

**ONB Monitoring Checklist**

**(*Example*)**

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| ***Note:*** *DCYF uses different “checklists” to inspect outdoor nature-based program premises. This is an example of a monitoring checklist, which is used after a provider becomes fully licensed. A monitoring checklist is tailored to the specifics of each individual ONB program by only including the regulations applicable to that program. This example of a monitoring checklist does not include any changes that occur after March 1, 2023.*  |
| INSPECTION TYPE:       | INSPECTION DATE:       |
| **I. PROVIDER INFORMATION** |
| PROVIDER NAME:       | PROVIDER ID:       |
| DOING BUSINESS AS:       | CAPACITY:       |
| PRIMARY CONTACT PERSON:       | AGE RANGE:       |
| FACILITY TYPE:       | LICENSING TYPE:       | LICENSE STATUS:       | REFERRAL STATUS:       |
| **II. WORKER ASSIGNMENT** |
| LICENSOR:       | EMAIL ADDRESS:       | TELEPHONE NUMBER:       |
| LICENSING SUPERVISOR:       | EMAIL ADDRESS:       | TELEPHONE NUMBER:       |
| **III. DAYS AND HOURS OF OPERATION** |
| DAYS OF OPERATION:      | HOURS OF OPERATION:      |

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| **DEFINITIONS****Variance (V):** an official approval by the department to allow an early learning program to achieve the outcome of a rule or rules in this chapter in an alternative way than described due to the needs of a unique or specific approach or methodology. **Waiver (W):** an official approval by the department allowing an early learning provider not to meet or satisfy a rule in this chapter due to specific needs of the program or an enrolled child. **Key Indicators (KI):** Regulations that predict further compliance in each section and if non-compliant will instruct the licensor to inspect all regulations in that section.**Risk Level Classification:**IMMEDIATE CONCERN **(I).** Rules of immediate concern are requirements developed by the department to protect the health and safety of children against substantial risk of injury, illness, or death. The provider must correct any violation of rules of immediate concern as soon as possible, but in no case later than the next business day. SERIOUS CONCERN **(S).** Rules of serious concern are requirements developed by the department to protect the health and safety of children against substantial risk of injury or illness. The provider must correct any violation of rules of serious concern as soon as possible, but in no case later than five business days from the date of non-compliance. SHORT TERM CONCERN **(S).** Rules of short term concern are requirements developed by the department to protect the health and safety of children against the risk of injury or illness that is likely to occur if a provider fails to comply over a short period of time. The provider must correct any violation of rules of short term concern as soon as possible. The provider must demonstrate compliance to the department within 10 business days from the date of non-compliance. LONG TERM CONCERN **(L).** Rules of long term concern are requirements developed by the department to protect the health and safety of children against the potential risk of injury or illness that is likely to occur if the provider fails to comply over an extended period of time. The provide must agree to correct any violation of rules of long term concern as soon as possible. The provider must demonstrate compliance to the department within 20 business days from the date of non-compliance. |
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| **Professional Development, Training and Requirements** |
| **WAC/RCW** | **Description** | **Code** |
| 110-302-0100(4) | Any individual hired or promoted into a position detailed in subsections (2) and (3) of this section who does not have an ECE state certificate or equivalent asrequired in this section must instead meet the requirements of this subsection. These requirements must be approved and verified in the electronic workforce registry by the department: If an ONB program is licensed for: 12 or fewer children, then the director, assistant director, or program supervisor must have completed at least 10 college quarter credits in early childhood education core competencies; 13 to 24 children, then the director, assistant director, or program supervisor must have completed at least 25 college quarter credits in early childhood education core competencies; 25 or more children, then the director, assistant director, or program supervisor must have completed at least 45 college quarter credits in early childhood education core competencies. |  |
| 110-302-0100(5) | Program directors for programs that enroll only school-age children manage the overall ONB program operations and facilities and set ONB program and staff expectations. The program director is not responsible for being on-site at the ONB program, unless the program director is filling in for an on-site role. (a) A program director must meet the following qualifications: (i) Be at least 18 years old; (ii) Have 45 college credits in any 100-level or above college coursework or equivalent or nature-based education training or equivalent as approved and verified in the electronic workforce registry by the department as follows: (A) Have 30 hours or three credits of nature-based education training at the time of initial licensure or hire; and (B) Have at least 12 college credits in any 100-level or above college coursework or equivalent at the time of initial licensure or being hired or promoted into the position, and complete an additional 33 college credits in any 100-level or above college coursework or equivalent within five years of initial licensure or being hired or promoted into the position; (iii) Have two years of experience as a teacher of preschool-age or school-age children enrolled in an ONB program;(iv) Have at least six months of experience in administration or management, or a department approved plan; (v) Unless otherwise stated in this chapter, complete the applicable preservice training, in-service, and ONB program policy requirements, pursuant to WAC 110-302-0105, 110-302-0106, 110-302-0107, and 110-302-0110; and(vi) Have their continued professional development progress documented annually.(b) A program director must provide the following services: (i) Comply with the requirements described in this chapter; (ii) Be available to provide in-person support to the ONB program within 30 minutes of a request for support. On-site duties may include, but are not limited to, providing oversight, as-needed support for children and staff, and providing family engagement services; (iii) Develop a curriculum philosophy, communicate the philosophy to all ONB program staff and parents, and train staff to ensure the philosophy serves all children in the ONB program (or designate a site director with this responsibility); (iv) Lead the development of benefit-risk assessments and associated risk management policies and procedures pursuant to WAC 110-302-0471, or designate a site director to perform this duty; (v) Have knowledge of community resources available to families, including resources for children with special needs and be able to share these resources with families, or designate a site director with this responsibility; and (vi) Oversee professional development plans for ONB program staff including, but not limited to: (A) Providing support to staff for creating and maintaining staff records; (B) Setting educational goals with staff and locating or coordinating state-approved training opportunities for staff; and (C) Mentoring the site director. |  |
| 110-302-0100(6) | Site directors (for programs that enroll only school-age children) plan and implement the ONB program services under the oversight of the program director. The site director is responsible for being on-site during the ONB program's operating hours. (a) A site director must meet the following qualifications: (i) Be at least 18 years old; (ii) Have 30 college credits in any 100-level or above college coursework or equivalent and nature-based education training or equivalent as approved and verified in the electronic workforce registry by the department as follows: (A) Have 30 hours or three credits of nature-based education training at the time of initial licensure or hire; and(B) Have at least 12 college credits in any 100-level or above college coursework or equivalent at the time of initial licensure or being hired or promoted into the position, and complete an additional 18 college credits in any 100-level or above college coursework or equivalent within five years of initial licensure or being hired or promoted into the position; (iii) Have two years of experience as a teacher of preschool-age or school-age children in any ONB program; (iv) Unless otherwise stated in this chapter, complete the applicable preservice training, in-service, and ONB program policy requirements, pursuant to WAC 110-302-0105, 110-302-0106, 110-302- 0107, and 110-302-0110; and(v) Have their continued professional development progress documented annually.(b) A site director performs the following duties: (i) Plan and implement curriculum and environmental design of the ONB program; (ii) Providing regular on-site supervision of staff and volunteers; (iii) Complies with the requirements of this chapter;(iv) Act as a teacher as long as it does not interfere with the site director's primary responsibilities; and (v) Observe and mentor staff. |  |
| 110-302-0100(7) | One person may be the program director and the site director when qualified for both positions, provided that all requirements of subsection (5)(a) of this section are met.  |  |
| 110-302-0105(2) | ONB providers must complete a department background check, pursuant to chapter 110-06 WAC. |  |
| 110-302-0106(2) | License applicants and ONB providers must register with the electronic workforce registry prior to being granted an initial license or working with children in an unsupervised capacity.  |  |
| 110-302-0106(4) | ONB providers must complete the recognizing and reporting suspected child abuse, neglect, and exploitation training as approved or offered by the department according to subsection (1) of this section. Training must include the prevention of child abuse or neglect as defined in RCW 26.44.020 and the mandatory reporting requirements under RCW 26.44.030. |  |
| 110-302-0106(9) | Directors, program directors, assistant directors, site directors, program supervisors, lead teachers, assistant teachers, and any other ONB provider counted in staff-to-child ratio, or who could potentially be counted in ratio, must be trained in first aid and cardiopulmonary resuscitation (CPR). This training must be renewed prior to expiring. Additionally, if an ONB program is operating more than 30 minutes from emergency medical care, including the time it would take an adult to walk from the trailhead to a potential location, there must be at least one staff person trained in wilderness first aid and CPR present with each group of children. (a) Proof of training may be shown with a certification card, certificate, or instructor letter. (b) The first-aid and CPR training and certification must: (i) Be delivered in person and include a hands-on component for first aid and CPR demonstrated in front of an instructor certified by the American Red Cross, American Heart Association, American Safety and Health Institute, or other nationally recognized certification ONB program; (ii) Include child and adult first aid and CPR; and(iii) Be renewed prior to expiring. |  |
| 110-302-0106(10) | ONB providers who prepare or serve food to children at an ONB program must obtain a current food worker card prior to preparing or serving food. Food worker cards must: (a) Be obtained through the local health jurisdiction, in-person or online; and(b) Be renewed prior to expiring. |  |
| 110-302-0120(2) | ONB providers must be excluded from the ONB program premises when their illness or condition poses a risk of spreading a harmful disease or compromising the health and safety of others. The illnesses and conditions that require staff to be excluded are pursuant to WAC 110-302-0205. |  |
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| **Activities** |
| **WAC/RCW** | **Description** | **Code** |
| 110-302-0120(2) | ONB programs must provide supplemental learning opportunities that incorporate elements of tribally approved curriculum such as, but not limited to, Washington's Since Time Immemorial early learning curriculum (https://www.dcyf.wa.gov/tribal-relations/since-time-immemorial) or school-age curriculum (https://www.k12.wa.us/student-success/resources-subject-area/time-immemorial-tribal-sovereignty-washington-state/elementary-curriculum). |  |
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| **Safety** |
| **WAC/RCW** | **Description** | **Code** |
| 110-302-0165(2) | Hazards inherent to the natural features of the outdoors must be removed or mitigated according to the requirements described in this chapter including, but not limited to, WAC 110-302-0471. |  |
| 110-302-0165(5)(a)(i)(ii) | ONB providers must take steps to prevent hazards to children including, but not limited to: (a) Except for ONB programs that enroll only school-age children and operate on public or private school premises, eliminating and not using in the licensed space, pursuant to RCW 43.216.380, any window blinds or other window coverings with pull cords or inner cords capable of forming a loop and posing a risk of strangulation to children. (i) Window blinds and other window coverings that have been manufactured or properly retrofitted in a manner that eliminates the formation of loops posing a risk of strangulation are allowed; and (ii) A window covering must not be secured to the frame of a window or door used as an emergency exit in a way that would prevent the window or door from opening easily; |  |
| 110-302-0165(5)(b) | ONB providers must take steps to prevent hazards to children including, but not limited to: (b) Making inaccessible to preschool-age children straps, strings, cords, wires, or similar items capable of forming a loop around a child's neck when not being used during actively supervised ONB program activities; |  |
| 110-302-0165(5)(c) | ONB providers must take steps to prevent hazards to children including, but not limited to: (c) Making inaccessible to preschool-age children plastic bags and other suffocation hazards; |  |
| 110-302-0165(5)(d) | ONB providers must take steps to prevent hazards to children including, but not limited to: (d) Ensuring firearms, guns, weapons, and ammunition are not on the premises of an ONB program; |  |
| 110-302-0165(6) | ONB providers must take steps to prevent hazards to children in care, including hazards inherent to the natural physical features of the outdoors. Pursuant to WAC 110-302-0471, such inherent hazards must be mitigated or lessened by active supervision, and the implementation of benefit-risk assessments and risk management plans.  |  |
| 110-302-0165(6)(a) | The ONB provider must take the following measures to prevent hazards to children in care: (a) Cuts, abrasions, and punctures. Equipment, materials, and other objects on the premises that have sharp edges, protruding nails, bolts, or other dangers, excluding approved tools during supervised use pursuant to WAC 110-302-0352, must be repaired, removed, or made inaccessible to children. ONB programs utilizing natural wooden materials in furniture or learning resources must utilize appropriate supervision or adequate maintenance of materials, such as sanding sharp edges; |  |
| 110-302-0165(6)(b) | The ONB provider must take the following measures to prevent hazards to children in care: (b) Burns. Equipment, materials, or products that may be hot enough to injure a child must be made inaccessible to children. Children in ONB programs may have access to campfires, pursuant to WAC 110-302-0351; |  |
| 110-302-0165(6)(c) | The ONB provider must take the following measures to prevent hazards to children in care: (c) Sheering, crushing, or pinching. Broken or cracked equipment, materials, and objects must be repaired, removed, or made inaccessible to children; |  |
| 110-302-0165(6)(d) | The ONB provider must take the following measures to prevent hazards to children in care: (d) Confinement. Washers, dryers, large compost bins, spare or secondary freezers or refrigerators, and other entrapment dangers must be inaccessible to children unless being actively supervised; |  |
| 110-302-0165(6)(f) | The ONB provider must take the following measures to prevent hazards to children in care: (f) Falling objects. Large objects that pose a risk of falling or tipping must be securely anchored. Large objects include, but are not limited to, televisions, dressers, bookshelves, wall cabinets, sideboards or hutches, and wall units; and |  |
| 110-302-0165(6)(g) | The ONB provider must take the following measures to prevent hazards to children in care: (g) Equipment in poor condition. Equipment in poor condition, meaning rusty parts, flaking paint, or other dangers, must be repaired, removed, or made inaccessible to children. |  |
| 110-302-0165(7)(c) | To ensure a safe environment for children in care, ONB providers must comply with the following requirements: (c) Licensed space lighting. Indoor and outdoor licensed space must have natural or artificial light that provides appropriate illumination for ONB program activities and active supervision. Except for ONB programs that operate on public park land, or enroll only school-age children and operate on private school premises, an ONB program must comply with all light fixture manufacturers' installation and use requirements, and must ensure compliance with the following requirements:(i) Light fixtures must have shatter-resistant light bulbs, covers, or both;(ii) Lights or light fixtures used indoors must be designed for indoor use only;(iii) Lights or light fixtures used outdoors must be designed for outdoor use only;(iv) Free standing lamps must be attached or secured to prevent tipping; and(v) Halogen lamps and bulbs are prohibited; |  |
| 110-302-0165(7)(e) | To ensure a safe environment for children in care, ONB providers must comply with the following requirements: (e) Safe water temperature. Except for ONB programs that enroll only school-age children and operate on public or private school premises, all water accessible to enrolled children must not be hotter than 120 degrees Fahrenheit; |  |
| 110-302-0165(7)(f) | To ensure a safe environment for children in care, ONB providers must comply with the following requirements: (f) Stairway safety.(i) There must not be clutter or obstructions in the stairway;(ii) Except for ONB programs that enroll only school-age children and operate on public or private school premises, all stairways (indoor and outdoor), not including play structures, must meet local building codes, pursuant to RCW 43.216.340.(A) Open stairways with no walls on either side must have handrails with slats (balusters) that prevent a child from falling off either side of the stairway.(B) Stairways with a wall on only one side must have a handrail with slats (balusters) on the side without the wall that prevents a child from falling off the stairway.(C) Stairways with a wall on both sides must have a handrail no higher than 38 inches on at least one side of the stairway;(iii) For ONB programs operating in public parks where park features are preestablished, ONB providers must use benefit-risk assessments for using stair structures that do not meet the following requirements:(A) Open stairways with no walls on either side must have handrails with slats (balusters) that prevent a child from falling off either side of the stairway.(B) Stairways with a wall on only one side must have a handrail with slats (balusters) on the side without the wall that prevents a child from falling off the stairway.(C) Stairways with a wall on both sides must have a handrail no higher than 38 inches on at least one side of the stairway;(iv) Openings between slats on gates must not be large enough to allow a sphere that is three and one-half inches wide to pass through; |  |
| 110-302-0165(7)(g) | To ensure a safe environment for children in care, ONB providers must comply with the following requirements: (g) Platforms and decks. Except for ONB programs that enroll only school-age children and operate on public or private school premises, pursuant to chapter 19.27 RCW, all platforms and decks used for ONB program activities must comply with all building codes. All platforms and decks with a drop zone of more than 18 inches must have guardrails in sections without steps;  |  |
| 110-302-0165(7)(h)(i) | To ensure a safe environment for children in care, ONB providers must comply with the following requirements: (h) Electrical requirements. To ensure a safe environment for children in care, an ONB provider must comply with the following electrical requirements: (i) Except for ONB programs that enroll only school-age children and operate on public or private school premises, outlets near sinks, tubs, toilets, or other water sources must be inaccessible to children or be tamper-resistant and equipped with a ground fault circuit interrupter (GFCI) outlet type; |  |
| 110-302-0165(7)(h)(ii) | To ensure a safe environment for children in care, ONB providers must comply with the following requirements: (h) Electrical requirements. To ensure a safe environment for children in care, an ONB provider must comply with the following electrical requirements:(ii) For ONB programs that enroll only preschool-age children or both preschool-age and school-age children, electrical outlets in areas accessible to children must have automatic shutters that only allow electrical plugs to be inserted or that are covered by blank plates or other tamper-resistant covers appropriate to the electrical outlet; |  |
| 110-302-0165(7)(h)(iii) | To ensure a safe environment for children in care, ONB providers must comply with the following requirements: (h) Electrical requirements. To ensure a safe environment for children in care, an ONB provider must comply with the following electrical requirements:(iii) For ONB programs that enroll only preschool-age children or both preschool-age and school-age children, power strips must have surge protectors and be inaccessible to children in care; |  |
| 110-302-0165(7)(h)(iv) | To ensure a safe environment for children in care, ONB providers must comply with the following requirements: (h) Electrical requirements. To ensure a safe environment for children in care, an ONB provider must comply with the following electrical requirements: (iv) Electrical cords must be plugged directly into a wall outlet or a power strip with surge protector; |  |
| 110-302-0165(7)(h)(v) | To ensure a safe environment for children in care, ONB providers must comply with the following requirements: (h) Electrical requirements. To ensure a safe environment for children in care, an ONB provider must comply with the following electrical requirements: (v) Electrical cords must be in good working condition, not torn or frayed, and not have any exposed wires; |  |
| 110-302-0165(7)(h)(vi) | To ensure a safe environment for children in care, ONB providers must comply with the following requirements: (h) Electrical requirements. To ensure a safe environment for children in care, an ONB provider must comply with the following electrical requirements: (vi) Extension cords may only be used for a brief, temporary purpose and must not replace direct wiring; |  |
| 110-302-0165(7)(h)(vii) | To ensure a safe environment for children in care, ONB providers must comply with the following requirements: (h) Electrical requirements. To ensure a safe environment for children in care, an ONB provider must comply with the following electrical requirements: (vii) Electrical devices accessible to children must not be plugged into an electrical outlet near a water source such as a sink, tub, water table, or swimming pool; and |  |
| 110-302-0165(7)(h)(viii) | To ensure a safe environment for children in care, ONB providers must comply with the following requirements: (h) Electrical requirements. To ensure a safe environment for children in care, an ONB provider must comply with the following electrical requirements: (viii) For ONB programs operating in public parks where park features are preestablished, ONB providers must use benefit-risk assessments for using areas with access to electricity. |  |
| 110-302-0166(3)(a) | To ensure a safe exit from indoor premises during an emergency, ONB programs must comply with the following requirements: (a) Except for ONB programs that enroll only school-age children and operate on public or private school premises, indoor locks for emergency exit doors must remain unlocked from the inside, but may be locked from the outside while the ONB program is open. The door handle must be of the type that can be opened from the inside without the use of a key, tools, or special knowledge, and must automatically unlock when the knob or handle is turned; |  |
| 110-302-0166(3)(b) | To ensure a safe exit from indoor premises during an emergency, ONB programs must comply with the following requirements: (b) Exit doors not designated as an emergency exit door may be locked during operating hours. Except for ONB programs that enroll only school-age children and operate on public or private school premises, locking interior doors in ONB program space must be designed to be unlocked from either side. An unlocking device must be readily available; and |  |
| 110-302-0166(3)(c) | To ensure a safe exit from indoor premises during an emergency, ONB programs must comply with the following requirements: (c) Exit doors must not be partially or entirely blocked. |  |
| 110-302-0170(2) | Except for ONB programs that enroll only school-age children and operate on public or private school premises, ONB providers must arrange for an annual fire safety inspection for any facility or structure approved for use. (a) The annual fire safety inspection must be arranged with the local government agency that has the authority to conduct fire safety inspections. If the appropriate local government agency is not available to conduct a fire safety inspection, ONB providers must inspect for fire safety by using and implementing the state fire marshal form. (b) ONB programs operating on public park land must communicate with the park director regarding fire safety or building inspections of any buildings in use by the ONB program, and ensure that fire inspections occur annually or submit a report to the department. |  |
| 110-302-0170(3) | To ensure a safe environment for children in care, an ONB provider must comply with all applicable fire safety requirements. |  |
| 110-302-0170(3)(a) | ONB programs must also comply with the following: (a) Combustible materials. Except for ONB programs that enroll only school-age children and operate on public or private school premises, combustible materials:(i) Must be properly discarded pursuant to local jurisdictions removed from the premises, or properly stored in closed plastic or metal containers specifically designed to hold such combustible materials;(ii) Stored in a closed plastic or metal container must not be accessible to children in care; and(iii) Include, but are not limited to, lint, gasoline, natural gas, diesel, fuel, propane, rags soaked in combustible materials, oils, chemicals, or solvents. |  |
| 110-302-0170(3)(b) | ONB programs must also comply with the following: (b) Furnaces and other heating devices.(i) Except for ONB programs that enroll only school-age children and operate on public or private school premises, paper, rubbish, or other combustible materials must be at least three feet from furnaces, fireplaces, campfires, or other heating devices;(ii) An appliance or heating device that has a surface capable of burning a child or reaching 110 degrees Fahrenheit must be inaccessible to children in care unless ONB program activities involve such appliances or devices and children are being actively supervised.(iii) For ONB programs not operating on public or private school premises, furnaces and other heating devices must be inaccessible to children in care. |  |
| 110-302-0170(3)(c) | ONB programs must also comply with the following: (c) Open flame devices, candles, matches, and lighters.(i) Open flame devices must not be used in or on ONB program premises or any other space accessible to children in care during operating hours. This prohibition does not apply to the use of a gas kitchen range, a camp stove that is in compliance with the requirements described in WAC 110-302-0195, or a campfire that is in compliance with the requirements described in WAC 110-302-0351;(ii) Candles must not be used during operating hours;(iii) Matches and lighters must be inaccessible to children. |  |
| 110-302-0170(3)(d) | ONB programs must also comply with the following: (d) Portable heaters and generators. Portable heaters or fuel-powered generators must not be used inside ONB program premises during operating hours.(i) In case of an emergency, a generator may be used but must be placed at least 20 feet from buildings, windows, doors, ventilation intakes, or other places where exhaust fumes may be vented into the premises or ONB program space; and(ii) Appliances must be plugged directly into a generator or into a heavy duty outdoor-rated extension cord that is plugged into a generator.(iii) When necessary, portable heaters may be used by ONB programs for the purposes of keeping children warm in cold weather. If the heating device reaches over 110 degrees Fahrenheit, children must be actively supervised, and children must remain out of reach of the heater to avoid accidental burns. |  |
| 110-302-0170(3)(e) | To ensure a safe environment for children in care, an ONB provider must comply with all applicable fire safety requirements. ONB programs must also comply with the following: (e) Fireplaces, woodstoves, or similar wood burning heating devices. Chimneys, fireplaces, gas burning fireplaces, wood stoves or similar wood-burning devices and fire pits must be inspected annually by a state or locally certified inspector, unless the ONB provider submits to the department a written statement that the chimney, fireplace, wood stove or similar wood-burning device or fire pit will not be used at any time. ONB programs operating on public land do not have to provide inspection certificates for publicly provided fire pits or wood burning barbeques. |  |
| 110-302-0170(3)(f) | ONB programs must also comply with the following: (f) Fire alarms and smoke and carbon monoxide detectors. ONB providers must comply with the requirements described in this subsection. (i) Properly maintain at least one smoke detector for each indoor licensed sleeping area and one for each floor, unless exempt under WAC 51-50-0907.(ii) Properly maintain carbon monoxide detectors for indoor space, unless exempt under WAC 51-50-0915.(iii) At least once per month, ONB providers must inspect and test the smoke and carbon monoxide detectors. For each monthly inspection, ONB providers must document the following information in a written record:(A) Who conducted the monthly inspection;(B) The date the monthly inspection was conducted;(C) A description of whether any smoke or carbon monoxide detectors were not working; and(D) The corrective actions that were taken to replace or repair any smoke or carbon monoxide detector that was not working. |  |
| 110-302-0170(3)(g) | ONB programs must also comply with the following: (g) Extinguishers. ONB providers operating with an applicable indoor ONB program or engaging in campfire or outdoor cooking activity must have and maintain working fire extinguishers that are marked with a minimum rating of 2A:10 BC. (i) Fire extinguishers must be readily available for use in case of an emergency; and (ii) For ONB programs operating in a public park location that do not allow the use of fire extinguishers, alternative fire suppression equipment, such as buckets of water must be available. |  |
| 110-302-0175(1) | To prevent injury or drowning and ensure the health and safety of children, ONB providers must comply with the requirements described in this section. (1) Except for ONB programs that enroll only school-age children and operate on public or private school premises, the following bodies of water must be inaccessible to children in care by using a physical barrier at least five feet tall with a locking mechanism: (a) Swimming pools when not being used as part of the ONB program; (b) Uncovered wells, septic tanks, wastewater, wastewater tanks, below grade storage tanks, farm manure ponds, or other similar hazards. |  |
| 110-302-0175(2) | Hot tubs and similar equipment must be made inaccessible to children by using a physical barrier with a locking mechanism. |  |
| 110-302-0175(3) | An ONB program operating near a natural body of water must provide a physical barrier or physical boundary to adjacent bodies of water pursuant to WAC 110-302-0145, and must provide active supervision pursuant to WAC 110-302-0350. |  |
| 110-302-0175(5) | Except for ONB programs that enroll only school-age children and operate on public or private school premises, ONB providers must comply with the following requirements when using a swimming pool as part of the ONB program: (a) Audible alarms must be on all doors, screens, and gates in licensed areas that lead to a swimming pool. The alarm must be sufficient to warn staff when children enter the outdoor area and could access the swimming pool; (b) Swimming pools must be maintained according to manufacturer specifications; (c) Swimming pools must be cleaned and sanitized according to manufacturer instructions, chapter 246-260 WAC, and the DOH or local health jurisdiction guidelines; (d) A swimming pool must not be used if the main drain cover is missing; and (e) Children in diapers or toilet training must wear swim pants to lower the risk of contaminating the water. |  |
| 110-302-0175(6) | Filtered wading pools must be inaccessible to children when not in use. Wading pools that do not have a filtering system are not permitted in the ONB program space. |  |
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| **Health Practices** |
| **WAC/RCW** | **Description** | **Code** |
| 110-302-0200(4) | ONB providers must wash their hands following the handwashing procedures listed above: (a) When arriving at work; (b) After toileting a child; (c) Before and after diapering a child using a wet wipe in place of handwashing during the middle of diapering, if needed; (d) After personal toileting; (e) After attending to an ill child;(f) Before and after preparing, serving, or eating food; (g) After handling raw or undercooked meat, poultry, or fish; (h) After egg gathering; (i) Before and after giving medication or applying topical ointment; (j) After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals; (k) After handling bodily fluids; (l) After using tobacco or vapor products; (m) After gardening activities;(n) After handling garbage and garbage receptacles; and (o) As needed or required by the circumstances. |  |
| 110-302-0200(5) | ONB providers must direct, assist, teach, and coach children to wash their hands using the steps listed above: (a) When arriving at the ONB program;(b) After using the toilet;(c) After diapering;(d) Upon entering a licensed indoor early learning or school-age space;(e) After gardening activities;(f) After playing with animals;(g) After egg gathering;(h) After touching body fluids such as blood or after nose blowing or sneezing;(i) Before and after eating or participating in food activities including table setting; and(j) As needed or required by the circumstances. |  |
| 110-302-0200(6)(7) | (6) Hand sanitizers or hand wipes with alcohol may be used for adults and children under the following conditions: (a) When proper handwashing facilities are not available; and(b) Hands are not visibly soiled or dirty. (7) Children must be actively supervised when using hand sanitizers to avoid ingestion or contact with eyes, nose, or mouth. (a) Hand sanitizer must not be used in place of proper handwashing. (b) An alcohol-based hand sanitizer must contain 60 to 90 percent alcohol to be effective.  |  |
| 110-302-0205(5) | Unless covered by an individual care plan or protected by the ADA, ill children, staff members, or other individuals must be sent home or isolated from children in care if the ill individuals have: (a) A fever 101 degrees Fahrenheit by any method and behavior change or other signs and symptoms of illness, including sore throat, earache, headache, rash, vomiting, diarrhea; (b) Vomited two or more times in the previous 24 hours;(c) Diarrhea where stool frequency exceeds two stools above normal per 24 hours for that individual or whose stool contains more than a drop of blood or mucus; (d) A rash not associated with heat, diapering, or an allergic reaction; (e) Open sores or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling; (f) Lice, ringworm, or scabies. Individuals with head lice, ringworm, or scabies must be excluded from ONB program premises beginning from the end of the day the head lice, ringworm, or scabies was discovered. ONB providers may allow an individual with head lice, ringworm, or scabies to return to the premises after receiving the first treatment; or (g) A child who appears severely ill, may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness. |  |
| 110-302-0210(1)(2) | (1) On or before their children's first day of attending ONB programs, the parents or guardians of enrolled children must give the ONB provider proof of vaccination or acquired immunity for the vaccine-preventable disease, required under chapter 246-105 WAC. ONB providers may accept children without proof of vaccinations or immunity as otherwise indicated in this section. (2) ONB providers must receive for each enrolled child, as required under WAC 246-105-050: (a) A current and complete DOH certificate of immunization status (CIS) or an alternative in lieu of CIS required under WAC 246-105-050(3); (b) A Washington state department of health approved certificate of exemption (COE) form, if applicable; or(c) A current immunization record from the Washington state immunization information system (WA IIS). |  |
| 110-302-0215(3) | Medication administration. ONB providers must not give medication to any child without the written and signed consent from that child's parent or guardian, must administer medication pursuant to directions on the medication label, and must use appropriate cleaned and sanitized medication measuring devices. |  |
| 110-302-0215(3)(a)(i) | ONB providers must administer medication to children in care as follows: (i) Prescription medication. Prescription medication must be given only to the child named on the prescription. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied with a medication authorization form that has the medical need and the possible side effects of the medication. Prescription medication must be labeled with:(A) The child's first and last name;(B) The date the prescription was filled;(C) The name and contact information of the prescribing health professional;(D) The expiration date, dosage amount, and length of time to give the medication; and(E) Instructions for administration and storage. |  |
| 110-302-0215(3)(a)(ii) | ONB providers must administer medication to children in care as follows: (ii) Nonprescription oral medication. Nonprescription over-the-counter oral medication brought to ONB programs by a parent or guardian must be in the original packaging.(A) Nonprescription over-the-counter medication must be labeled with the child's first and last name and accompanied with a medication authorization form that has the expiration date, medical need, dosage amount, age, and length of time to give the medication. An ONB provider must follow the instructions on the label or the parent or guardian must provide a medical professional's note; and (B) Nonprescription medication must be given only to the child named on the label provided by the parent or guardian. |  |
| 110-302-0215(3)(a)(vi) | ONB providers must administer medication to children in care as follows: (vi) ONB providers must not give or permit another to give any medication to a child for the purpose of sedating the child unless the medication has been prescribed for a specific child for that particular purpose by a qualified health care professional. |  |
| 110-302-0215(3)(c) | Medication must be stored and maintained as directed on the packaging or prescription label, including applicable refrigeration requirements. ONB programs may use approved coolers and reusable water-activated cooling packs for medication storage if the medication's manufacturer directions require the medication to be stored at a temperature below the indoor or outdoor temperature. An ONB provider must comply with the following additional medication storage requirements: (i) Medication must be inaccessible to children except as provided for in (a)(v)(A) of this subsection; (ii) Controlled substances must be locked in a container or cabinet which is inaccessible to children; (iii) Medication must be kept away from food in a separate, sealed container; and (iv) External medication designed to be applied to the outside of the body must be stored to provide separation from internal medication that is designed to be swallowed or injected to prevent cross contamination. |  |
| 110-302-0221(1)(b) |  (b) ONB providers must not leave children unattended on diaper changing surfaces or mats during the diaper changing process. |  |
| 110-302-0221(1)(c) |  (c) ONB providers must not use safety belts on diaper changing tables because they are neither cleanable nor safe. |  |
| 110-302-0225(1)(a) | ONB providers may have pets or other animals on the ONB program premises. If an ONB provider keeps pets or animals on the ONB program premises: (a) ONB providers must have and follow a pet and animal policy that: (i) Describes how children will access and interact with pets or animals; (ii) Describes how children will be kept safe around the pets and animals; (iii) Track pet immunizations; and (iv) Gives instructions for handling pet waste or avoiding animal waste, if applicable. |  |
| 110-302-0225(1)(b) | ONB providers may have pets or other animals on the ONB program premises. If an ONB provider keeps pets or animals on the ONB program premises: (a) ONB providers must provide written notice of the potential presence of pets or animals to all enrolled children’s parents or guardians. |  |
| 110-302-0225(2) | Pets or other animals controlled by ONB programs that have or may have contact with children must: (a) Have all required vaccinations, pursuant to local and county regulations;(b) Show no signs of illness, disease, worms, or parasites. If these symptoms appear, the pet or animal must be removed from the licensed space until appropriately treated for the condition; and(c) Be nonaggressive. |  |
| 110-302-0230(1) | Directors, program directors, assistant directors, site directors, program supervisors, lead teachers, assistant teachers, and any other ONB providers counted in staff-to-child ratio, or who could potentially be counted in ratio, must have a current pediatric and adult first-aid and CPR certificate, pursuant to WAC 110-302-0106. |  |
| 110-302-0230(2) | ONB providers must keep a complete first-aid kit where children are present, such as in the licensed space, on any off-site trip, and in vehicles used to transport children in care.  |  |
| 110-302-0230(2)(a) | A first-aid kit must: (a) Be stored in a location that is easily accessible to staff; |  |
| 110-302-0230(2)(b) | A first-aid kit must: (b) Be inaccessible to children; |  |
| 110-302-0230(2)(c) | A first-aid kit must: (c) Be separate from food or chemicals; |  |
| 110-302-0230(2)(d) | A first-aid kit must: (d) Be kept clean and sanitary; |  |
| 110-302-0230(2)(e) | A first-aid kit must: (e) Be stored in a manner that prevents contamination; and |  |
| 110-302-0230(2)(f) | A first-aid kit must: (f) Have sufficient supplies for the number of enrolled children and staff consistent with the ONB program's licensed capacity, or sufficient supplies for each room in the licensed space. |  |
| 110-302-0235(2) | Except for ONB programs that enroll only school-age children and operate on public or private school premises, ONB providers must use a Washington state certified water laboratory accredited by the department of ecology to test for lead and copper in water from fixtures that supply the ONB program either on-site or remotely. This requirement does not apply to portable, bottled, or packaged water transported to and used by the ONB program. (a) All fixtures used to obtain water for preparing food, drinking, or cooking must be tested prior to licensing approval and at least once every six years. (b) Testing must be done pursuant to current environmental protection agency standards. (c) A copy of the water testing results must be kept on the licensed premises or in the ONB programs' administrative offices. (d) ONB programs operating entirely on public land may use public records of water testing for their location instead of using a department of ecology accredited laboratory to conduct the testing described in this subsection. |  |
| 110-302-0235(4) | If ONB programs' space receives water from a private well, the well must comply with chapter 173-160 WAC, Minimum standards for construction and maintenance of wells. (a) Well water must be tested within six months of the date this section becomes effective and at least once every 12 months thereafter for E. coli bacteria and nitrates by a Washington state certified laboratory accredited by the department of ecology to analyze drinking water. To achieve desirable results, the test must indicate:(i) No presence of E. coli bacteria; and (ii) The presence of less than 10 parts per million (ppm) for nitrates. If test results for nitrates are greater than five but less than 10 ppm, the water must be retested within six months.(b) If well water tests positive for E. coli bacteria, or greater than 10 ppm for nitrates, the ONB provider must: (i) Stop using the well water in the ONB premises within 24 hours;(ii) Inform the local health jurisdiction, DOH, and the department of the positive test results; and (iii) If directed to do so by the department, discontinue ONB program operations until repairs are made to the water system and water tests indicate desirable results pursuant to (a) of this subsection.(c) If the department determines that ONB program operations may continue while an unsafe water system is being repaired or while the ONB provider installs treatment, the ONB provider must: (i) Provide an alternate source of water, approved by the department; and (ii) Retest until water tests indicate desirable results pursuant to (a) of this subsection. |  |
| 110-302-0236(3) | ONB programs may require that parents or guardians provide drinking water in water bottles for their children, and these must be labeled with the children’s first and last names. An ONB program must provide water to children in accordance with this section whenever necessary, such as when a water bottle is forgotten or empty. |  |
| 110-302-0240(3)(c) | (c) Any spot, portion, or section of an ONB premises that contains a toxic or infectious agent but cannot be cleaned or sanitized must be made inaccessible to children. |  |
| 110-302-0241(1)(a) | ONB providers must develop and follow a cleaning schedule that includes cleaning: (a) Food preparation areas, tables and chairs, high chairs, and food service counters, which must be cleaned and sanitized before and after each meal and snack with single use paper towels or one-time use wiping cloths; |  |
| 110-302-0241(1)(e) | ONB providers must develop and follow a cleaning schedule that includes cleaning: (e) Toys, which must be cleaned and sanitized as follows:(i) When a toy comes into contact with a child's mouth or bodily fluids it must be removed from use until it can be cleaned and sanitized prior to reuse;(ii) All other toys must be cleaned and sanitized weekly or more often as needed; and(iii) Collected natural materials, such as sticks, leaves, or pinecones used as toys may not be able to be sanitized but must be checked to confirm they do not contain toxins or animal droppings prior to use in ONB programs. |  |
| 110-302-0241(7) | Toileting and diaper changing areas including, but not limited to, toilets, counters, sinks, and floors must be cleaned and disinfected daily or more often as needed. |  |
| 110-302-0241(8) | Diaper changing tables and changing pads must be cleaned and disinfected between children, even if using a nonabsorbent covering that is discarded after each use. |  |
| 110-302-0241(11) | ONB programs providing or utilizing a portable chemical toilet must ensure that: (a) Toilets are serviced on a regular schedule. Servicing must include the use of a disinfectant for cleaning urinals and seats, removing waste from containers, recharging containers with an odor controlling chemical and installing an adequate supply of toilet tissue; (b) Toilet maintenance and service must be performed in accordance with city, county, and state laws by approved servicing organizations; (c) The storage of toilet waste while on the ONB premises and removal of toilet waste from the ONB premises, must be handled and performed in accordance with city, county, and state laws by approved servicing organizations. The removal must be done in a clean and sanitary manner by means of a vacuum hose and received by a leak-proof tank truck; and(d) Service trucks have a clear approach and convenient access to the toilets to be serviced. |  |
| 110-302-0250(2) | Except for ONB programs that enroll only school-age children and operate on public or private school premises, pursuant to WAC 110-302-0146, playground design must not: (a) Interfere with access to or the operation of a private septic system, including a private septic system’s drain field and tanks; or (b) Be located or placed in a way that impacts the private septic system’s drain field or tanks as determined by local officials. |  |
| 110-302-0255(1) | Except for ONB programs that enroll only school-age children and operate on public or private school premises, ONB programs operating in natural environments must prevent and manage the children’s exposure to toxic or infectious agents, such as potentially toxic animal waste, bee stings, and potentially toxic plants or fungi. ONB programs must notify staff, parents and guardians if pesticides are applied on or near the ONB program space, pursuant to WAC 110-302-0225, 110-302-0240, and 110-302-0505. |  |
| 110-302-0260(1)(a) | ONB providers must ensure all poisonous or dangerous substances including, but not limited to, fuels, solvents, oils, laundry, dishwasher, other detergents, sanitizing products, and disinfectants are stored as follows: (a) In a location that is inaccessible to children; |  |
| 110-302-0260(1)(b) | ONB providers must ensure all poisonous or dangerous substances including, but not limited to, fuels, solvents, oils, laundry, dishwasher, other detergents, sanitizing products, and disinfectants are stored as follows: (b) Separate and apart from food preparation areas, food items, and food supplies; |  |
| 110-302-0260(1)(c) | ONB providers must ensure all poisonous or dangerous substances including, but not limited to, fuels, solvents, oils, laundry, dishwasher, other detergents, sanitizing products, and disinfectants are stored as follows: (c) In their original containers or clearly labeled with the name of the product if not in the original container; |  |
| 110-302-0260(1)(d) | ONB providers must ensure all poisonous or dangerous substances including, but not limited to, fuels, solvents, oils, laundry, dishwasher, other detergents, sanitizing products, and disinfectants are stored as follows: (d) In compliance with the manufacturer's directions, including, not storing products near heat sources; and |  |
| 110-302-0260(1)(e) | ONB providers must ensure all poisonous or dangerous substances including, but not limited to, fuels, solvents, oils, laundry, dishwasher, other detergents, sanitizing products, and disinfectants are stored as follows: (e) ONB providers who operate ONB programs on public land must implement appropriate planning, supervision, and intervention to ensure that children do not have access to poisonous or dangerous substances. |  |
| 110-302-0260(2) | Storage areas and storage rooms must be inaccessible to children. |  |
|  | For ONB programs that do not operate on public or private school premises, storage areas and rooms that contain chemicals, utility sinks, or wet mops must be ventilated to the outdoors with an exterior window or mechanical ventilation to prevent the buildup of odors, fumes, or other hazards. |  |
| 110-302-0260(3) | For ONB programs that do not operate on public or private school premises, storage areas and rooms that contain chemicals, utility sinks, or wet mops must be ventilated to the outdoors with an exterior window or mechanical ventilation to prevent the buildup of odors, fumes, or other hazards. |  |
| 110-302-0260(4)(a) | Except for ONB programs that enroll only school-age children and operate on public or private school premises, storage areas and rooms must: (a) Have locking doors or other methods to prevent child access; |  |
| 110-302-0260(4)(b) | Except for ONB programs that enroll only school-age children and operate on public or private school premises, storage areas and rooms must: (b) Have moisture resistant and easily cleanable floors; |  |
| 110-302-0260(4)(c) | Except for ONB programs that enroll only school-age children and operate on public or private school premises, storage areas and rooms must: (c) Have a designated maintenance or janitorial utility sink, or another method excluding kitchen sinks to dispose of wastewater; and |  |
| 110-302-0260(4)(d) | Except for ONB programs that enroll only school-age children and operate on public or private school premises, storage areas and rooms must: (d) Be kept clean and sanitary. |  |
| 110-302-0260(5) | Saws, power tools, lawn mowers, and other maintenance and janitorial equipment must be inaccessible to children. |  |
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| **Emotional Support and Classroom Organization** |
| **WAC/RCW** | **Description** | **Code** |
| 110-302-0325(1) | When communicating or interacting with children, ONB providers must maintain a climate for healthy, culturally responsive, child development such as: (a) Using a calm and respectful tone of voice;(b) Using positive language to explain what children can do and give descriptive feedback;(c) Having relaxed conversations with children by listening and responding to what they say. Adult conversations must not dominate the overall sound of the group;(d) Greeting children upon arrival and departure at the ONB program;(e) Using facial expressions such as smiling, laughing, and enthusiasm to match a child's mood;(f) Using physical proximity in a culturally responsive way to speak to children at their eye level and with warm physical contact including, but not limited to, gently touching a hand or shoulder, sitting next to a child, appropriately holding younger children close while communicating;(g) Validating children's feelings and showing tolerance for mistakes;(h) Being responsive and listening to children's requests and questions, encouraging children to share experiences, ideas, and feelings;(i) Observing children in order to learn about their families, cultures, individual interests, ideas, questions, and theories;(j) Modeling and teaching emotional skills such as recognizing feelings, expressing them appropriately, accepting others' feelings, and controlling impulses to act out feelings;(k) Representing the diversity found in the ONB program and society, including gender, age, language, and abilities, while being respectful of cultural traditions, values, religion and beliefs of enrolled families;(l) Interacting with staff and other adults in a positive, respectful manner; and(m) Encouraging the development of a caring relationship with the environment. |  |
| 110-302-0325(2) | ONB providers must encourage positive interactions between and among children with techniques such as: (a) Giving children several chances a day to interact with each other while playing or completing routine tasks;(b) Modeling social skills;(c) Encouraging socially isolated children to find friends;(d) Helping children understand feelings of others; and(e) Including children with special needs to play with others. |  |
| 110-302-0325(3) | Weather permitting, ONB providers must offer daily access to unobstructed natural light, including access to direct sunshine, to promote: (a) The body's natural absorption of Vitamin D; and(b) Healthy mental well-being and emotional development. |  |
| 110-302-0330(1) | ONB providers must work to maintain positive relationships with children by using consistent guidance techniques to help children learn. Guidance techniques must adapt ONB programs' environment, routines, and activities to a child's strengths, age and developmental level, abilities, culture, community, and relate to the child's behavior. |  |
| 110-302-0330(2) | Guidance techniques may include: (a) Coaching behavior;(b) Modeling and teaching social skills such as taking turns, cooperation, waiting, self-control, respect for the rights of others, treating others kindly, and conflict resolution;(c) Offering choices;(d) Distracting;(e) Redirecting or helping a child change their focus to something appropriate to achieve their goal;(f) Planning ahead to prevent problems and letting children know what events will happen next;(g) Explaining consistent, clear rules and involving children in defining simple, clear classroom limits;(h) Involving children in solving problems; and(i) Explaining to children, the natural and logical consequence related to the child's behavior in a reasonable and developmentally appropriate manner. |  |
| 110-302-0331(4) | If a child is separated from other children, ONB providers must: (a) Consider the child's developmental level, language skills, individual and special needs, and ability to understand the consequences of their actions; and(b) Communicate to the child the reason for being separated from the other children. |  |
| 110-302-0335(2) | Physical restraint must only be used if a child's safety or the safety of others is threatened and must be: (a) Limited to holding a child as gently as possible to accomplish restraint;(b) Limited to the minimum amount of time necessary to control the situation;(c) Developmentally appropriate; and(d) Only performed by ONB providers trained in the ONB program's child restraint policy, pursuant to WAC 110-302-0490. |  |
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| **Environment Space and Furnishings** |
| **WAC/RCW** | **Description** | **Code** |
| 110-302-0135(2) | If utilized by an ONB program, furniture and equipment must be: (a) Maintained in a safe working condition; |  |
| 110-302-0145(6) | ONB programs must meet the following requirements when using natural play spaces not enclosed by a fence, wall, or similar barrier: (a) Establish boundaries with children in unenclosed spaces by using visual aids, such as webbing or tying ribbons on trees, in addition to the intentional teaching of boundaries to children required pursuant to WAC 110-302-0310. These visual aids must not create a tripping, confinement, or choking hazard.(b) ONB programs with permanently located outdoor classroom space must create guardrails, barriers, or boundaries between that space and any immediately adjacent hazardous features, such as a ravine, cliff, or body of water more than two feet deep and six feet in diameter. These guardrails or barriers may be made by natural materials and must be at least 29 inches tall for ONB programs enrolling only preschool-age children and 38 inches tall for ONB programs that enroll school-age children. All other boundaries need approved supervision plans documented in benefit-risk assessments. If public parks property used by ONB programs do not meet these requirements, ONB providers must submit and follow supervision plans to be reviewed and approved by the department.(c) ONB providers utilizing enclosed or designated outdoor play structures must follow the relevant CPSC playground safety guidelines and the applicable child care center or family home child care license, pursuant to chapter 110-300 WAC, or school-age program license pursuant to chapter 110-301 WAC. |  |
| 110-302-0146(1) | Except for ONB programs that enroll only school-age children and operate on public or private school premises, ONB programs must not use or install manufactured playground equipment that does not comply with the following: (a)(i) Playground equipment used by ONB providers must comply with applicable CPSC guidelines including, but not limited to, guidelines related to the installation, arrangement, design, construction, and maintenance of the outdoor play equipment and surface. (ii) Climbing play equipment must not be placed on or above concrete, asphalt, packed soil, lumber, or similar hard surfaces;(b) The ground under swings and play equipment must be covered by a shock absorbing material (grass alone is not acceptable) such as:(i) Pea gravel at least nine inches deep; (ii) Playground wood chips at least nine inches deep; (iii) Shredded recycled rubber at least six inches deep; or (iv) Any material that has a certificate of compliance, label, or documentation stating it meets ASTM standard F1292. |  |
| 110-302-0146(4) | Bouncing equipment including, but not limited to, trampolines, rebounders, and inflatable equipment must be inaccessible and locked. This requirement does not apply to bounce balls designed to be used by individual children. |  |
| 110-302-0147(3) | ONB programs must have a required clothing policy or ONB program to loan the appropriate clothing and other necessary equipment to children, which must be included in the parent or guardian handbook pursuant to WAC 110-302-0450. ONB providers must work with families that require assistance in meeting their child's clothing needs. |  |
| 110-302-0147(4) | ONB providers must remain aware of the children's verbal and nonverbal cues regarding their warmth and comfort and respond appropriately to ensure the children's health and safety. These responses may include, but are not limited to: (a) Keeping children active and moving in cold weather; (b) Resting in shaded areas to cool off; and (c) Assisting children to remove or add layers of clothing, while supporting their development of self-regulation skills. |  |
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| **Food and Nutrition** |
| **WAC/RCW** | **Description** | **Code** |
| 110-302-0186(1) | ONB providers must obtain written instructions, known as an individual care plan, from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to a health condition. The individual care plan, pursuant to WAC 110-302-0300, must: (a) Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction;(b) Identify foods that can substitute for allergenic foods; and(c) Provide a specific treatment plan for the ONB provider to follow in response to an allergic reaction. The specific treatment plan must include the:(i) Names of all medication to be administered;(ii) Directions for how to administer the medication;(iii) Directions related to medication dosage amounts; and(iv) Description of allergic reactions and symptoms associated with the child's particular allergies. |  |
| 110-302-0186(2) | ONB providers must arrange with the parents or guardians of a child in care to ensure the ONB program has the necessary medication, training, and equipment to properly manage a child's food allergies. |  |
| 110-302-0195(5) | ONB programs may use camp stoves that comply with applicable regulations to heat or cook food for children. Children that are in the cooking area within three feet of the camp stove must be actively supervised. Supervision for any child engaged in a cooking activity must be based on a one-to-one (1:1) staff-to-child ratio; and the staff member must remain within arms' reach of the child at all times. |  |
| 110-302-0196(1) | Food prepared and served from ONB programs must not be tampered with or spoiled. |  |
| 110-302-0196(5) | Eggs that have been laid on-site in a coop as part of ONB programs, such as farm-based programs, may only be served to children in care if: (a) The eggs have been laid in a coop that is inaccessible to the public.(b) The eggs are gathered once a day or more frequently based on weather temperatures.(c) The coop and the eggs must be kept under 80 degrees Fahrenheit. Coops must have their temperatures monitored daily, and when the coop temperature or egg temperature is above 80 degrees Fahrenheit, the eggs cannot be served to children.(d) The eggs must be washed according to the facilities and handling guidelines of the WSDA Shell Egg Producer Guidelines for Off-Farm Sales.(e) Once eggs are collected and cleaned, they must be stored at 41 degrees Fahrenheit or less.(f) Written permission from the child's parent must be obtained before the child may consume the eggs or participate in the collection activities. |  |
| 110-302-0196(6) | (a) Certified ONB programs operated by tribes or tribal organizations that primarily enroll Indian children may serve donated or prepared traditional foods as part of their child care programs. For the purposes of this section, "traditional foods" means foods that have traditionally been prepared and consumed by an Indian tribe and includes, but is not limited to, wild game meat, fish, seafood, marine animals, plants, and berries. (b) To comply with subsection (6)(a) of this section, certified tribes or tribal organizations must comply with all requirements detailed in USDA Memo SP 42-2015 CACFP 19-2015 SFSP 21-2015. |  |
| 110-302-0197(2) | For all foods offered by ONB providers or given to an enrolled child by a parent or guardian, ONB providers must: (a) Provide appropriate refrigeration to preserve foods from spoiling. Foods that may be subject to spoiling include, but are not limited to, meats, cooked potatoes, cooked legumes, cooked rice, sprouts, cut melons, cut cantaloupes, milk, and cheese; and(b) Refrigerate foods requiring refrigeration at 41 degrees Fahrenheit or less, and freeze foods required to be frozen at 10 degrees Fahrenheit or less. |  |
| 110-302-0197(3) | Food must be stored as follows: (a) In original containers or in clean, labeled, dated, and airtight food grade containers, if appropriate; (b) Food not required to be refrigerated or frozen must not be stored directly on the floor; (c) In a manner that prevents contamination; (d) Food and food service items, such as utensils, napkins, and dishes, must not be stored in an area with toxic materials, such as cleaning supplies, paint, or pesticides; (e) Raw meat must be stored in the refrigerator or freezer below cooked or ready to eat foods; and (f) To keep food below a temperature of 41 degrees Fahrenheit, an ONB program may store food in a cooler using ice or icepacks. |  |
| 110-302-0197(8) | Food that is past the manufacturer’s expiration or “best served by” date must not be served to enrolled children. |  |
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| **Sleep and rest** |
| **WAC/RCW** | **Description** | **Code** |
| 110-302-0265(1) | ONB providers must offer a supervised daily rest period to preschool-age children who remain in care for more than six hours per day, or who show a need for rest. |  |
| 110-302-0265(2) | ONB providers must provide quiet activities for children who do not require rest. Quiet activities must be minimally disruptive to sleeping children. |  |
| 110-302-0265(5) | ONB providers must provide developmentally appropriate mats, cots, or other sleep equipment made of water resistant material that can be cleaned and sanitized. |  |
| 110-302-0265(6)(a) | Mats, cots, and other sleep equipment used in ONB programs must be: (a) In good condition, have no tears or holes, and have no repairs with tape; |  |
| 110-302-0265(10) | ONB providers must not allow children less than six years of age to use loft style beds or the upper bunk of bunk beds.  |  |
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| **Interactions and Curriculum Learning Supports** |
| **WAC/RCW** | **Description** | **Code** |
| 110-302-0300(1)(a) | ONB providers must develop an individual care plan for each child with identified special needs. Plans and documentation required under this section must: (a) Meet the requirements of this section; |  |
| 110-302-0310(4) | ONB programs, as operating primarily outside and potentially in unenclosed spaces, must prioritize behavior management and children's development of habits that keep them safe in such environments. This must be accomplished by: (a) Establishing boundaries through visual cues, such as cones or rope;(b) Teaching children to stop and return, such as through words or the use of other calls;(c) The appropriate use of consequence for unsafe behaviors;(d) Engaging children in developmentally appropriate assessment of risky play, pursuant to WAC 110-302-0315.(e) Ensuring children are engaged in areas that suit the developmental level of their behaviors; and(f) Positioning ONB staff at locations within the ONB program space to ensure the ONB provider has the ability to respond to dangerous situations. |  |
| 110-302-0315(3) | ONB providers, in addition to carrying out benefit-risk assessments, pursuant to WAC 110-302-0471, must engage children in a developmentally appropriate assessment of risky play. This must be accomplished by: (a) Providing greater supervision when children engage in new levels of risky play;(b) Using questioning and scaffolding techniques to help children determine risks and identify ways to mitigate risk;(c) Prohibiting staff from physically placing children into risky situations, such as in trees or on top of boulders; and(d) Encouraging children to accept their current levels of ability as they work towards goals. |  |
| 110-302-0345(2) | ONB providers must comply with department approved capacity, group size, and staff-to-child ratios while children are in care. This includes, but is not limited to: (a) Indoor and outdoor play activities; (b) Off-site activities; (c) During transportation; (d) Meal times;(e) Rest periods; and (f) When children are on different floor levels of an indoor space. |  |
| 110-302-0345(3) | ONB providers must supervise children in care by: (a) Scanning the environment, looking and listening for both verbal and nonverbal cues to anticipate problems and plan accordingly; (b) Positioning themselves to supervise all areas accessible to children;(c) Attending to children and being aware of what children are doing at all times;(d) Being available and able to promptly assist or redirect a child as necessary; and(e) Considering the following when deciding whether increased supervision is needed:(i) The ages of children; (ii) The individual differences and abilities of children; (iii) The layout of the indoor and outdoor licensed space and play area; (iv) The risk associated with the activities children are or may be engaged in; and (v) Whether there are any nearby hazards including those in the licensed or unlicensed space. |  |
| 110-302-0345(4) | ONB providers must ensure that the staff-to-child ratios required by this chapter are followed by program staff and that children are actively supervised. |  |
| 110-302-0345(5) | ONB providers must ensure that program staff are equipped with cell phones or walkie-talkies at all times for the purpose of communicating with other staff. |  |
| 110-302-0345(6) | ONB program staff may undertake other activities for a temporary time period when not required to be providing the active supervision required under subsection (7)(b) of this section, or when following a missing child protocol, pursuant to WAC 110-302-0470(2)(d). Such activities include, but are not limited to, cleaning up after an activity or preparing items for a new activity. The staff member must remain in visual or auditory range, and be available and able to respond to the children's needs. |  |
| 110-302-0345(7)(b) | ONB providers must: (b) Actively supervise children when the children: (i) Interact with pets or animals; (ii) Engage in water or sand play; (iii) Play in an area adjacent to a body of water; (iv) Using a safe route to access an area or activity not immediately adjacent to the ONB program premises; (v) Search for or handle plant life (foraging); (vi) Engage in cooking activities; (vii) Engage in water activities; (viii) Engage in campfire activities;(ix) Engage in climbing activities; (x) Engage in tool use activities; (xi) Ride on public transportation; (xii) Are attending field trips; and (xiii) Are participating in hikes or walks. |  |
| 110-302-0346(1) | All plants gathered by children or staff that are intended to be consumed by children must be clean and safe to eat. The requirements described in WAC 110-302-0196 through 110-302-0198 apply to plants gathered by children or staff that are intended to be consumed by children. |  |
| 110-302-0346(2) | ONB program staff must be able to demonstrate they have the level of knowledge necessary to: (a) Properly identify the different plant species that are native to the area and region where the ONB program is located; (b) Identify and avoid poisonous plants and plants that look similar to poisonous plants; and (c) Ensure that plants are harvested during the correct time of year and season. |  |
| 110-302-0346(3) | ONB program staff must ensure the area where plants are being harvested, for example an adjacent road or field, has not been sprayed with pesticides or other pollutants. The ONB program staff must also ensure that plants are not harvested if the ground contains any type of toxins including, but not limited to, toxins associated with the smelter plume areas in the Tacoma and Everett smelter plume areas located in King, Pierce, Snohomish, and Thurston counties. |  |
| 110-302-0347(3) | To prevent injury to children, ONB providers must comply with the requirements described in this subsection. (a) Staff members must remove hazardous objects and mitigate hazards whenever possible from the surrounding area where children might fall. This includes, but is not limited to, removing rocks and covering sharp edges or potentially harmful protrusions including harmful protrusions or branches that may extend from trees or stumps.(b) Before a child or children climb on trees, ONB providers must inspect the trees for weak or loose branches or other potential hazards.(c) ONB staff members must provide active supervision and be able to provide immediate assistance to any climbing child. To ensure adequate supervision and after conducting the risk assessments described in WAC 110-302-0471, it may be necessary for ONB programs to limit the number of children climbing at one time.(d) At all times, a staff member must be within reach of the midriff of a child who is climbing a natural feature 30 inches above the ground. A climbing child must not be allowed to climb out of reach of staff. |  |
| 110-302-0347(4) | For school-age children and activities that involve climbing natural features or challenge courses 48 inches or higher from the ground, ONB programs must comply with the requirements described in the American National Standard Institute/Association for Challenge Course Technology (ANSI/ACCT) Challenge Course Standards (https://www.acctinfo.org/page/ANSIACCTStandards). ONB program staff that provide climbing and challenge course activities must possess a valid and current Association for Challenge Course Technology (ACCT) Practitioner Certification. |  |
| 110-302-0350(2) | In addition to the "risk waiver" described in WAC 110-302-0471: (a) ONB providers must obtain written permission on a "water activity waiver" from the child's parent or guardian before that parents or guardian's child participates in water activities.(b) ONB programs located within a quarter mile of an accessible body of water must obtain from the parent or guardian a signed "water hazard waiver." |  |
| 110-302-0350(3) | For water activities that involve a water depth that is more than 24 inches deep, ONB providers must comply with this chapter and the requirements described in this subsection. (a) A certified lifeguard must be present and on-duty. A staff member or volunteer may be included in the staff-to-child ratio who is also the on-duty certified lifeguard.(b) All children must wear approved water life jackets or approved water life vests. |  |
| 110-302-0350(4) | ONB providers must have life-saving equipment readily accessible during water activities if the surface area of a pool or body of water is equal to or greater than six feet and the depth of any portion of the surface area is equal to or greater than two feet. Life-saving equipment may include a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook that will not conduct electricity. |  |
| 110-302-0350(5) | During water activities, ONB providers must hold or have continuous touch of children with special needs unless that is not developmentally appropriate. |  |
| 110-302-0350(6) | At least one attending staff person must be able to swim when children are within one quarter mile of an accessible body of water such as a park located near a lake or stream regardless of whether or not the children are actively engaging in a water activity. |  |
| 110-302-0350(7) | If children are at or near a moving body of water, an ONB staff member who can swim or a lifeguard must be positioned downstream of where the children are playing or otherwise take into account how water moves and their access to the body of water. |  |
| 110-302-0351(6) | ONB providers must create a clearly visible boundary at least three feet away from the outer edge of the fire pit or structure containing the fire. This boundary may be marked by a rope, large rocks, or seating area made of logs or camp chairs. At all times, the area within the three-foot boundary must: (a) Be clear of tripping hazards such as bags or other materials; and(b) Have space in between the logs, camp chairs, or other seating so that children and adults may easily move into and out of the seating area. |  |
| 110-302-0351(8) | Campfires must be built and extinguished according to safe fire practices provided by the U.S. Forest Service at https://smokeybear.com/en/prevention-how-tos/campfire-safety. Campfires: (a) Must not be built during periods of high fire danger in the area;(b) Must not be more than two feet in diameter;(c) Must be in a fire pit or structure that is designed for the express purpose of safely containing a campfire including, when applicable, the fire pit or structure must contain an approved bottom; and(d) Must not burn materials that release toxic substances, such as chemically treated wood, rubber, or plastics. |  |
| 110-302-0351(9) | Each ONB program class cannot have more than one campfire activity at any time.  |  |
| 110-302-0351(11) | While campfires are burning, ONB providers must remain within the three-foot boundary around the fire to respond to any fire-tending needs and to prevent children from coming into close contact with the fire. |  |
| 110-302-0351(12) | There must be a one-to-one (1:1) staff-to-child ratio for any child within the three-foot boundary around the fire. A staff member must remain within arms' reach of that child and the child may only assist in setting up or tending to the fire in a developmentally appropriate way, such as by placing kindling or small sticks before the fire is started. |  |
| 110-302-0351(13) | Adults and children who tend to the fire must tie back long hair and secure loose clothing to reduce the risk of catching fire. |  |
| 110-302-0351(14) | ONB providers and program staff must prevent children from: (a) Entering the three-foot boundary around the campfire without one-to-one supervision;(b) Running and pushing within six feet of the edge of the fire-pit; and(c) Inhaling campfire smoke. |  |
| 110-302-0352(2) | ONB programs using developmentally appropriate tools or equipment, including ropes or sharp objects, as part of their curriculum must make such tools inaccessible to children when not in use or under active supervision. |  |
| 110-302-0352(3) | There must be a one-to-one (1:1) staff-to-child ratio for: (a) Any preschool-age child who is engaged in a tool activity; and(b) Any school-age child who is not proficient in using the tool for the activity. |  |
| 110-302-0352(4) | There must be a one-to-three (1:3) staff-to-child ratio for any school-age children who have previously demonstrated proficiency of specific tool use. |  |
| 110-302-0353(2) | ONB providers must actively supervise children and immediately respond when potentially dangerous wildlife is seen or heard, or other signs are discovered or noticed. |  |
| 110-302-0353(7) | ONB programs must always hike with staff in the front and the back of each group. |  |
| 110-302-0356(6) | Except as described in this section, a licensee must not at any time exceed the total capacity or age range stated on the ONB program license. (a) All children, including children of staff, must be counted in the capacity calculation if those children are:(i) On the premises and signed in to the ONB program;(ii) Participating in an off-site trip from the ONB program; or(iii) Being transported to or from an ONB program activity by ONB staff.(b) Licensees must comply with WAC 110-302-0300 Individual care plan and receive department approval to care for a child with special needs or a child who is older than the maximum age described on the license. A child with documented special needs may be in care up to age 19 and must be counted in the capacity and staff-to-child ratio.(c) A child with special needs who requires individualized supervision pursuant to WAC 110-302-0300 will be included in the count for purposes of capacity.(d) A child with special needs who requires individualized supervision pursuant to WAC 110-302-0300 will not be included in the staff-to-child ratio calculation.(e) A child who, after entering the ONB program has a 13th birthday and is authorized to continue to attend the ONB program under chapter 110-15 WAC, must be counted in both the capacity calculation and the staff-to-child ratio calculation. |  |
| 110-302-0356(8) | The staff-to-child ratios and group size requirements described in this section apply to each ONB program class that is individually described in this subsection. (a) For preschool-age children 30 months to six years of age that are not attending kindergarten or elementary school, the maximum group size must not exceed 16 children with a staff-to-child ratio of one staff member to six children.(b) For school-aged children from five to 13 years of age, the maximum group size must not exceed 20 children with a staff-to-child ratio of one staff member to eight children. Group size may only exceed 20 children for special events such as assemblies or performances.(c) For school-aged children from nine to 13 years of age, the maximum group size must not exceed 20 children with a staff-to-child ratio of one staff member to 10 children. Group size may only exceed 20 children for special events such as assemblies or performances.(d) Each group must be staffed by at least two qualified staff members who are not aides or volunteers. Every third staff member counted in the ratio may be an aide or volunteer. Children related to the staff person or licensee must be included in the staff-to-child ratio calculation. |  |
| 110-302-0357(2) | ONB programs must do the following to mix groups of children between 30 months old to 13 years old with a maximum group size of 16 children: (a) Have at least two staff present with the group, consisting of one lead teacher and one other staff members qualified under this chapter; and(b) Keep a staff-to-child ratio of 1:6. |  |
| 110-302-0357(3) | ONB programs must do the following to mix groups of children four and one-half to nine years old with a maximum group size of 18 children: (a) Have at least three staff present with the group, consisting of one lead teacher and two other staff members qualified under this chapter; and(b) Keep a staff-to-child ratio of 1:7. |  |
| 110-302-0357(4) | ONB programs must do the following to mix groups of children four and one-half to 13 years old with a maximum group size of 20 children: (a) Have at least three staff present with the group, consisting of one lead teacher and two other staff members qualified under this chapter; and(b) Keep a staff-to-child ratio of 1:8. |  |
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| **ONB Program Administration and Oversight Licensing Process** |
| **WAC/RCW** | **Description** | **Code** |
| 110-302-0410(4) | Except for ONB programs that enroll only school-age children and operate on public or private school premises, ONB providers must prevent enrolled children from being exposed to the following known hazards within and around the licensed premises: (a) Lead based paint; (b) Plumbing and fixtures containing lead or lead solders; (c) Asbestos;(d) Arsenic, lead, or copper in the soil or drinking water; (e) Toxic mold; and (f) Other identified toxins or hazards. (g) Sites undergoing remedial work by the Washington state department of ecology (DOE) must take additional steps to ensure children do not ingest contaminated soil. |  |
| 110-302-0455(2) | ONB providers must keep daily child attendance records, either in paper or electronic format for each child including the children of staff in the ONB program. These records must be easily accessible and kept on-site or in the ONB program's administrative office for department review. These records must clearly document: (a) The name of the child; (b) The date of care; (c) Child arrival and departure times from the ONB program; (d) Signature or electronic signature of parent, guardian or other authorized person at the time of arrival and departure; and (e) A staff signature when a child leaves the ONB program to attend school or participate in off-site activities not offered by the ONB program. |  |
| 110-302-0455(3) | ONB providers must keep daily staff attendance records for each classroom or group of children. These attendance records must be on paper or in an electronic format and clearly document: (a) The name of each staff member including staff assigned to care for children with special needs and one-on-one care and volunteers; (b) The number of children in each ONB program classroom or group of children; (c) The staff-to-child ratio; (d) The date; and (e) Start and end times of the assigned staff or volunteers. |  |
| 110-302-0455(4) | If the attendance records are kept electronically, the electronic system must: (a) Record either an electronic signature, swipecard, personal identification number (PIN), biometric reader, or similar action by the parent or authorized person when signing the child in or out of care or staff notation of who picked up or dropped off along with time in and out if authorized person does not have electronic signature, swipe card, PIN, biometric reader or similar action; (b) Ensure the authenticity, confidentiality, integrity, security, accessibility, and protection against disproof of the electronic records; (c) Be able to produce an authentic, verifiable and uniquely identified written record for each transaction; (d) Be able to authenticate (prove the identity of) the sender of the record and ensure that the electronic record has not been altered; (e) Be able to capture an electronic record for each transaction conducted; (f) Be able to retain the electronic record in an accessible form for their legal minimum retention period; (g) Be able to search and retrieve electronic records in the normal course of business; and (h) Be able to perform in an accurate, reliable, and consistent manner in the normal course of business. |  |
| 110-302-0455(5) | Electronic attendance records must contain information necessary to reproduce the entire electronic record and associated signatures in a form that permits a person viewing or printing the entire electronic record to verify: (a) The contents of the electronic record;(b) The person signing the electronic record; and (c) The date signatures were executed. |  |
| 110-302-0460(3) | Each child's health record and the information described in subsection (2)(a) through (e) of this section must be available to staff for medical administration or emergencies. |  |
| 110-302-0470(1) | ONB programs must have and ONB providers must follow a written emergency preparedness plan. The plan must be reviewed and approved by the department prior to being licensed as an ONB program and prior to when the ONB provider makes substantial changes to the ONB program or premises. Emergency preparedness plans must: (a) Be designed to respond to fire, natural disasters, and other emergencies that might affect the ONB program;(b) Be specific to the ONB program and able to be implemented during hours of operation;(c) Address what the ONB provider would do if a staff member has an emergency to ensure children are not left unsupervised;(d) Address what the ONB program must do if parents are not able to get to their children for up to three days;(e) Follow the requirements contained in chapter 212-12 WAC, Fire marshal standards and the state fire marshal's office requirements of an ONB program;(f) Be reviewed at program orientation, annually with all ONB program staff with documented signatures, and when the plan is updated;(g) Be reviewed with parents or guardians when a child is enrolled and when the plan is updated; and(h) Apply to all locations where an ONB program is licensed to operate. |  |
| 110-302-0470(2) | The written emergency preparedness plan must cover at a minimum: (a) Disaster evacuation plans, including fires that require evacuation from a building and outdoor fires or encounters with dangerous wildlife that require evacuation from the outdoor natural space into the nearby emergency shelter or alternative evacuation location.(i) An evacuation floor plan of any building being used by the ONB program that identifies room numbers or names of rooms, emergency exit pathways, emergency exit doors, and emergency exit windows if applicable;(ii) Methods to be used for sounding an alarm or informing children of the danger and calling 911;(iii) Actions to be taken by a person discovering an emergency;(iv) How the ONB provider will evacuate children, especially those who cannot walk independently. This may include children with disabilities, functional needs requirements, or other special needs;(v) Where the emergency shelter and evacuation route are located;(vi) What to take when evacuating children including, but not limited to:(A) First-aid kit(s);(B) Copies of emergency contact information;(C) Child medication records; and(D) Individual children's medication, if applicable.(vii) How the ONB provider will maintain the required staff-to-child ratio and account for all children;(viii) How parents or guardians will be able to contact the ONB program; and(ix) How children will be reunited with their parents or guardians after the event.(b) Earthquake procedures including:(i) What an ONB provider will do during an earthquake;(ii) How an ONB provider will account for all children; and(iii) Except for ONB programs that enroll only school-age children and operate on public or private school premises, how an ONB provider will coordinate with local or state officials to determine if the licensed space is safe for children after an earthquake.(c) Public safety related lockdown scenarios when an individual at or near an ONB program is harming or attempting to harm others with or without a weapon. This plan must include lockdown of the ONB program or shelter-in-place including:(i) How doors and windows will be secured to prevent access, if needed; and(ii) Where children will safely stay inside the ONB license space, or inside an alternate evacuation location for an ONB program without a suitable structure in the licensed area.(d) Missing child protocols pursuant to WAC 110-302-0475. Missing child protocols for ONB programs must also include how staff will:(i) Immediately check for the child's presence at hazardous features, such as a ravine, cliff, road, or body of water, within a quarter mile of the ONB program; and(ii) Manage the behavior of the remaining children, and using techniques described in WAC 110-302-0310(4).(e) Extreme weather procedures including, but not limited to, a description of the following:(i) How staff will determine whether to cancel or alter the scheduled daily ONB program based on weather including, but not limited to:(A) Strong winds, including gusts over 25 mph;(B) Extreme cold or heat, pursuant to WAC 110-302-0147;(C) Unhealthy air quality;(D) Lightning storm;(E) Tornado;(F) Hurricane;(G) Falling trees or large branches; or(H) Flooding, tsunami, or seiche;(ii) How staff will inform parents and guardians of canceled or altered daily ONB programs;(iii) How staff will determine a need to use the emergency shelter;(iv) How staff will contact families if extreme weather requires a cancellation of the ONB program after the day has already begun;(v) How and where staff will care for children whose parents cannot be contacted when the ONB program is canceled after the day has already begun;(vi) The factors that will be used for determining how long staff will remain at the emergency shelter with children before relocating to an alternate evacuation location;(vii) How staff and children will relocate to an alternate evacuation location (i.e., transportation);(viii) How the ONB provider will maintain the required staff-to-child ratio and account for all children; and(ix) How parents will be notified of emergencies, evacuations, and how children will be reunited with their parents or guardians after the event.(f) A description for how parents or guardians will be contacted after the emergency ends. |  |
| 110-302-0470(4)(a) | ONB providers must practice and record emergency drills with staff and children as follows: (a) Disaster evacuation drills, such as for fire or encounters with dangerous wildlife, once each calendar month; |  |
| 110-302-0471(1) | ONB programs must have and follow benefit-risk assessments and risk management plans approved by the department. These assessments and plans must be submitted to DCYF on a form provided by the department and be available for department review at the time of initial licensing. An amended assessment or plan cannot be implemented until the department has approved it. Benefit-risk assessments must include, but are not limited to, the following criteria: (a) Information about the site or sites that will be used by the ONB program on a regular basis.(b) Different seasons of the year such as summer versus winter plans, based on how conditions change within ONB sites and locations used by the ONB program on a regular basis.(c) Risky play activities including, but not limited to, the following:(i) Climbing natural features pursuant to WAC 110-302-0146;(ii) Water activities pursuant to WAC 110-302-0350;(iii) Using sharp tools pursuant to WAC 110-302-0352;(iv) Plant foraging pursuant to WAC 110-302-0346;(v) ONB program pets pursuant to WAC 110-302-0225;(vi) Egg collection and consumption pursuant to WAC 110-302-0196;(vii) Campfire activities pursuant to WAC 110-302-0351; and(viii) Activities near water, cliffs, steep slopes, or other potentially hazardous natural features.(d) Guidance for when increased staffing is necessary, and provide guidance for the development of the applicable risk management policies and procedures described in subsection (2) of this section. |  |
| 110-302-0471(2) | ONB programs must have and follow risk management policies and procedures to address potential hazards and risks of the ONB programs. These must include, but are not limited to, policies or procedures related to the following: (a) Encountering non-ONB program pets and wildlife pursuant to WAC 110-302-0225 and 110-302-0353;(b) Interacting with strangers, limiting unsupervised access to any child in care, pursuant to WAC 110-302-0345;(c) The shared use of public space;(d) Weather requiring the use of an emergency shelter;(e) Required clothing and keeping children dressed for the weather pursuant to WAC 110-302-0147;(f) Using public facilities or buildings;(g) Encountering poisonous species; and(h) All other potentially hazardous situations and natural features. |  |
| 110-302-0471(6) | Staff must consider the health and safety needs of children and staff daily, as well as any instances of heightened or dangerous behavior among children, when determining that more restrictive risk management practices are necessary to address an unforeseen increased risk. |  |
| 110-302-0480(2) | During travel to an off-site activity, ONB providers must: (a) Have the health history, appropriate medication (if applicable), emergency information, and emergency medical authorization forms accessible for each child being transported;(b) Have a phone to call for emergency help;(c) Have a complete first-aid kit;(d) Maintain the staff-to-child ratio, mixed groupings, and active supervision requirements;(e) Have a current first-aid and CPR certification pursuant to WAC 110-302-0106;(f) Take attendance using a roll call or other method that assures all children are accounted for each time children begin and end travel to an off-site activity, and every time children enter and exit a vehicle; and(g) Never leave children unattended in the vehicle. |  |
| **Summary, Comments, and Recommendations** |
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