \*See *summary of expectations #2*

10. Teachers are required to have a Food Handlers Permit and Family teachers serving food at the school shall follow clearly stated food safety guidelines outlined in the food handlers training.

a. [OR Training](#) - Free

b. [WA Training](#) - check with your local health department

11. Emergency information and releases, field trip permission forms, and a first aid kit shall be taken on field trips.

12. Transportation of children on field trips shall follow safety guidelines that are defined in written procedures and that comply with state laws regarding child safety restraints.

13. Fire drills shall be scheduled monthly using emergency escape routes posted in each room, and smoke detector(s) and fire extinguisher(s) shall be installed and maintained. In addition, one other aspect of the emergency plan shall be practiced every other month.
14. Monthly safety inspections of all equipment shall be conducted, and damaged or defective equipment shall be repaired or removed.
15. The state law regarding immunizations shall be followed.
16. No person shall use tobacco on school premises.
17. Teachers are required to have taken a child abuse training.

Suggested trainings

- a. WA – Mandatory Reporter Roles and Responsibilities  
<https://cpe.socialwork.uw.edu/alliance-courses>
- b. OR - Recognizing and Reporting Child Abuse and Neglect  
<https://occd.educadium.com/>

18. Teachers shall report suspected child abuse or neglect to the State Office of Services to Children and Families or a law enforcement agency as required by the Child Abuse Reporting Law.

**\*Summary of Expectations #1**

Hand Washing:

1. Caregivers and children shall wash their hands with soap and warm running water:
  - (A) After using the toilet;
  - (B) After diaper changing;
  - (C) After assisting someone with toileting;
  - (D) Before handling food;
  - (E) Before and after eating and
  - (F) Before assisting with feeding.
2. Caregivers and children must either wash their hands with soap and warm running water or use hand sanitizer with alcohol content between 60-95%:
  - (A) After wiping the nose;
  - (B) After coughing or sneezing;
  - (C) After outdoor activities; and
  - (D) After touching animals, other than dogs and cats, or handling pet toys.
3. Hand sanitizer must be stored out of reach of children.
4. Hand sanitizer shall not be used on children under 24 months of age.
5. Application of hand sanitizer on older toddlers and preschool-aged children must be supervised by an adult.
6. When hand washing is not possible (e.g. on field trips and on the playground), moist towelettes and hand sanitizer with alcohol content between 60-95% shall be used together.

Source:

<https://oregonearlylearning.com/wp-content/uploads/2017/03/OCC-0084-Rules-for-Certified-Child-Care-Centers-EN.pdf>

### **\*Summary of Expectations #2**

1. Make sure to keep hot food or utensils and hot equipment out of reach of children unless being closely supervised by an adult.
2. Keep sharp utensils like knives, paper cutters, and woodworking or other tools out of reach of children when not being closely supervised by an adult.
3. If you must leave the area for any reason when you are using potentially dangerous materials, get another adult to supervise, or put the dangerous items away.
4. Do not allow children to plug and unplug equipment **into electrical outlets.**

If your school has a stove and/or oven children should be closely supervised at all times:

1. Teach children that the stove and oven are hot! Even when turned off, they should not be touched or played around.
2. Make sure all handles on pots and pans are turned inward.
3. Cook hot food on a back burner if possible.
4. Always turn off the stove top and oven when done.
5. Ensure the range is affixed to the wall with necessary hardware.

### **ADDENDUM FOR SCHOOLS SERVING 1ST GRADE AND ABOVE**

1. School must comply with all requirements for this age group. This shall include, but is not limited to, county, city, and state regulations.

Resources:

Oregon

- [Oregon Department of Education - Private Schools](#)

Washington

- [Washington State Board of Education - Private Schools](#)
- [Washington State Legislature - Private Schools Requirements](#)