

Outdoor Nature-Based (ONB) Child Care Touchstone Standards



Washington State Department of
CHILDREN, YOUTH & FAMILIES

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Intent and Authority

0005 Definitions

The following definitions apply to these standards unless the context clearly requires otherwise.

- (1) **“Accessible to children”** means items, areas, or materials of an outdoor nature-based program (ONB) that a child can reasonably reach, enter, use, or get to on their own.
- (2) **“Accommodations”** means program curriculum and instruction, activities, spaces, and materials that have been adapted to help children and adults with special need function within their surroundings.
- (3) **“Active supervision”** or **“actively supervise”** means a heightened standard of care beyond supervision. This standard requires an ONB provider to see and hear the children they are responsible for during higher risk activities. The provider must be able to prevent or instantly respond to unsafe or harmful events.
- (4) **“ADA”** refers to the Americans with Disabilities Act.
- (5) **“Aide”** is a person who offers support to the ONB program staff.
- (6) **“Allergy”** or **“allergies”** means an overreaction of the immune system to a substance that is harmless to most people. During an allergic reaction, the body’s immune system treats the substance or “allergen” as an invader. The body over reacts by releasing chemicals that may cause symptoms ranging from mildly annoying to life threatening. Common allergens include certain foods (milk, eggs, fish, shellfish, common tree nuts, peanuts, wheat, and soybeans) pollen, mold, or medication.
- (7) **“Annual”** or **“annually”** means an event that occurs each calendar year, not to exceed three hundred sixty five days between occurrences.
- (8) **“Applicant”** means an individual who has made a formal request for a child care license, certification, exemption, or portable background check.
- (9) **“Appropriate”** when used to refer to child care or educational materials means that the materials will interest and challenge children in terms of their ages and abilities.
- (10) **“Appropriately”** means correct or properly suited for a particular situation.
- (11) **“Assistant director”** is the person responsible for the overall management, including the facility and operation, of an ONB program that enrolls preschool-age and school-age children, or only preschool-age children.
- (12) **“Assistant teacher”** is a person whose work is to assist a lead teacher in providing instructional supports to children and implementing a developmentally appropriate program. The assistant teacher must carry out assigned tasks under the supervision of a lead teacher, program supervisor, director, program director, assistant director, site director, or licensee.
- (13) **“ASTM”** refers to the American Society for Testing and Materials.
- (14) **“Bathroom”** means a room containing a built-in, flush-type toilet.
- (15) **“Benefit-risk assessment”** means, for purposes of outdoor nature-based programs, a process of identifying hazards and risky play elements in childhood outdoor play and making plans to mitigate children’s risk of injury while maintaining the developmental benefits for children. This process includes identifying the type(s) of risk present in a location or activity, the likelihood and severity of potential injury, the potential benefits to children, methods of mitigating hazards (e.g. elimination, substitution, isolation, safeguards) and managing risk (e.g. heightened supervision, scaffolding, intervention), and identifying who is responsible for implementing the appropriate methods and when.
- (16) **“Bias”** means a tendency to believe that some people or ideas are better than others that usually results in treating some people unfairly.
- (17) **“Biological needs”** means, for the purposes of outdoor nature-based programming, department approved toileting, handwashing, eating, sleeping or resting.
- (18) **“Body of water”** or **“bodies of water”** is a natural area or human-made area or device that contains or holds a depth of more than two inches of water. Examples include swimming pools, ditches, canals, fish ponds, water retentions, excavations, and quarries.
- (19) **“CACFP”** means the Child and Adult Care Food Program established by Congress and funded by the United States Department of Agriculture (USDA).

- (20) **“Campfire”** means an outdoor fire that is used for cooking, personal warmth, lighting, ceremonial, or esthetic purposes. Campfire does not mean a fire within any building, mobile home, motor vehicle, or recreational vehicle.
- (21) **“Campfire activities”** means ONB program activities in which enrolled children have access to a campfire that poses a risk of burns to children.
- (22) **“Cannabis”** (also known as “marijuana”) refers to all parts of the Cannabis plant, whether growing or not, the seeds thereof, the resin or concentrate extracted from any part of the plant and every compound, manufacture, salt, derivative, mixture, or preparation of the plant.
- (23) **“Capacity”** means the maximum number of children an ONB provider is authorized by the department to have in care at any given time. This includes any children on site at the ONB program and any children in transit to or from the program or other activities such as field trips while the children are signed in to the care of the program.
- (24) **“Certificate of exemption (COE)”** means a form that is approved by the DOH and consistent with the requirements of WAC 246-105-050, or an immunization form produced by the state immunization information system.
- (25) **“Certificate of immunization status (child)”** means a form that is approved by the DOH and consistent with the requirements of WAC 246-105-050, or an immunization form produced by the state immunization information system.
- (26) **“Certification”** means, as applied to the licensing process, department approval of a person, home, or facility that is exempt from licensing but requests evidence that the program meets these foundational licensing standards.
- (27) **“Child”** means an individual who is younger than age thirteen, including any preschool-age child or school-age child as defined in these standards.
- (28) **“Child abuse” or “neglect”** means the physical abuse, sexual abuse, sexual exploitation, abandonment, negligent treatment or maltreatment of a child by any person as defined in RCW 26.44.020.
- (29) **“Child care”** refers to supervision of children outside the child’s home for periods of less than twenty-four hours a day.
- (30) **“Child care basics” or “CCB”** means curriculum designed to meet the initial basic training requirement for early learning program staff working in licensed or certified programs in Washington State. It serves as a broad introduction for professionals who are pursuing a career in the early care and education field.
- (31) **“Chromated copper arsenate” or “CCA”** is a wood preservative and insecticide that contains roughly twenty-two percent arsenic, a known carcinogen. The United States restricted the use of CCA on residential lumber in 2003, but it can still be found on older decks and playground equipment. Information about the health hazards of arsenic can be found on the DOH’s website.
- (32) **“Clean” or “cleaning”** means to remove dirt and debris from a surface by scrubbing and washing with a detergent solution and rinsing with water. This process must be accomplished before sanitizing or disinfecting a surface.
- (33) **“Confidential”** means the protection of personal information, such as the child’s records, from individuals who are not authorized to see or hear the information.
- (34) **“Consistent care”** means providing steady opportunities for children to build emotionally secure relationships by primarily interacting with a limited number of ONB program staff.
- (35) **“Contagious disease”** means an illness caused by an infectious agent of public health concern which can be transmitted from one person, animal, or object to another person by direct or indirect means including transmission through an intermediate host or vector, food, water, or air. Contagious diseases pertinent to these standards are described in WAC 246-110-010.
- (36) **“Continuous”** means without interruptions, gaps, or stopping.
- (37) **“Core competencies”** are standards required by the department that detail what early learning or school-age provider needs to know and is able to do to provide quality care and education for children and their families.
- (38) **“CPSC”** means the United States Consumer Product Safety Commission.

- (39) **“Cultural”** or **“culturally”** means in a way that relates to the ideas, customs, and social behavior of different societies.
- (40) **“Curriculum philosophy”** means a written statement of principles developed by an ONB provider to form the basis of the learning program activities, including age appropriate developmental learning objectives for children.
- (41) **“Department of children, youth, and families,” “DCYF,”** or **“the department”** refers to the Washington state department of children, youth, and families.
- (42) **“Developmentally appropriate”** means:
- (a) An ONB provider interacts with each child in a way that recognizes and respects the child's chronological and developmental age;
 - (b) Knowledge about how children grow and learn;
 - (c) Reflects the developmental level of the individual child; and
 - (d) Interactions and activities are planned with the developmental needs of the individual child in mind.
- (43) **“Developmental screening”** is the use of standardized tools to identify a child at risk of a developmental delay or disorder. (Source: American Academy of Pediatrics, *Healthy Child Care America*, 2009)
- (44) **“Director”** is the person responsible for the overall management, including the facility and operation, of an ONB program that enrolls preschool-age and school-age children, or only preschool-age children.
- (45) **“Disability”** or **“disabilities”** has the same meaning in these standards as in RCW 49.60.040(7), the Washington law against discrimination.
- (46) **“Disaster”** means a sudden event, such as an accident or natural catastrophe, that causes great damage or loss of life.
- (47) **“Discipline”** means a method used to redirect a child in order to achieve a desired behavior.
- (48) **“Disinfect”** means to eliminate virtually all germs from an inanimate surface by the process of cleaning and rinsing, followed by:
- (a) The application of a fragrance-free chlorine bleach and water solution following the DOH’s current guidelines for mixing bleach solutions for child care and similar environments; or
 - (b) The application of other disinfectant products registered with the EPA, if used strictly according to the manufacturer's label instructions including, but not limited to, quantity, time the product must be left in place, adequate time to allow the product to dry or rinsing if applicable, and appropriateness for use on the surface to be disinfected. Any disinfectant used on food contact surfaces or toys must be labeled “safe for food contact surfaces.”
- (49) **“Disinfectant”** means a chemical or physical process that kills bacteria and viruses.
- (50) **“DOD”** means the United States Department of Defense.
- (51) **“DOH”** refers to the Washington state department of health.
- (52) **“Drinking water”** or **“potable water”** is water suitable for drinking by the public as determined by the DOH or a local health jurisdiction.
- (53) **“Dual language learners”** refers to children who are learning two or more languages at the same time. This term includes children who learn two or more languages from birth, and children who are still mastering their home language when they are introduced to and start learning a second language. (Source: The *Washington State Early Learning and Development Guidelines*.)
- (54) **“Early achievers”** is a state-wide system of high quality early learning that connects families to early learning programs with the help of an easy-to-understand rating system and offers coaching, professional development, and resources for early learning providers to support each child’s learning and development
- (55) **“Early childhood education (ECE) initial certificate”** (twelve quarter credits) is Washington’s initial certificate in early childhood education and serves as the point of entry for a career in early learning and covers foundational content for early learning professionals.
- (56) **“Early childhood education (ECE) short certificate”** (initial certificate plus eight quarter credits) is Washington’s short certificate in early childhood education and offers areas of specialization, building on the state’s initial certificate.

- (57) **“Early childhood education (ECE) state certificate”** (short certificate plus twenty-seven quarter credits) is Washington’s state certificate in early childhood education and is the benchmark for Level 2 core competencies for early care and education professionals and prepares for the next step, an associate’s degree in early childhood education.
- (58) **“ECEAP”** or **“early childhood education and assistance program”** is a comprehensive preschool program that provides free services and support to eligible children and their families.
- (59) **“Emergent curriculum”** means a philosophy of teaching and way of planning curriculum that focuses on being responsive to children's interests to create meaningful learning experiences. This philosophy prioritizes active participation, relationship building, flexible and adaptable methods, inquiry, and play-based learning. Curriculum is child-initiated, collaborative and responsive to the children's needs, and teachers come prepared with information and/or resources to support children’s explorations.
- (60) **“Electronic record”** means a record generated, communicated, received, or stored by electronic means for use in an information system or for transmission from one information system to another.
- (61) **“Electronic signature”** means a signature in electronic form attached to or logically associated with an electronic record including, but not limited to, a digital signature. An electronic signature is a paperless way to sign a document using an electronic sound, symbol, or process, attached to or logically associated with a record, and executed or adopted by a person with the intent to sign the record.
- (62) **“Electronic workforce registry”** refers to the Washington state department of children, youth, and families’ current database of professional records of individual ONB providers.
- (63) **“Emergency preparedness”** means a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination in case of emergencies or during incident response.
- (64) **“Enforcement action”** means the denial, suspension, revocation, modification, or nonrenewal of a license pursuant to RCW 43.216.325(1) or assessment of civil penalties (fines) pursuant to RCW 43.216.325(3). An ONB provider may contest an enforcement action and seek an adjudicative proceeding pursuant to chapter 110-03 WAC.
- (65) **“EPA”** means the United States Environmental Protection Agency.
- (66) **“Equivalent”** when referring to staff qualifications means an individual is allowed to meet the requirements of these standards through a department recognized alternative credential, or demonstration of competency, that indicates similar knowledge as the named credential.
- (67) **“Exempt”** or **“exemption”** means, as applied to immunizations, a type of immunization status where a child has not been fully immunized against one or more vaccine preventable diseases required by chapter 246-105 WAC for full immunization due to medical, religious, philosophical or personal reasons. Under chapter 362, Laws of 2019, if a child plans on attending or is attending an outdoor nature-based program, a philosophical or personal objection may not be used to exempt a child from the measles, mumps, and rubella vaccine.
- (68) **“Expel”** or **“expulsion”** means to end a child’s enrollment in an ONB program. An ONB provider will end a child’s enrollment if the provider is unable to meet a child’s needs due to the child’s challenging behavior.
- (69) **“Facility Licensing Compliance Agreement (FLCA)”** means an agreement issued by the department in lieu of the department taking enforcement action against an ONB provider.
- (70) **“FDA”** means the United States Food and Drug Administration.
- (71) **“Food worker card”** means a food and beverage service worker’s permit as required under chapter 69.06 RCW.
- (72) **“Foundational quality standards”** refers to the administrative and regulatory requirements contained within these standards. Foundational quality standards are designed to promote the development, health, and safety of children enrolled in an ONB program. The department uses these standards to equitably serve children, families, and ONB providers throughout Washington state.
- (73) **“Good repair”** means about eighty percent of materials and components are unbroken, have all their pieces, and can be used by the children as intended by the manufacturer or builder.
- (74) **“Health care provider”** means a person who is licensed, certified, registered, or otherwise authorized by the law of Washington state to provide health care in the ordinary course of business or practice of a profession.

- (75) **“Hazard”**, means a source of harm that is not obvious to the child, such that the potential for injury is hidden; or a source of harm that is greater than a child can manage to avoid.
- (76) **“Health care provider”** means a person who is licensed, certified, registered, or otherwise authorized by the laws of the State of Washington to provide health care in the ordinary course of business or practice of a profession.
- (77) **“Immunization”** is the process of administering a vaccine to make that person immune or resistant to an infectious disease.
- (78) **“Inaccessible to children”** means a method to prevent a child from reaching, entering, using, or getting to items, areas, or materials of an ONB program.
- (79) **“Inactive”** when used by the department to indicate a licensing status means an ONB provider who has informed the department of their intent to temporarily cease caring for children and close their ONB program in a manner that departs from the program’s regular schedule.
- (80) **“Individual care plan”** means a specific plan to meet the individual needs of a child with a food allergy, special dietary requirement due to a health condition, other special needs or circumstances.
- (81) **“In-service training”** means professional development requirements for continuing education delivered or approved by the department to maintain staff standards and qualifications while employed as an ONB provider.
- (82) **“Inspection report”** refers to a written or digital record developed by the department that identifies violations of licensing standards.
- (83) **“Internal review process”** has the same meaning in these standards as in RCW 43.216.395.
- (84) **“Lead teacher”** means an ONB provider who works as the lead staff person in charge of a child or group of children and implements activity programs.
- (85) **“License”** means a permit issued by the department legally authorizing an applicant to operate an outdoor nature-based program.
- (86) **“Licensed space”** means the indoor and outdoor space on the premises approved by the department for the purpose of providing a licensed ONB program.
- (87) **“Licensee”** means an individual or legal entity listed on a license issued by the department, authorized to provide child care or early learning services in an ONB program.
- (88) **“Lockdown”** means restricted to an interior room with few or no windows while the facility or building is secured from a threat, or other department approved lockdown plan.
- (89) **“Locking mechanism”** means a lock that requires a key, tumbler, dial, passcode, touchpad, or similar device or method to lock and unlock.
- (90) **“Modification”** when used in reference to an ONB provider’s licensing status, means an enforcement action by the department to change the conditions identified on a licensee’s current license.
- (91) **“Moisture-wicking”** means a fabric that draws moisture away from the body, such as polyester or wool. Cotton is not a moisture-wicking fabric.
- (92) **“Natural space”** means land that is natural, semi-natural, or planted and includes plants, animals, and other features and products of the earth.
- (93) **“Nonexpiring license”** means a license that is issued to an ONB provider following the initial licensing period, pursuant to chapter 43.216 RCW.
- (94) **“Operating hours”** means the hours listed in an ONB program parent handbook when the program is open and providing care and services to children.
- (95) **“OSPI”** means the Washington state office of superintendent of public instruction.
- (96) **“Outdoor nature-based (ONB) child care”** or **“outdoor nature-based (ONB) program”** means an agency-offered program that:
- (a) Enrolls preschool or school-age children;
 - (b) Provides early learning services to the enrolled children in an outdoor natural space approved by the department for not less than four hours per day or fifty percent of the daily program hours, whichever is less; and
 - (c) Teaches a nature-based curriculum to enrolled children.

- (97) **“Outdoor nature-based child care (ONB) provider”** or **“provider”** refers to an outdoor nature-based child care licensee or a designee who works in an outdoor nature-based program during hours when children are or may be present. Designees include outdoor nature-based child care directors, program directors, assistant directors, site directors, program supervisors, lead teachers, assistant teachers, aides, and volunteers.
- (98) **“Outdoor nature-based (ONB) program staff”** or **“staff”** refers to all persons who work, substitute, or volunteer in an outdoor nature-based program during hours when children are or may be present, excluding licensees.
- (99) **“Parent”** or **“guardian”** means birth parent, custodial parent, foster parent, legal guardian or those authorized by the parent or entity legally responsible for the welfare of the child.
- (100) **“Peer interaction”** refers to relationships children have with one another, which includes how children play together, communicate, and whether they fight or get along.
- (101) **“Permanently located outdoor classroom”** means an outdoor area that is allocated to an ONB program for daily use, and the ONB provider or public park installs permanent or semi-permanent equipment for the program’s use, such as storage containers, portable chemical toilets, or child-sized furniture.
- (102) **“Personal needs”** means an ONB provider’s toileting or medication needs. Personal needs do not include smoking or use of tobacco products, illegal drug use or misuse of prescription drugs, conducting business or related activities, sleeping or napping, screen time, or leaving children in care unattended.
- (103) **“Pest”** means an animal, plant, or insect that has a harmful effect on humans, food, or living conditions.
- (104) **“Pesticide”** refers to chemicals used to kill pests.
- (105) **“Pet”** means a domestic or tamed animal or bird kept for companionship or pleasure.
- (106) **“Physical barrier”** means a nonclimbable fence or a wall that is at least five feet tall and has no openings greater than two inches or a gate or door that allows entry to and exit from a body of water and has the following requirements in addition to those already listed: A locking mechanism, a self-closing or self-latching device, and a device used to open the locks which is inaccessible to children but readily available to staff.
- (107) **“Physical restraint”** means holding a child as gently as possible for the minimum amount of time necessary to control a situation where that child’s safety or the safety of others is threatened.
- (108) **“Poison”** includes, but is not limited to, substances, chemicals, chemical compounds (other than naturally occurring compounds such as water or salt), or similar items that, even in small quantities, are likely to cause injury or illness if it is swallowed or comes into contact with a child's skin, eyes, mouth, or mucus membranes.
- (109) **“Premises”** means the licensed and unlicensed space at the licensed address including, but not limited to, buildings, land, and residences.
- (110) **“Preschool-age child”** means a child thirty months through six years of age not attending kindergarten or elementary school.
- (111) **“Preservice training”** means professional development standards or requirements for ONB program staff prior to hiring or within a department specified time frame and delivered or approved by the department.
- (112) **“Private septic system”** means a septic system as defined in chapter 246.272A WAC that is not connected to a public sewer system or a large on-site sewage system as defined in chapter 246-272B WAC. A private septic system includes, but is not limited to, the septic system’s drain field and tanks.
- (113) **“Probationary license”** has the same meaning as described in RCW 43.216.010(24).
- (114) **“Professional development support plan”** is a formal means by which an individual who is supervising staff sets out the goals, strategies, and outcomes of learning and training.
- (115) **“Program director”** means the person responsible for the overall management, including the facility and operations, of an ONB program that enrolls only school-age children. The program director is not responsible for being on-site at the program, unless the program director is filling in for an on-site role.
- (116) **“Program supervisor”** means the person responsible for planning and supervising the learning and activity programming of the ONB program that enrolls preschool-age and school-age children, or only preschool-age children.
- (117) **“RCW”** means the Revised Code of Washington.
- (118) **“Readily available”** means able to be used or obtained quickly and easily.

- (119) **“Revocation”** or **“revoke”** when used in reference to an ONB provider’s licensing status, means an enforcement action by the department to close an ONB program and permanently remove the license.
- (120) **“Risk”** when used in reference to “risky play”, means a situation in which a child can recognize and evaluate challenge and decide on a course of action, although there is the potential for injury. In this context, risk can be necessary and beneficial to healthy child development.
- (121) **“Risky play”** means physical activity and play that is thrilling and exciting and where there is a risk of physical injury. Risky play for ONB programs includes, but is not limited to, play involving heights, speed, dangerous tools, or near dangerous elements (e.g. fall into something), and where children may get lost. Also known as “adventure play.”
- (122) **“Routine care”** means typical or usual care provided to a child during the time the child is enrolled in the ONB program (for example: Feeding, diapering, toileting, napping, resting, playing, and learning).
- (123) **“Safe route”** means a way or course taken to get from a starting point to a destination that is protected from danger or risk.
- (124) **“Safety plan”** means a written plan to implement program changes to bring an ONB program into compliance with these standards, chapter 110-300E WAC and chapter 43.216 RCW. Safety plans are developed at meetings involving at least an ONB provider and a department licensor and supervisor. Safety plans detail changes the provider needs to make to mitigate the risk of direct and indirect harm to children enrolled in the ONB program. Program changes must be agreed to in writing and signed by all participants at the meeting. Safety plans expire thirty calendar days after being signed by all parties. Safety plans may only be extended for an additional thirty days and extensions may only be authorized by a department supervisor.
- (125) **“Sanitize”** means to reduce the number of microorganisms on a surface by the process of:
- (a) Cleaning and rinsing with water at a high temperature pursuant to these standards; or
 - (b) Cleaning and rinsing, followed by using:
 - i. A fragrance-free chlorine bleach and water solution following the DOH's current guidelines for mixing bleach solutions for child care and similar environments; or
 - ii. Other sanitizer product if it is registered with the EPA and used strictly according to manufacturer's label instructions including, but not limited to, quantity used, time the product must be left in place, adequate time to allow the product to dry, and appropriateness for use on the surface to be sanitized. If used on food contact surfaces or toys, a sanitizer product must be labeled as “safe for food contact surfaces.”
- (126) **“School-age basics”** means curriculum designed to meet the initial basic training requirement for school-age program staff working in a licensed or certified school-age child care program in Washington state.
- (127) **“School-age child”** means a child who is five years of age through twelve years of age and is attending a public school or is receiving home-based instruction under chapter 28A.200 RCW.
- (128) **“Screen time”** means watching, using, or playing television, computers, video games, video or DVD players, mobile communication devices, or other similar devices.
- (129) **“Serious injury”** means:
- (a) An injury resulting in an overnight hospital stay;
 - (b) A severe neck or head injury;
 - (c) Choking or serious unexpected breathing problems;
 - (d) Severe bleeding;
 - (e) Shock or an acute confused state;
 - (f) Sudden unconsciousness;
 - (g) Dangerous chemicals in eyes, on skin, or ingested;
 - (h) Near drowning;
 - (i) One or more broken bones;
 - (j) A severe burn requiring professional medical care;
 - (k) Poisoning; or
 - (l) An overdose from a chemical substance.

- (130) **“Shelter in place”** means staff and children staying at the licensed premises due to an external threat such as a storm, chemical or gas leak or explosion, or other event that prohibits the occupants from safely leaving the premises.
- (131) **“Sign”** means an individual formally placing their name or legal mark on a document by physical signature or electronic signature.
- (132) **“Site director”** means the person responsible for planning and implementing the services, under the oversight of the program director, of an ONB program that ONB enrolls only school-age children. The site director is responsible for being on-site during the program’s operating hours and providing regular supervision of staff and volunteers.
- (133) **“Sleeping equipment”** includes a bed, cot, mattress, or mat.
- (134) **“Special needs”** is a term used for children who require assistance due to learning difficulties, physical disability, or emotional and behavioral difficulties and who have documentation in the form of a health care provider’s diagnosis, an individual educational plan (IEP), individual health plan (IHP), 504 plan, or an individualized family service plan (IFSP).
- (135) **“Strengthening families program self-assessment”** refers to a research informed approach to increase family strengths, enhance child development, and reduce the likelihood of child abuse and neglect. It is based on engaging families, programs, and communities in building five protective factors:
- (a) Parental resilience;
 - (b) Social connections;
 - (c) Knowledge of parenting and child development;
 - (d) Concrete support in times of need; and
 - (e) Social and emotional competence of children.
- (136) **“Supervise”** or **“supervision”** means an ONB provider must be able to see or hear the children they are responsible for at all times. ONB providers must use their knowledge of each child’s development and behavior to anticipate what may occur to prevent unsafe or unhealthy events or conduct, or to intervene in such circumstances as soon as possible. ONB providers must also reposition themselves or the children to be aware of where children are and what they are doing during care. An ONB provider must reassess and adjust their supervision each time program activities change. See “active supervision” for a heightened standard of care.
- (137) **“Suspend”** when used in reference to an ONB provider’s licensing status, means an enforcement action by the department to temporarily stop a license in order to protect the health, safety, or welfare of enrolled children or the public.
- (138) **“Swimming pool”** means a pool that has a water depth greater than two feet (twenty-four inches).
- (139) **“Technical assistance”** means a service provided to an ONB provider by department staff or a contracted third party. The goal of technical assistance is to offer guidance, information, and resources to help a provider fully comply with the licensing requirements of these standards, chapter 110-300E WAC, and chapter 43.216 RCW.
- (140) **“Transition”** is the process or period of time to change from one activity, place, grade level, or sleeping arrangement to another.
- (141) **“Unlicensed space”** means the indoor and outdoor areas of the premises not approved by the department as licensed space that the ONB provider must make inaccessible to the children during program hours.
- (142) **“Unsupervised access”** as used throughout these standards has the same meaning as WAC 110-06-0020.
- (143) **“Usable space”** means the areas that are available at all times for use by children in an ONB program and meets licensing requirements.
- (144) **“USDA”** means the United States Department of Agriculture.
- (145) **“Vapor product”** means any:
- (a) Device that employs a battery or other mechanism to heat a solution or substance to produce a vapor or aerosol intended for inhalation;
 - (b) Cartridge or container of a solution or substance intended to be used with or in such device or to refill such device; or
 - (c) Solution or substance intended for use in such a device including, but not limited to, concentrated nicotine, nonnicotine substances, or supplemental flavorings. This includes any electronic cigarettes,

electronic nicotine delivery systems, electronic cigars, electronic cigarillos, electronic pipes, hookahs, steam stones, vape pens, or similar products or devices, as well as any parts that can be used to build such products or devices. “Vapor product” does not include any drug, device, or combination product approved for sale by the FDA that is marketed and sold for such approved purpose.

- (146) **“Variance”** is an official approval by the department to allow an ONB program to achieve an outcome of a rule or rules in these standards in an alternative way than described due to the needs of a unique or specific program approach or methodology. The department may grant a request for variance if the proposed alternative provides clear and convincing evidence that the health, welfare, and safety of all enrolled children will not be jeopardized. An ONB provider does not have the right to appeal the department’s disapproval of request for variance under chapter 110-03 WAC. The provider may challenge a variance disapproval on a department form.
- (147) **“Volunteer”** includes any person who provides labor or services to an ONB provider but is not compensated with employment pay or benefits. A volunteer must never have unsupervised access to a child unless the volunteer is the parent or guardian of that child or is an authorized person pursuant to standard 0345. “Unsupervised access” has the same meaning here as in WAC 110-06-0020.
- (148) **“WAC”** means the Washington Administrative Code.
- (149) **“Wading pool”** means a pool that has a water depth of less than two feet (twenty-four inches).
- (150) **“Waiver”** is an official approval by the department allowing an ONB provider not to meet or satisfy a rule in these standards due to specific needs of the program or an enrolled child. The department may grant a request for waiver if the proposed waiver provides clear and convincing evidence that the health, welfare, and safety of all enrolled children is not jeopardized. An ONB provider does not have the right to appeal the department’s disapproval of a waiver request under chapter 110-03 WAC. The provider may challenge a waiver disapproval on a department form.
- (151) **“Walking independently”** means an individual is able to stand and move easily without the aid or assistance of holding onto an object, wall, equipment, or another individual.
- (152) **“Washington state early learning and development guidelines”** refers to guidelines published by the department, OSPI, and thrive Washington for children birth through third grade that outlines what children know and are able to do at different stages of their development.
- (153) **“Water activities”** means ONB program activities in which enrolled children swim or play in a body of water that poses a risk of drowning for children. Water activities do not include using sensory tables, or playing in temporary puddles at an ONB program.
- (154) **“Weapon”** means an instrument or device of any kind that is used or designed to be used to inflict harm including, but not limited to, rifles, handguns, shotguns, antique firearms, knives, swords, bows and arrows, BB guns, pellet guns, air rifles, electronic or other stun devices, or fighting implements.
- (155) **“Written food plan”** is a document designed to give alternative food to a child in care because of a child’s medical needs or special diet, or to accommodate a religious, cultural, or family preference. A parent or guardian and the ONB provider must sign a written food plan.

0010 License Required

- (1) An individual or entity that provides outdoor nature-based child care services for a group of children, thirty-months through twelve years of age, must be licensed by the department, pursuant to RCW 43.216.295, unless exempt under 43.216.010(2) and standard 0025.
- (2) The department must not license a department employee or a member of the employee's household if the employee is involved directly, or in an administrative or supervisory capacity in the:
 - (a) Licensing process;
 - (b) Placement of a child in a licensed outdoor nature-based program; or
 - (c) Authorization of payment for the child in care.
- (3) In addition to the requirements described in chapter 43.216 RCW and chapter 110-300E, an applicant must meet the following criteria for an outdoor nature-based child care license:

- (a) The outdoor nature-based program must operate/conduct programming with a philosophy, curriculum, and organizational practices that provide developmentally appropriate early childhood education and nature-based education;
- (b) The outdoor nature-based program must occur outdoors for not less than four hours per day or fifty percent of the daily program hours, whichever is less;
- (c) The outdoor nature-based program must comply with the requirements contained in chapter 43.216 RCW, chapter 110-06 WAC (background checks), the Child Care Development Fund (45 C.F.R. Part 98), and these standards; and
- (d) The outdoor nature-based program must be offered on a regular and ongoing basis for one or more preschool-age and school-age children not related to the licensee. For purposes of these standards, “not related” means not any of the relatives listed in RCW 43.216.010(2)(a).

0011 License Transfers

- (1) Pursuant to RCW 43.216.305(1) and subject to this chapter, a full license issued under chapter 43.216 RCW may be transferred to a new licensee in the event of a transfer of ownership of a child care operation. A current licensee or applicant must apply to transfer a license using forms and methods determined by the department.
- (2) A full license will remain valid and may be transferred to a new licensee if:
 - (a) The new licensee meets the requirements of RCW 43.216.305(2); and
 - (b) The department determines before the license transfer the new licensee's child care operation is substantially similar to or an improvement of the originally licensed child care operation.
- (3) To determine whether the new licensee's child care operation is substantially similar to or an improvement of the original child care operation, the department must assess the following factors of the new child care operation:
 - (a) The physical environment and all anticipated changes or updates;
 - (b) The qualifications and number of all retained and newly hired staff members;
 - (c) The program operations and all anticipated changes or updates;
 - (d) The relation or connection, if any, between the original and new licensee; and
 - (e) Whether the new child care operation is able to comply with the licensing requirements described in chapter 43.216 RCW, this chapter, and chapter 110-06.
- (4) The department will determine and disclose to the current licensee and new licensee whether the license is in good standing prior to transferring the license.
- (5) At the request of the current licensee or the new licensee, the department will disclose the following license information from the last four years to one or both parties:
 - (a) A description of any valid complaints;
 - (b) A description of any instances that the department found noncompliance with the requirements contained in chapter 43.216 RCW, this chapter, and chapter 110-06 WAC;
 - (c) Safety plans (historical or in effect);
 - (d) Facility licensing compliance agreements (historical or in effect); and
 - (e) Enforcement actions levied or pending against this license.
- (6) The current licensee or new licensee has the right to appeal the department's denial of a license transfer application by requesting an adjudicative proceeding (or "hearing") pursuant to the hearing rules detailed in chapter 110-03 WAC.

0015 Program Managers' Simultaneous Absence

- (1) The licensee must have a written plan for when the director, program director, assistant director, site director, and program supervisor will be simultaneously absent but the program remains open for the care of children. If the director, program director, assistant director, site director, and program supervisor are simultaneously absent for more than ten consecutive operating days, an ONB provider must submit a written notification to the department and each child's parent or guardian at least two business days prior to the planned absence.
- (2) A written notification under this section must include the following information:

- (a) The time period of the absence;
- (b) Emergency contact information for the absent provider; and
- (c) A written plan for program staff to follow that includes:
 - i. A staffing plan that meets child-to-staff ratios;
 - ii. Identification of a lead teacher to be present and in charge;
 - iii. ONB staff roles and responsibilities;
 - iv. How each child's needs will be met during the absence; and
 - v. The responsibility for meeting licensing requirements.
- (3) If an ONB provider or staff member fails to comply with one or more of the requirements of these standards during an absence, a provider must:
 - (a) Retrain program staff on the standards documented on the inspection report; and
 - (b) Document when the retraining occurred.

0016 Inactive Status—Voluntary and Temporary Closure

- (1) If a licensee plans to temporarily close their ONB program for more than thirty calendar days, and this closure is a departure from the program's regular schedule, a provider must submit a notification to go on inactive status to the department at least two business days prior to the planned closure. Notifications for inactive status must include:
 - (a) The date the ONB program will cease operating;
 - (b) The reasons why the licensee is going on inactive status; and
 - (c) A projected date the ONB program will reopen.
- (2) The requirements of this section do not apply to licensed ONB programs that have temporary closures beyond thirty calendar days as part of their regular schedule, such as programs based on the school year or seasonal occupation.
- (3) A licensee may not request inactive status during their first initial licensing period (six months) unless for an emergency.
- (4) An ONB provider must inform parents and guardians that the program will temporarily close.
- (5) An ONB provider is responsible for notifying the department of changes to program status including voluntary closures, new staff, or other program changes. Program status updates must also be completed in the department's electronic system.
- (6) Background check rules in chapter 110-06 WAC, including allegations of child abuse or neglect, will remain in effect during inactive status.
- (7) After receiving a notice of inactive status, the department will:
 - (a) Place the license on inactive status;
 - (b) Inform the licensee that the license is inactive; and
 - (c) Notify the following programs of the inactive status:
 - i. The department's child care subsidy programs;
 - ii. CACFP; and
 - iii. Early achievers, ECEAP, Head Start Grantee, and child care aware of Washington.
- (8) A licensee is still responsible for maintaining annual compliance requirements during inactive status pursuant to RCW 43.216.305.
- (9) If inactive status exceeds six months within a twelve-month period, the department must close the license. The licensee must reapply for licensing pursuant to RCW 43.216.305(3).
- (10) The department may pursue enforcement actions after three failed attempts to monitor an ONB program if the:
 - (a) ONB provider has not been available to permit the monitoring visits;
 - (b) Monitoring visits were attempted within a three-month time period; and
 - (c) Department attempted to contact the provider by phone during the third attempted visit while still on the ONB program premises.
- (11) When a licensee is ready to reopen after a temporary closure, the licensee must notify the department in writing.
- (12) Once the department receives a provider's notice of the intent to reopen, the department will:
 - (a) Activate the license and inform the licensee that the license is active;
 - (b) Notify the following programs of the active status:

- i. The department's child care subsidy programs;
 - ii. CACFP; and
 - iii. Early achievers, ECEAP, Head Start Grantee, and child care aware of Washington; and
- (c) Conduct a health and safety visit of the ONB program within ten business days to determine that the provider is in compliance with these standards.

0020 Unlicensed Programs

- (1) If the department suspects that an individual or agency is operating an unlicensed ONB program, the department must follow the requirements of RCW 43.216.360.
- (2) If an individual or agency decides to obtain a license, within thirty calendar days from the date of the department's notice in subsection (1) of this section, the individual or agency must submit a written agreement on a department form stating they agree to:
 - (a) Attend and participate in the next available department licensing orientation; and
 - (b) Submit a licensing application after completing orientation.
- (3) The department's written notice under subsection (1) of this section must inform the individual or agency operating an unlicensed ONB program:
 - (a) That the individual or agency must stop operating an ONB program, pursuant to RCW 43.216.360;
 - (b) How to respond to the department;
 - (c) How to apply for a license;
 - (d) How a fine, if issued, may be suspended or withdrawn if the individual applies for a license;
 - (e) That the individual has a right to request an adjudicative proceeding (hearing) if a fine is assessed; and
 - (f) How to ask for a hearing, under chapter 34.05 RCW (Administrative Procedure Act), chapter 43.216.RCW, and chapter 110-30 WAC (department hearing rules).
- (4) If an individual or agency operating an unlicensed ONB program does not submit an agreement to obtain a license as provided in subsection (2) of this section within thirty calendar days from the date of the department's written notice, the department will post information on its website that the individual is operating an ONB program without a license.
- (5) An individual or agency operating an unlicensed ONB program:
 - (a) Will be guilty of a misdemeanor pursuant to RCW 43.216.365; and
 - (b) May be subject to an injunction pursuant to RCW 43.216.355.

0025 Certified and exempt programs.

- (1) The department must not license an ONB program that is legally exempt from licensing pursuant RCW 43.216.010(2). However, if an ONB program requests to become certified by the department, the department must apply all licensing rules to the otherwise exempt program. In such a case, the department must apply licensing rules equally to licensed and certified ONB programs.
- (2) The department may certify an otherwise exempt ONB program for subsidy payment without further inspection if the program is:
 - (a) Licensed by an Indian tribe, band, nation, or other organized community of Indians, including an Alaska native village as defined in 43 U.S.C. Sec. 1602(c), recognized as eligible for services by the United States Secretary of the Interior;
 - (b) Certified by the DOD; or
 - (c) Approved by the OSPI.
- (3) An ONB program exempt from licensing pursuant to RCW 43.216.010(2) must use the department's form to submit their exempt status.
- (4) An ONB program requesting certification must be located on the premises over which the tribe, DOD, or OSPI has jurisdiction.
- (5) An ONB program regulated by a tribe, the DOD, or OSPI may request certification:
 - (a) For subsidy payment only; or
 - (b) As meeting WAC 110-300E and these standards.

- (6) The department must not certify a department employee or a member of their household when the employee is involved directly, or in an administrative or supervisory capacity, in the:
 - (a) Certification process;
 - (b) Placement of a child in a certified program; or
 - (c) Authorization of payment for the child in care.

0030 Nondiscrimination

- (1) An ONB program is defined by state law as a place of public accommodation that must:
 - (a) Not discriminate in employment practices or client services based on race, creed, color, national origin, sex, honorably discharged veteran or military status, marital status, gender, sexual orientation, age, religion, or ability; and
 - (b) Comply with the requirements of the Washington law against discrimination (chapter 49.60 RCW) and the ADA.
- (2) An ONB program must have a written nondiscrimination policy addressing at least the factors listed in subsection (1) of this section.

0035 Department Access to Agency Premises, Records, Programs, and Staff

- (1) Pursuant to RCW 43.216.250(8), an applicant or ONB program must grant reasonable access to the department during the program’s hours of operation for the purpose of announced or unannounced inspections.
 - (a) Applicants, licensees, and ONB program staff must allow the department’s authorized staff to inspect the indoor and outdoor licensed space and any adjacent enclosures, areas, spaces, substances, machinery, or devices that may directly impact the health, safety, or well-being of enrolled children to verify compliance with the requirements of these standards, chapter 110-300E WAC, and chapter 43.216 RCW.
 - (b) For the purposes of these standards “hours of operation” means the hours of the day that a licensee offers ONB program services as reported to the department on the license application or modification paperwork, or as indicated in the parent or guardian handbook.
- (2) The department may deny, suspend, revoke, or not continue a license when an applicant, licensee, or program staff refuses to allow the department’s authorized staff access to any of the following:
 - (a) Information relevant to the ONB program;
 - (b) The agency’s premises pursuant to subsection (1) of this section;
 - (c) Child, staff, or program records or files;
 - (d) Staff members; or
 - (e) Children in care.

Child Outcomes

0055 Developmental Screening and Communication to Parents or Guardians

- (1) An ONB provider must inform parents or guardians of preschool-age children about the importance of developmental screenings.
- (2) If not conducted on-site, a provider must share information with parents or guardians of preschool-age children about organizations that conduct developmental screenings such as a local business, school district, health care provider, specialist, or resources listed on the department website.

0065 School Readiness and Family Engagement Activities

- (1) At least once per calendar year, an ONB provider must supply kindergarten or school readiness materials to the parents or guardians of preschool-age children.
- (2) Kindergarten or school readiness materials must be the same or similar to resources posted online by OSPI, the department, or other equivalent organizations. These materials may address:
 - (a) Kindergarten transition activities, if applicable; and

- (b) Developmentally appropriate local school and school district activities designed to engage families.

Family Engagement and Partnerships

0080 Family Support Self-Assessment

An ONB provider who serves and enrolls preschool-age children must assess their program within one year of being licensed to identify ways to support the families of enrolled children. A provider must complete the strengthening families program self-assessment, or an equivalent assessment.

0085 Family Partnerships and Communication

- (1) An ONB provider must communicate with families to identify individual children's developmental goals for each preschool-age child enrolled in the ONB program.
- (2) A provider must attempt to obtain information from each child's family about that child's developmental, behavioral, health, linguistic, cultural, social, and other relevant information. The provider must make this attempt upon that child's enrollment and annually thereafter.
- (3) A provider must determine how the program can best accommodate each child's individual characteristics, strengths, and needs. The provider must utilize the information in subsection (2) of this section and seek input from family members and staff familiar with a child's behavior, developmental, and learning patterns.
- (4) A provider must:
 - (a) Attempt to discuss with parent or guardian information including, but not limited to:
 - i. A child's strength in areas of development, health issues, special needs, and other concerns;
 - ii. Family routines or events, approaches to parenting, family beliefs, culture, language, and child rearing practices;
 - iii. Internal transitions within the ONB program and transitions to external services or programs, as necessary;
 - iv. Collaboration between the provider and the parent or guardian in behavior management; and
 - v. A child's progress, at least two times per year, for preschool-age children.
 - (b) Communicate the importance of regular attendance for the preschool-age child;
 - (c) Give parents or guardians the ONB program's contact information for questions or concerns;
 - (d) Give families opportunities to share their language and culture in the ONB program;
 - (e) Arrange a confidential time and space for individual conversations regarding children, as needed;
 - (f) Allow parents or guardians access to their child during normal hours of operation, except as excluded by a court order; and
 - (g) Communicate verbally or in writing:
 - i. Changes in drop-off and pickup arrangements as needed; and
 - ii. Daily activities.

Professional Development, Training, and Requirements

0100 General Staff Qualifications for Programs

All ONB providers must meet the following requirements prior to working:

- (1) Licensees must meet the requirements of the director listed in subsection 2 of this section or the requirements of the program director listed in subsection 5 of this subsection, or hire a director or program director who meets the qualifications prior to being granted an initial license.
- (2) **Directors or assistant directors (for programs that enroll preschool-age and school-age children, or only preschool-age children)** manage the outdoor nature-based program and set appropriate program, and staff expectations.
 - (a) A **director** must meet the following qualifications:
 - i. Be at least eighteen years old;
 - ii. Have an ECE state certificate 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 thirty hours or three credits of nature-based education training at the time of initial licensure or hire; and
 - (B) Complete an ECE state certificate or equivalent by August 1, 2026, or within five years of being hired or promoted into the position, whichever occurs later.
 - iii. Have two years of experience as a teacher of children in any age group enrolled in the ONB program and at least six months of experience in administration or management, or a department approved plan;
 - iv. Complete the applicable preservice requirements, pursuant to standard 0105;
 - v. If a director does not meet the minimum qualification requirements, the ONB program must employ an assistant director or program supervisor who meets the minimum qualifications of these positions;
 - vi. Have their continued professional development progress documented annually.
 - (b) An **assistant director** must meet the following qualifications:
 - i. Be at least eighteen years old;
 - ii. Have an ECE state certificate 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 thirty hours or three credits of nature-based education training at the time of initial licensure or hire; and
 - (B) Complete an ECE state certificate or equivalent by August 1, 2026, or within five years of licensure or being hired or promoted into the position, whichever occurs later.
 - iii. Have two years of experience as a teacher of children in any age group enrolled in the ONB program or two years of experience in administration or management, or a department approved plan;
 - iv. Complete the applicable preservice requirements, pursuant to standard 0105;
 - v. Have their continued professional development progress documented annually.
 - (c) A director or assistant director or equivalent must provide the following services:
 - i. Be on-site for the daily operation of the ONB program fifty percent or more of the weekly operating hours up to forty hours per week, or designate a person with the qualifications of an assistant director, program supervisor or equivalent. The director may act as a substitute teacher if acting as a substitute does not interfere with management or supervisory responsibilities;
 - ii. Be available to provide in-person support to the ONB program within fifteen 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. Comply with WAC 110-300E and these standards;
 - iv. 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 program supervisor with this responsibility);
 - v. Lead the development of benefit-risk assessments, and associated risk management policies and procedures, pursuant to standard 0471.
 - vi. Have knowledge of community resources available to families, including resources for children with special needs and be able to share these resources with families; and
 - vii. 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) Observing and mentoring staff.
- (3) **Program supervisors (for programs that enroll preschool-age and school-age children, or only preschool-age children)** plan the ONB program services under the oversight of a director or assistant director.
- (a) A **program supervisor** must meet the following qualifications:
 - i. Be at least eighteen years old;

- ii. Have an ECE state certificate 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 thirty hours or three credits of nature-based education training at the time of initial licensure or hire; and
 - (B) Complete an ECE state certificate or equivalent by August 1, 2026, or within five years of being hired or promoted into the position, whichever occurs later. If the director or assistant director does not have an ECE state certificate or equivalent as required by this section, the program supervisor must have an ECE state certificate at the time of initial licensing of the outdoor nature-based child care program or from the time of hire or promotion.
 - iii. Have two years of experience as a teacher of preschool-age or school-age age of children in any ONB program;
 - iv. Complete the applicable preservice requirements, pursuant to standard 0105; and
 - v. Have their continued professional development progress documented annually.
- (b) A program supervisor performs the following duties:
- i. Guide the planning of curriculum philosophy, implementation, and environmental design of the ONB program;
 - ii. Comply with these standards;
 - iii. Act as a teacher or director as long as it does not interfere with the program supervisor's primary responsibilities; and
 - iv. Manage the professional development plans and requirements for staff as needed.
- (c) One person may be the director, assistant director, and the program supervisor when qualified for all positions, provided that all requirements of subsection (2)(a) and (b) of this section are met.
- (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 as required in this section must instead meet the following requirement as approved and verified in the electronic workforce registry by the department:

If an ONB program is licensed for this number children:	Then the director, assistant director, or program supervisor must have completed at least this number of college quarter credits in early childhood education core competencies:
(a) 12 or fewer	10
(b) 13 to 24	25
(c) 25 or more	45

- (5) **Program directors (for programs that enroll only school-age children)** manage the overall ONB program operations and facilities and set appropriate 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 eighteen years old;
 - ii. Have forty-five college credits in any one hundred-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 thirty hours or three credits of nature-based education training at the time of initial licensure or hire; and
 - (B) Have at least twelve college credits in any one hundred-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 thirty-three college credits in any one hundred-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 pre-school or school-age children enrolled in the ONB program and at least six months of experience in administration or management, or a department approved plan;
 - iv. Complete the applicable preservice requirements, pursuant to standard 0105; and

- v. Have their continued professional development progress documented annually.
- (b) A program director must provide the following services:
 - i. Comply with these standards;
 - ii. Be available to provide in-person support to the ONB program within fifteen 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 standard 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.
- (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 program's operating hours.
 - (a) A **site director** must meet the following qualifications:
 - i. Be at least eighteen years old;
 - ii. Have thirty college credits in any one hundred-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 thirty hours or three credits of nature-based education training at the time of initial licensure or hire; and
 - (B) Have at least twelve college credits in any one hundred-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 eighteen college credits in any one hundred-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 age of children in any ONB program;
 - iv. Complete the applicable preservice requirements, pursuant to standard 0105; 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. Be on-site providing regular supervision of staff and volunteers;
 - iii. Comply with these standards;
 - 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.
 - vi. 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.
- (7) **Lead teachers** are responsible for implementing the ONB program. Lead teachers develop and provide a nurturing and responsive learning environment that meets the needs of enrolled children.
 - (a) A **lead teacher** must meet the following qualifications:
 - i. Be at least eighteen years old;

- ii. Have a high school diploma or equivalent;
 - iii. Complete the applicable preservice requirements, pursuant to standard 0105;
 - iv. Have their professional development progress documented annually.
- (b) A **lead teacher (for programs that enroll preschool-age and school-age children, or only preschool-age children)** must meet the following qualifications:
- i. Have an ECE short certificate 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 ten hours or one credit of nature-based education training at the time of hire; and
 - (B) Have an ECE initial certificate or equivalent by August 1, 2026, or within five years of being hired or promoted into the position, whichever occurs later;
 - (C) Have an ECE short certificate or equivalent by August 1, 2028, or within two years of receiving an ECE initial certificate;
 - ii. During all operating hours when children are present and the director, assistant director, or program supervisor are not on-site, a lead teacher must meet the following additional requirements:
 - (A) Have an ECE short certificate or equivalent as approved and verified in the electronic workforce registry by the department;
 - (B) Have two years of experience as a teacher in an ONB program; and
 - (C) Have completed a department orientation for ONB programs.
- (c) A **lead teacher (for programs that enroll only school-age children)** must meet the following qualifications:
- i. Have twelve college credits in any one hundred-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 ten hours or one credit of nature-based education training at the time of hire; and
 - (B) Have twelve college credits in any one hundred-level or above college coursework or equivalent within five years of the being hired or promoted into this position.
 - ii. During all operating hours when children are present and the program director or site director are not on-site, a lead teacher must meet the following additional requirements:
 - (A) Have two years of experience as a teacher in an ONB program; and
 - (B) Have completed a department orientation for ONB programs.
- (8) **Assistant teachers** help a lead teacher provide instructional support to children and implement developmentally appropriate programming.
- (a) An **assistant teacher** must meet the following qualifications:
 - i. Be at least eighteen years old;
 - ii. Have a high school diploma or equivalent; and
 - iii. Complete the applicable preservice requirements, pursuant to standard 0105.
 - (b) An **assistant teacher (for programs that enroll preschool-age and school-age children, or only preschool-age children)** must meet the following qualifications:
 - i. Have an ECE initial certificate or equivalent by August 1, 2026, or within five years of being hired or promoted into this position, whichever occurs later and,
 - ii. Have their professional development progress documented annually.
 - (c) Assistant teachers may work alone with children with regular, scheduled, and documented oversight and on-the-job classroom training from the classroom's assigned lead teacher who is primarily responsible for the care of the same group of children for the majority of their day.
- (9) **Aides** provide classroom support to an assistant teacher, lead teacher, program supervisor, site director, assistant director, program director, or director. Aides must meet the following qualifications:
- (a) Be at least fourteen years old;
 - (b) Have a high school diploma or equivalent, or be currently enrolled in high school or an equivalent education program;
 - (c) Complete the applicable preservice requirements, pursuant to standard 0105; and
 - (d) Have their professional development progress documented annually.

- (e) Aides may be counted in the staff-to-child ratio if they are working under the continuous oversight of a lead teacher, program supervisor, site director, assistant director, program director, or director.
- (10) **Other personnel** who do not directly care for children and are not listed in subsections (1) through (9) of this section must meet the following qualifications:
- (a) Complete and pass a background check, pursuant to chapter 110-06 WAC;
 - (b) Have a negative TB test, pursuant to standard 0105; and
 - (c) Complete program based staff policies and training, pursuant to standard 0110.
- (11) **Volunteers** help at ONB programs. Volunteers must meet the following qualifications:
- (a) Be at least fourteen years old (volunteers must have written permission to volunteer from their parent or guardian if they are under eighteen years old); and
 - (b) Work under the continuous oversight of a director, program director, assistant director, site director, program supervisor, lead teacher, or assistant teacher.
 - (c) Regular, ongoing volunteers may count in staff-to-child ratio if they are met:
 - i. Are at least eighteen years old;
 - ii. Complete and pass a background check, pursuant to chapter 110-06 WAC;
 - iii. Complete a TB test; pursuant to standard 0105;
 - iv. Complete the training requirements; pursuant to standard 0106;
 - v. Complete a TB test; pursuant to standard 0105; and
 - vi. Complete program based staff polices and training, pursuant to standard 0110.
 - (d) Occasional volunteers must comply with subsections (a) and (b) of this subsection and cannot count in staff-to-child ratio. Occasional volunteers may include, but are not limited to, a parent or guardian helping on a field trip, special guest presenters, or a parent or guardian, family member, or community member helping with a cultural celebration.

0105 Preservice Requirements

- (1) ONB applicants, coapplicants, licensees, directors, program directors, assistant directors, site directors, program supervisors, and applicable lead teachers, when none of the previously listed individuals are on-site, must complete a department provided outdoor nature-based program orientation. Prior to being in charge of the ONB program fifty percent of the time or more, those newly promoted or assuming a role of one of the roles listed here must complete or be registered in ONB orientation training.
- (2) ONB providers must complete a department background check, pursuant to chapter 110-06 WAC.
- (3) ONB providers, including volunteers, must provide documentation signed within the last twelve months by a licensed health care professional of tuberculosis (TB) testing or treatment consisting of:
 - (a) A negative TB symptom screen and negative TB risk assessment;
 - (b) A previous positive FDA-approved TB test and a current negative chest radiograph and documentation of clearance to safely work in an ONB program; or
 - (c) A positive symptom screening or a positive risk assessment with documentation of:
 - i. A current negative FDA-approved TB test;
 - ii. A previous or current positive FDA-approved TB test; and
 - iii. A current negative chest radiograph and documentation of clearance to safely work in an ONB program.
- (4) Upon notification of TB exposure, ONB providers may be required to be retested for TB as directed by the local health jurisdiction.

0106 Training Requirements

- (1) ONB providers must complete the Child Care Basics – COVID 19 Temporary Alternative Training or the applicable training requirements contained in subsections (4) through (7) of this section. These trainings must be completed within three months of the date of initial licensure or the date of hire and prior to working in an unsupervised capacity with children. State or federal rules may require health and safety training described in these standards to be renewed annually.

- (2) License applicants and providers must register with the electronic workforce registry prior to being granted an initial license or working with children in an unsupervised capacity.
- (3) License applicants, directors, program directors, assistant directors, site directors, program supervisors, lead teachers, assistant teachers, and aides must complete the outdoor nature-based child care basics training or equivalent as approved or offered by the department:
 - (a) Prior to being granted a license;
 - (b) Prior to working unsupervised with children; or
 - (c) Within three months of the date the outdoor nature-based child care basics training becomes available if already licensed or employed.
- (4) 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.
- (5) Providers must complete the emergency preparedness training as approved or offered by the department according to subsection (1) of this section.
- (6) Providers must complete the serving children experiencing homelessness training as approved or offered by the department according to subsection (1) of this section.
- (7) Directors, program directors, assistant directors, site directors, program supervisors, and lead teachers must complete the medication management and administration training as approved or offered by the department prior to giving medication to an enrolled child, or as indicated in subsection (1) of this section.
- (8) Providers who directly care for children must complete the prevention of exposure to blood and body fluids training that meets Washington state department of labor and industries' requirements prior to being granted a license or working with children. This training must be repeated pursuant to Washington state department of labor and industries regulations.
- (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). Additionally, if an ONB program is operating more than thirty 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 can 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 program; and
 - ii. Include child and adult first aid and CPR.
- (10) 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.

0107 In-Service Training

- (1) Directors, program directors, assistant directors, site directors, program supervisors, lead teachers, and assistant teachers must complete ten hours of annual in-service training after twelve months of cumulative employment.
 - (a) Directors, assistant directors, program supervisors, lead teachers, and assistant teachers for ONB programs that enroll preschool-age children must complete the department enhancing quality of early learning (EQEL) in-service training within thirty-six months of being hired, unless the provider has completed a department approved alternative training. EQEL hours may count towards the ten hours of annual in-service training.

- (b) Every thirty-six months following the completion of EQEL, directors, assistant directors, and program supervisors must complete a minimum of ten hours of in-service training “child development” and a minimum of ten hours of in-service training on “leadership practices.”
 - (c) Every thirty-six months, program directors and site directors must complete a minimum of ten hours of in-service training in leadership practices.
 - (d) Child development training includes the following Washington core competencies: Child growth and development, curriculum and learning environment, ongoing measurements of child progress, family and community partnerships, health, safety, nutrition, and interactions.
 - (e) Leadership practices training includes the following Washington core competencies: Program planning and development, professional development, and leadership.
- (2) In-service training requirements under this standard 0107 may be met by completing college courses that align with the Washington state core competencies. These courses must be delivered by a postsecondary institution and approved by the department.
- (3) Only five in-service training hours that exceed the requirements of subsection (1) of this section may be carried over from one fiscal year to the next fiscal year.

0110 Program Based Staff Policies and Training

- (1) An ONB provider must have and follow written policies for program staff. Staff policies must include those listed in subsections (2) and (3) of this section and must be reviewed and approved by the department prior to issuing a provider's initial license. Providers must notify the department when substantial changes are made.
- (2) Staff policies must include, but are not limited to:
- (a) All of the information in the parent or guardian handbook except fees;
 - (b) Job descriptions, pay dates, and benefits;
 - (c) Professional development expectations and plans;
 - (d) Expectations for attendance and conduct;
 - (e) ONB program staff responsibilities for:
 - i. Child supervision requirements, including preventing children's access to unlicensed space;
 - ii. Child growth and development;
 - iii. Developmentally appropriate curriculum and activities;
 - iv. Teacher-child interaction;
 - v. Child protection, guidance, and discipline techniques;
 - vi. Food service practices;
 - vii. Off-site field trips, if applicable;
 - viii. Transporting children, if applicable;
 - ix. Health, safety, and sanitization procedures;
 - x. Medication management procedures;
 - xi. Medical emergencies, fire, disaster evacuation and emergency preparedness plans;
 - xii. Mandatory reporting of suspected child abuse, neglect, and exploitation, per RCW 26.44.020 and 26.44.030 and all other reporting requirements;
 - xiii. Implementation of child's individual health care or special needs plan;
 - xiv. Following nonsmoking, vaping, alcohol and drug regulations;
 - xv. Religious, equity and cultural responsiveness;
 - xvi. Partnering with the local Native American tribe(s);
 - xvii. Nondiscrimination;
 - xviii. Planned daily activities and routines;
 - xix. Outdoor nature-based benefit-risk assessment, policies, and procedures, if applicable; and
 - xx. ONB program toileting options, as applicable.
 - (f) Staff responsibilities if the director, assistant director, program director, site director, or program supervisor is absent from the ONB program;

- (g) A plan that includes how both administrative and child caretaking duties are met when a job requires such dual responsibilities; and
- (h) Observation, evaluation, and feedback policies.
- (3) A provider must have and follow written policies requiring staff working, transitioning, or covering breaks with the same classroom or group of children to share applicable information with each other on a daily basis regarding:
 - (a) A child's health needs, allergies, and medication;
 - (b) Any change in a child's daily schedule;
 - (c) Significant educational or developmental information;
 - (d) Any communications from the family; and
 - (e) Information to be shared with the family.
- (4) A provider must develop, deliver, and document the delivery of staff training specific to the ONB program and premises.
 - (a) Training topics must include:
 - i. Staff policies listed in subsections (2) and (3) of this section;
 - ii. Chapter 43.216 RCW;
 - iii. WAC 110-300E and these standards; and
 - iv. 110-06 WAC.
 - (b) Training must be updated with changes in program policies and state or federal regulations.

0111 Staff Oversight

- (1) An ONB provider who oversees staff must:
 - (a) Establish a work plan with clear expectations;
 - (b) Be aware of what staff members are doing; and
 - (c) Be available and able to respond in an emergency as needed to protect the health and safety of children in care.
- (2) When the director, program director, assistant director, site director, program supervisor, lead teacher, or assistant teacher is the only staff supervising an aide or volunteer, the aide or volunteer may be out of the supervisor's visual and auditory range only when the aide, volunteer or supervisor is attending to personal needs.

0115 Staff Records

- (1) A ONB provider must establish a records system for themselves, staff, and volunteers that complies with the requirements of these standards. Staff records must be:
 - (a) Verified by the licensee, director, program director, assistant director, site director, or program supervisor;
 - (b) Entered and maintained in the electronic workforce registry, if applicable. Paper records may be discarded once entered into the electronic workforce registry and confirmed by the department;
 - (c) Updated to delete staff names from the electronic workforce registry when no longer employed at the ONB program; and
 - (d) Kept on-site or in the program's administrative office in a manner that allows the department to review the records.
- (2) Records for each ONB provider and staff member must include:
 - (a) First and last name;
 - (b) Date of birth;
 - (c) Job title;
 - (d) First and last day of employment, if applicable;
 - (e) Proof of professional credentials, requirements, and training for each staff member, pursuant to standards 0100 through 0110.
- (3) A licensee, director, program director, assistant director, site director, or program supervisor must maintain the following records for each ONB provider and program staff in a confidential manner. These records must be reviewable by the department and must include at a minimum:
 - (a) A copy of current government issued photo identification;

- (b) Emergency contact information;
- (c) Completed employment application or resume;
- (d) Annual observation, evaluation, and feedback information;
- (e) The licensee's Social Security number, federal EIN, or a written document stating the licensee does not possess either; and
- (f) Immunization records including exemption document.

0120 Providing for Personal, Professional, and Health Needs of Staff

- (1) A licensee must provide for the personal and professional needs of staff by:
 - (a) Having a secure place to store personal belongings that is inaccessible to children;
 - (b) Having a readily accessible phone to use for emergency calls or to contact the parents of enrolled children;
 - (c) Providing file and storage space for professional materials; and
 - (d) Providing for the toileting needs of ONB program staff pursuant to the programs' toileting options policy.
- (2) A provider must be excluded from the ONB program premises when that provider's 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 a staff member to be excluded are pursuant to standard 0205.
- (3) If a staff person has not been vaccinated, or has not shown documented immunity to a vaccine preventable disease, that person may be required by the local health jurisdiction or the department to remain off-site during an outbreak of a contagious disease described in WAC 246-110-010. An ONB staff person or volunteer who has not been vaccinated against measles, mumps, and rubella or shown proof of immunity from measles must not be allowed on the ONB program premises except as provided in (a) and (b) of this subsection.
 - (a) An ONB program may allow a person to be employed or volunteer on the ONB program premises for up to thirty calendar days if the person signs a written attestation that the employee or volunteer has received the measles, mumps, and rubella vaccine, or is immune from measles, but requires additional time to obtain and provide their immunization records. The required records must include immunization records indicating the employee or volunteer has received the measles, mumps, and rubella vaccine; or records that show proof of immunity from measles through documentation of laboratory evidence of antibody titer or a health care provider's attestation of the person's history of measles sufficient to provide immunity against measles.
 - (b) An ONB program may allow a person to be employed or volunteer on the program premises if the person provides the ONB program with a written certification signed by a health care practitioner, as defined in RCW 28A.210.090(3), that the measles, mumps, and rubella vaccine is, in the practitioner's judgment, not advisable for the person. Subdivision (b) of this subsection does not apply if a person's health care practitioner determines that the measles, mumps, and rubella vaccine is no longer contraindicated.
 - (g) An ONB program's health policy, pursuant to standard 0500, must include provisions for excluding or separating program staff with a contagious disease described in WAC 246-110-010.

0125 Character, Competence, and Suitability to Serve Children in Care – Professional Evaluations

- (1) A provider, staff, and volunteer must have the following personal characteristics, competencies, and suitability to operate or work in a licensed ONB program.
 - (a) The understanding, ability, physical health, emotional stability, good judgement, and personality suited to meet the physical, intellectual, mental, emotional, and social needs of children in care;
 - (b) Be authorized by the department to care for or have unsupervised access to children in care pursuant to chapter 110-06 WAC; and
 - (c) Be able to furnish children in care with a healthy, safe, nurturing, respectful, supportive, and responsive environment.
- (2) In order to further assess a person's character, competence, or suitability to serve children in care, the department at its discretion may require an ONB provider, staff, volunteer, or any other person having access to children in care, to undergo one or more of the following.

- (a) Sexual deviancy evaluations;
 - (b) Substance abuse evaluations;
 - (c) Psychiatric evaluations;
 - (d) Psychological evaluations; or
 - (e) Medical evaluations.
- (3) Any evaluation required under subsection (2) of this section will be conducted at the expense of the person being evaluated or the ONB provider with which that person is associated.
- (4) The person being evaluated under subsection (2) of this section must give the department permission to speak with the evaluator(s) who conducts or conducted an evaluation both prior to and after the evaluation.

Environment

Space and Furnishings

0130 Indoor and Permanently Located Outdoor Classroom Program Space

- (1) An ONB program utilizing an indoor space or structure to meet only the biological needs of children, as defined in standard 0005, must meet standards 0358 and 0415, and all other applicable standards. Providers utilizing indoor space for educational activity must apply for the relevant 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.
- (2) Any licensed indoor space, used as part of outdoor nature-based program, must be accessible to the provider and children during program operating hours.
- (3) ONB program space, ramps, and handrails must comply with, be accessible to, and accommodate children and adults with disabilities as required by the Washington law against discrimination (chapter 49.60 RCW) and the ADA.
- (4) Indoor space and permanently located outdoor classroom space must allow children to move between areas without disrupting another child's work or play.

0135 Routine Care, Play, Learning, Relaxation, and Comfort

- (1) An ONB program operating with a permanently located outdoor classroom must have accessible and child-size furniture and equipment in sufficient quantity for the number of children in care. ONB programs may use picnic benches in sufficient quantity for the number of children in care, with adaptations to support children as needed, or provide alternative seating and surface options, such as blankets or logs.
- (2) If utilized by an ONB program, furniture and equipment must be:
- (a) Maintained in a safe working condition;
 - (b) Developmentally and age appropriate;
 - (c) Visually inspected at least weekly for hazards, broken parts, or damage. All equipment with hazardous, broken parts, or damage must be repaired as soon as possible and must be inaccessible to children until repairs are made according to the manufacturer's instructions, if available. Natural materials of an ONB program, such as logs and trees, must be inspected and any hazards that are not a result of the natural quality of the material must be mitigated, such as the removal of broken limbs from climbing trees;
 - (d) Arranged in a way that does not interfere with other play equipment;
 - (e) Installed and assembled according to manufacturer's specifications;
 - (f) Stored in a manner to prevent injury; and
 - (g) Accessible to the child's height so that children can find, use, and return materials independently,
 - (h) Subsections (2)(a) through (2)(g) may not apply to ONB programs operating in public areas where the equipment is not the property of the ONB provider and not intended for the use of the children.
- (3) An outdoor nature-based program must provide and maintain a space that is suitable for comfort and relaxation, pursuant to standard 0140(2) and (5).

0140 Room Arrangement, Child-Related Displays, Private Space, and Belongings

- (1) ONB program materials and equipment must be visible, accessible to children in care, and arranged to promote and encourage independent access by children. The outdoor natural environment must provide age and developmentally appropriate materials for children, consistent with the program's curriculum philosophy.
- (2) A provider must offer or allow a child to create a place for privacy. This space must:
 - (a) Allow the provider to actively supervise children; and
 - (b) Include an area accessible to children who seek or need time alone or in small groups.
- (3) A provider must have extra clothing available for children who wet, soil, or have a need to change clothes. Pursuant to standard 0147, the ONB program must ensure that children have the appropriate clothing for the weather and must have extra clothing available for children whose parent or guardian did not provide the appropriate clothing.
- (4) A provider must designate storage space for each child's belongings while the child is in attendance. At a minimum, the space must be:
 - (a) Accessible to the child; and
 - (b) Large enough and spaced sufficiently apart from other storage space to:
 - i. Store the child's personal articles and clothing; and
 - ii. Promote or encourage children to organize their possessions.
- (5) Child usable and accessible areas must be arranged, or selected by an ONB program, to provide sufficient space for routine care, child play, and learning activities. These areas must be designed or selected by the ONB program, to:
 - (a) Allow the provider to supervise or actively supervise the children, depending on the nature of the activities;
 - (b) Allow children to move freely; and
 - (c) Allow for different types of activities at the same time, such as gross motor activity, natural sciences, dramatic play, music and movement, language and literacy learning, manipulatives and loose parts, and environmental literacy opportunities.

0145 Outdoor Nature-Based Program Space and Active Play

- (1) ONB program staff must visually inspect meeting spaces and permanently located outdoor classrooms or other commonly used spaces prior to children arriving, and have a method of addressing any hazards that become present in these or other spaces such as, but not limited to, loose overhead branches, hazardous materials left in public spaces, or wildlife droppings.
- (2) ONB program space must promote a variety of age and developmentally appropriate active play areas for children in care. Activities must encourage and promote both moderate and vigorous physical activity such as running, jumping, skipping, throwing, pedaling, pushing, pulling, kicking, and climbing.
- (3) ONB programs must have access to at least four-thousand square feet of natural space per child to support a nature-based curriculum, pursuant to standard 0358.
 - (a) Within the four-thousand square feet of natural space the ONB provider must identify at least seventy-five square feet per child accessing the play space at any given time that is suitable for vigorous and active play and gross-motor activity.
 - (b) The provider must encourage children to engage in active play for at least thirty minutes of gross motor activity for every three hours the children are in attendance at the ONB program, pursuant to standard 0360.
- (4) An ONB program must have shaded areas in outdoor play space provided by trees, buildings, or shade structures. ONB providers engaging children in unshaded areas must notice and respond to the children's comfort and safety in all temperatures, pursuant to standard 0147.
- (5) When moving between areas in the ONB program space, or when moving to and from a licensed indoor program space to the outdoor space, a provider must identify and use safe routes and active supervision.
- (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 standard 0310. These visual aids must not create a tripping, entrapment, or choking hazard.
 - (b) For programs with permanently located outdoor classroom space, create guardrails or barriers between that space and any immediately adjacent hazardous features, such as a ravine, cliff, or body of water more than two feet deep and 6 feet in diameter (when not intended for water activity). These barriers may be made by natural materials and must be at least twenty-nine inches tall for programs enrolling only preschool-age children and thirty-eight inches tall for programs that enroll school-age children. If public parks property used by an ONB program does not meet these requirements, the provider must submit a supervision plan to be reviewed and approved by the department.
- (7) Providers utilizing enclosed or designated outdoor play areas must follow the relevant 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.
- (8) Except for ONB programs that enroll only school-age children and operate on public or private school premises, a provider must not install any wooden fence, barrier, playground structure, or furniture if it contains chromated copper arsenate (CCA), creosote or pentachlorophenol. If wooden fences, structures, and furniture are suspected of having CCA, they must be tested. If CCA is present, fences, structures, and furniture must be removed or sealed with an oil-based outdoor sealant annually or as needed.

0146 Equipment and Surfaces in Outdoor Program Space

- (1) ONB providers may allow children to climb natural features, such as trees or boulders, and must use benefit-risk assessments to determine the appropriate methods to mitigate the potential for injury, pursuant to standard 0471 and standard 0315. To prevent injury to children, providers must comply with the following requirements:
- (a) Staff members must remove hazardous objects and mitigate hazards whenever possible from the surrounding area where children might fall, such as removing rocks or covering sharp edges or protrusions on stumps;
 - (b) Trees must be inspected for loose branches or other hazards prior to children climbing;
 - (c) Staff members must provide active supervision, be able to provide immediate assistance to any child climbing. ONB programs may need to limit the number of children climbing at one time to ensure adequate supervision, pursuant to 0471.
 - (d) A staff member must at all times be within reach of the midriff of a child who is climbing a natural feature thirty inches above the ground, which is the height that would otherwise require protective barriers according to the CPSC guidelines, and the child must not be allowed to climb out of reach of staff.
 - (e) For school-age children, climbing natural features or challenge courses above forty-eight inches off the ground requires that these activities meet the American National Standards Institute/Association for Challenge Course Technology (ANSI/ACCT) Challenge Course Standards. Program staff that provide climbing and challenge course activities must have a current ACCT Practitioner Certification.
- (2) Except for ONB programs that enroll only school-age children and operate on public or private school premises, an ONB program must not use or install manufactured playground equipment that does not comply with the following:
- (a) Playground equipment used by an ONB provider 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.
 - i. Climbing play equipment must not be placed on or above concrete, asphalt, packed soil, lumber, or similar hard surfaces;
 - ii. The ground under swings and play equipment must be covered by a shock absorbing material (grass alone is not an acceptable) such as:
 - 1. Pea gravel at least nine inches deep;
 - 2. Playground wood chips at least nine inches deep;
 - 3. Shredded recycled rubber at least six inches deep; or

4. Any material that has a certificate of compliance, label, or documentation stating it meets ASTM standard F1292.
 - (b) Permanently anchored outdoor play equipment must not be placed over septic tank areas or drain fields, and must be installed according to the manufacturer's directions.
 - (c) Handmade playground equipment must be maintained for safety or removed when no longer safe. Prior to construction of new handmade playground equipment, the provider must notify the department and have plans and a materials list available upon request.
 - (d) 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.

0147 Weather Conditions and Outdoor Hazards

- (1) A provider must observe weather conditions and other possible hazards to take appropriate action for child health and safety. Conditions that pose a health or safety risk may include, but are not limited to:
 - (a) Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority;
 - (b) Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority;
 - (c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger;
 - (d) Earthquake;
 - (e) Strong winds over 25 mph;
 - (f) Air quality emergency ordered by a local or state authority on air quality or public health;
 - (g) Lockdown notification ordered by a public safety authority; and
 - (h) Other similar incidents.
- (2) A provider must ensure children are dressed for weather conditions during outdoor program time. ONB programs must ensure all children have appropriate clothing for the time spent outdoors and have extra clothing to meet children's comfort and safety needs throughout the day, as needed. This must include rainy or cold weather clothing such as waterproof boots, rain pants, rain jacket, a moisture-wicking layer, two sets of gloves, and a hat to keep the child's head dry and warm.
- (3) ONB programs must have a required clothing policy or program to loan the appropriate equipment to children, which must be included in the parent or guardian handbook pursuant to standard 0471. Providers must work with families that require assistance in meeting their child's clothing needs.
- (4) Providers must remain aware of the children's verbal and non-verbal 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.

0148 Gardens in ONB Program Space

- (1) A garden in ONB program space must:
 - (a) Have safeguards in place to minimize risk of cross-contamination by animals;
 - (b) Use soil free from agricultural or industrial contaminants such as lead or arsenic if gardening directly in the ground;
 - (c) If gardening in raised beds use:
 - i. New soil that is labeled "organic" or "safe for children" and was obtained from a gardening supply or other retail store; or
 - ii. Composted soil made from material that is safe according to the Washington State University's Extension Master Gardener composting guidelines; and

- iii. Use water that comes from a private well approved by the local health jurisdiction or from a public water system. A provider must make water for gardens inaccessible to children if the provider uses irrigation water.
- (2) Garden beds must be made of materials that will not leach chemicals into the soil including, but not limited to, wood treated with chromated copper arsenate, creosote or pentachlorophenol, reclaimed railroad ties, or tires.
- (3) Any herbicide or pesticide must be applied pursuant to the product manufacturer's directions. The product must not be applied while children are present. Children must not apply the product or have access to the garden during the manufacturer's prescribed waiting period following application.
- (4) Commonplace toxic plants or plants with poisonous leaves (for example: tomato, potato, or rhubarb) may be grown in the garden. A provider must actively supervise children who are able to access a garden where commonplace toxic plants or plants with poisonous leaves are growing.
- (5) A provider must actively supervise children when foraging plant life. All foraged food, to be consumed by children, must be safe to eat and cleaned prior to eating or drinking pursuant to standards 0196 through 0198.

Activities

0150 Program and Activities

- (1) A provider must supply children in care with materials that are age and developmentally appropriate. For each age group of children in care, a provider must supply a variety of materials that satisfy individual, developmental, and cultural needs. ONB programs that choose to supplement abundant natural resources with additional materials in the outdoors must ensure those materials comply with the rules of this section. Materials must be:
 - (a) Clean;
 - (b) Washable or disposable;
 - (c) Accommodating to a range of abilities of children in care;
 - (d) Available to children in care appropriate to a child's age and developmental level;
 - (e) Nonpoisonous and free of toxins. If a provider is using prepackaged art materials, the material packaging must be labeled "non-toxic" by the manufacturer and meet ASTM standard D-4236 as described in 16 C.F.R. 1500.14(b)(8)(i);
 - (f) In good and safe working condition;
 - (g) Accommodating to special needs of children in care; and
 - (h) Removed from the ONB program space once an item has been recalled by CPSC.
 - (i) ONB programs may provide natural materials to children to support the nature-based curriculum that, as organic matter, may not be able to meet the requirements described in subsections (1)(a) or (1)(b) of this section, for example decomposing logs or leaves. Such materials must be nonpoisonous and free of toxins; and when being used by the children, the children must be actively supervised.
- (2) A provider must ensure a sufficient quantity and variety of materials to engage children in the ONB program such as arts and crafts supplies, various textured materials, construction materials, manipulative materials, music and sound devices, and books. ONB providers may choose to use natural materials for these purposes if sufficient in quantity and variety to engage children in the outdoor nature-based program. Materials must:
 - (a) Encourage both active physical play and quiet play activities;
 - (b) Promote imagination and creativity;
 - (c) Promote language development, communication and literacy skills;
 - (d) Encourage social skill development;
 - (e) Promote numeracy, math, and spatial ability;
 - (f) Encourage discovery, exploration, and reasoning; and
 - (g) Promote learning skills.

0155 Use of Television, Video, and Computers

- (1) If an outdoor nature-based provider offers screen time to children in care:
 - (a) The screen time available for each child:

- i. Must be educational, developmentally and age appropriate, nonviolent, and culturally sensitive; and
 - ii. For preschool-age children, should be interactive with staff.
- (2) Children must not be required to participate in screen time activities. Alternative activities must be provided to children in care when screen time is offered.
- (3) Screen time must not occur during scheduled meals or snacks.
- (4) For preschool-age children, the total screen time must not exceed two and one-half hours per week for children in full-day care (one and one-quarter hours for children in half-day care).
- (5) For school-age children, screen time must be limited to two and one-half hours per week for each child unless computer use is required for homework or a part of curriculum.

0160 Promoting Diversity and Belonging

- (1) A provider must provide culturally and racially diverse learning opportunities. Diverse learning opportunities must be demonstrated by the provider's curriculum, activities, and materials that represent all children, families, staff, and the local Native American tribe(s), such as:
 - (a) Diverse dolls, books, pictures, games, or materials that do not reinforce stereotypes;
 - (b) Diverse music from many cultures in children's primary languages; and
 - (c) A balance of different ethnic and cultural groups, ages, abilities, family styles, and genders.
- (2) A provider must contact the local Native American tribe(s) to begin a partnership, recognizing tribal sovereignty and incorporating cultural materials or practices, as appropriate.
- (3) An ONB program for preschool-age children must provide learning opportunities that incorporate elements of tribally approved curriculum, such as Washington's Since Time Immemorial early learning curriculum (<https://www.dcyf.wa.gov/tribal-relations/since-time-immemorial>).
- (4) A provider must intervene appropriately to stop biased behavior displayed by children or adults including, but not limited to:
 - (a) Redirecting an inappropriate conversation or behavior;
 - (b) Being aware of situations that may involve bias and responding appropriately; and
 - (c) Refusing to ignore bias.

Safety

0165 Safety Requirements

- (1) A provider must keep program space, materials, and equipment free from hazards and in safe working condition.
- (2) Hazards inherent to the natural features of the outdoors must be mitigated according to the requirements contained in these standards, including standard 0471 requiring benefit-risk assessments and the development of risk management plans that address hazards near each location utilized by the ONB program.
- (3) Equipment and toys used by the ONB program must be compliant with the CPSC guidelines or the ASTM standards.
- (4) Except for ONB programs that enroll only school-age children and operate on public or private school premises, playground equipment and surfaces must comply with the requirements described in standard 0146.
- (5) A provider 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.
 - (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 program activities;
 - (c) Making inaccessible to preschool-age children plastic bags and other suffocation hazards;

- (d) Ensuring firearms, guns, weapons, and ammunition are not on the premises of an ONB program;
 - (e) Preventing preschool-age children from walking into or through a glass door, window, or other glass barrier, by placing stickers or art work at the children's eye level on the glass; and
 - (f) Climbing structures must not be placed next to windows, to prevent harm from shattered glass, unless the window is made of safety glass.
- (6) A provider must take steps to prevent hazards to children in care, including hazards inherent to the natural physical features of the outdoors. Pursuant to standard 0471, such inherent hazards must be mitigated or lessened by close supervision, and the implementation of benefit-risk assessments and risk management plans. In addition, the 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 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.
 - (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 standard 0351.
 - (c) **Sheering, crushing, or pinching.** Broken or cracked equipment, materials, and objects must be repaired, removed, or made inaccessible to children;
 - (d) **Entrapment.** Washers, dryers, large compost bins, spare or secondary freezers or refrigerators, and other entrapment dangers must be inaccessible to children unless being actively supervised;
 - (e) **Tripping.** Tripping hazards must be eliminated. Except for ONB programs that enroll only school-age children and operate on public or private school premises, uneven walkways, damaged flooring or carpeting must be removed or repaired;
 - (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
 - (g) **Equipment in poor condition.** Equipment in poor condition (rusty parts, flaking paint, or other dangers) must be repaired, removed, or made inaccessible to children.
- (7) To ensure a safe environment for children in care, a provider must comply with the following requirements:
- (a) **Indoor temperatures for the premises.** Except for ONB programs that enroll only school-age children and operate on public or private school premises, the temperature of indoor spaces used for eating, sleep or rest must be between sixty-five and eighty-two degrees Fahrenheit. If such indoor licensed space is colder than sixty-five degrees or hotter than eighty-two degrees, a provider must use climate control devices that are inaccessible to children to bring the temperature within the required range.
 - (b) **Window openings.** Except for ONB programs that enroll only school-age children and operate on public or private school premises, windows within the reach of children in the licensed indoor spaces used for children's biological needs must only open up to three and one-half inches or have some barrier or preventive measure to discourage children from exiting through the window;
 - (c) **Licensed space lighting.** Indoor and outdoor licensed space must have natural or artificial light that provides appropriate illumination for program activities and active supervision. During program hours in the winter when programs may have limited natural light, providers must supply each child and staff member with a headlamp, in addition to meeting all other requirements in this section. Programs may provide and require children to wear reflective vests. Except for ONB programs that enroll only school-age children and operate on public or private school premises, or on public park land, 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 covers or light bulbs;
 - 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.
- (d) **Safe noise levels.** Noise levels must be maintained at a level in which a normal conversation may occur except when children are engaged in gross motor activities;
- (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 one-hundred and twenty degrees Fahrenheit;
- (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.
 - 1. 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.
 - 2. 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.
 - 3. Stairways with a wall on both sides must have a handrail no higher than thirty-eight inches on at least one side of the stairway.
 - iii. ONB programs operating in public parks where park features are pre-established, providers must use benefit-risk assessments for using stair structures that do not meet the following requirements.
 - 1. 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.
 - 2. 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.
 - 3. Stairways with a wall on both sides must have a handrail no higher than thirty-eight 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.
- (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 eighteen inches must have guardrails in sections without steps.
- (h) **Electrical requirements.** To ensure a safe environment for children in care, a 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;
 - 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 (tamper-resistant) or that are covered by blank plates or other tamper-resistant covers appropriate to the electrical outlet;
 - iii. For ONB programs that enroll only preschool-age children or both preschool-age and school-age children, power strips with surge protectors must not be accessible to children in care;
 - iv. Electrical cords must be plugged directly into a wall outlet or a power strip with surge protector;
 - v. Electrical cords must be in good working condition, not torn or frayed, and not have any exposed wires;
 - vi. Extension cords may only be used for a brief, temporary purpose and must not replace direct wiring;
 - 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

- viii. For ONB programs operating in public parks where park features are pre-established, providers must use benefit-risk assessments for using areas with access to electricity.

0166 Emergency Preparation and Exiting

- (1) To be properly prepared for an emergency, an ONB program must have an emergency preparedness plan pursuant to standard 0470.
- (2) A provider must have the following in case of an emergency:
 - (a) A working flashlight or other emergency lighting device must be available for use as an emergency light source. During program hours in the winter when programs may have limited natural light, providers must supply each child and staff member with a headlamp. Battery powered flashlights and headlamps must have an extra set of batteries easily available; and
 - (b) A working telephone must be available for use with sufficient backup power to function in an emergency.
- (3) 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; and
 - (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.
 - (c) Exit doors must not be partially or entirely blocked.

0170 Fire Safety

- (1) Except for ONB programs that enroll only school-age children and operate on public or private school premises, a provider must comply with the state building code, pursuant to RCW 19.27.031.
- (2) Except for ONB programs that enroll only school-age children and operate on public or private school premises, a provider must arrange for a fire safety inspection annually. A provider must arrange a fire safety inspection with a local government agency. If a local government agency is not available to conduct a fire safety inspection, a provider must inspect for fire safety using the state fire marshal form. 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.
- (3) To ensure a safe environment for children in care, a provider must comply with all applicable fire safety requirements. 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 be stored inaccessible 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.
 - (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 a program activity involves such appliance or device and children are being actively supervised.

- iii. For any program that does not operate on public or private school premises, furnaces and other heating devices must be inaccessible to children in care
- (c) **Open flame devices, candles, matches and lighters.**
 - i. Except for the use of a gas kitchen range, a camp stove that is in compliance with the requirements described in standard 0195, or a campfire that is in compliance with the requirements described in standard 0351, open flame devices must not be used in ONB program space or any other space accessible to children in care during operating hours;
 - ii. Candles must not be used during operating hours;
 - iii. Matches and lighters must be inaccessible to children.
- (d) **Portable heaters and generators.** Portable heaters or fuel powered generators must not be used inside ONB program space during operating hours.
 - i. In case of an emergency, a generator may be used but must be placed at least twenty 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.
- (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 provider submits to the department a written statement that the chimney, fireplace, wood stove or similar wood-burning device and fire pit will not be used at any time. An ONB program operating on public land does not have to provide inspection certificates for publicly provided fire pits or wood burning barbeques.
- (f) **Extinguishers.** A provider operating with an applicable indoor 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;
 - ii. For ONB programs operating in a public park location that does not allow the use of fire extinguishers due to the impact on the water table, alternative fire suppression equipment, such as buckets of water, must be available.
- (g) **Monthly Inspections.** An ONB provider must involve staff responsible for different groups of children during monthly inspections. At least once per month, a provider must inspect the premises to identify possible fire hazards and eliminate any hazards found including, but not limited to:
 - i. Fire extinguishers and;
 - ii. Emergency lighting.

0175 Water Hazards and Swimming Pools

To prevent injury or drowning and ensure the health and safety of children, a provider 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.
- (2) Hot tubs and similar equipment must be made inaccessible by using a physical barrier with a locking mechanism.

- (3) An ONB program operating near a natural body of water must only provide a barrier to adjacent bodies of water pursuant to standard 0145, and must provide adequate active supervision pursuant to standard 0350.
- (4) A provider must comply with the supervision requirements of standard 0350 when using a swimming pool as part of the ONB program.
- (5) Except for ONB programs that enroll only school-age children and operate on public or private school premises, a provider 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.
- (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.
- (7) If a provider uses water tables or similar containers, the tables or containers must be emptied and sanitized daily, or more often if necessary.

Food and Nutrition

0180 Meal and Snack Schedule

- (1) A provider must serve meals and snacks to children in care as follows:
 - (a) Meals and snacks must be served not less than two hours apart, unless vigorous activity or weather conditions require more frequent serving, and not more than three hours apart unless the child is asleep;
 - (b) Children in care for five to nine hours:
 - i. At least one meal and two snacks; or
 - ii. Two meals and one snack.
 - (c) Children in care for more than nine hours:
 - i. Two meals and two snacks; or
 - ii. Three snacks and one meal.
 - (d) A snack or meal must be provided to a child who arrives to the ONB program after school.
- (2) For ONB programs that enroll only preschool-age children or both preschool-age and school-age children, a provider must offer children the opportunity for developmentally appropriate tooth brushing activities at least once per day.
 - (a) Tooth brushing activities must be safe, sanitary, and educational.
 - (b) Toothbrushes used in an ONB program must be stored in a manner that prevents cross contamination.
 - (c) The parent or guardian of a child may opt out of the daily tooth brushing activities by signing a written form.
 - (d) An ONB program may elect to offer tooth brushing education in lieu of a tooth brushing opportunity if there is no way to provide tooth brushing in a safe and sanitary manner.

0185 Menus, Milk, and Food

To ensure proper nutrition of children in care, a provider must comply with the child nutrition requirements described in this section.

- (1) Meals, snack foods, and beverages provided to children in care must comply with the requirements contained in the most current edition CACFP standards, or the *USDA National School Lunch and School Breakfast Program* standards.
 - (a) A provider must have dated menus.
 - (b) Food and beverage substitutions to a scheduled menu must be of equal nutritional value.
 - (c) A provider must only serve water, unflavored milk or one hundred percent fruit or vegetable juice.

- (d) A provider must limit the consumption of one hundred percent fruit juice to no more than four to six ounces per day for children between thirty months and six years old, and eight to twelve ounces per day for children seven through twelve years old.
- (2) A provider must serve a fruit or vegetable during at least one snack per day. The fruit or vegetable serving may count as one of the two required snack components or be a third snack component.

0186 Food Allergies and Special Dietary Needs

- (1) A provider must obtain written instructions (the 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 standard 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 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.
- (2) A provider 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.
- (3) If a child suffers from an allergic reaction, the provider must immediately:
 - (a) Administer medication pursuant to the instructions in that child's individual care plan;
 - (b) Contact 911 whenever epinephrine or other lifesaving medication has been administered; and
 - (c) Notify the parents or guardians of a child if it is suspected or appears that any of the following occurred, or is occurring:
 - i. The child is having an allergic reaction; or
 - ii. The child consumed or came in contact with a food identified by the parents or guardians that must not be consumed by the child, even if the child is not having or did not have an allergic reaction.
- (4) A provider must review each child's individual care plan information for food allergies prior to serving food to children.

0190 Parent or Guardian Provided Food and Written Food Plans

- (1) A written food plan must be developed by the provider and a child's parent or guardian, signed by all parties, and followed when accommodating a child's:
 - (a) Special feeding needs;
 - (b) Special diets;
 - (c) Religious or cultural preferences;
 - (d) Family preference; or
 - (e) Other needs.
- (2) A provider may allow or require parents or guardians to bring food for their child.
- (3) If a parent or guardian provides meals for their child, a provider must:
 - (a) Notify the parent or guardian in writing of the USDA CACFP requirements for each meal; and
 - (b) Supplement a child's meal that does not comply with USDA CACFP requirements, if necessary.
- (4) On special occasions, such as birthdays, a provider may allow parents or guardians to bring in snacks that may not satisfy the nutritional requirements for all children. The snacks provided must be limited to:
 - (a) Store purchased fruits and vegetables (uncut);
 - (b) Foods prepackaged in the original manufacturer containers; or

- (c) Snacks prepared, cooked, or baked at home by parents or guardians of a child in care. Prior to serving, a provider must receive written permission from each child's parent or guardian stating their child may consume food prepared, cooked, or baked by another child's parent or guardian.

0195 Food Service, Equipment, and Practices

- (1) A provider preparing or serving food must comply with the current DOH Washington State Food and Beverage Workers' Manual and supervise services that prepare or deliver food to the ONB program.
- (2) Snacks and meals must be prepared and served by a provider that possesses a valid and current food worker card pursuant to standard 0106.
- (3) A provider must:
 - (a) Supply durable and developmentally appropriate individual eating and drinking equipment, or developmentally appropriate single use disposable items.
 - (b) Clean and sanitize eating and drinking equipment after each use. Water cups or bottles must be cleaned and sanitized daily if designated for a single child.
 - (c) Ensure plastic eating and drinking equipment does not contain BPA (a chemical used in hard plastic bottles and as a protective lining in food and beverage cans) or have cracks or chips.
 - (d) Use gloves, utensils, or tongs to serve food.
 - (e) Serve meals or snacks on plates, dishware, containers, trays, or napkins or paper towels, if appropriate. Food should not be served directly on the eating surface.
 - (f) Be respectful of each child's cultural food practices.
- (4) A provider must:
 - (a) Serve each child individually or serve family style dining, allowing each child the opportunity to practice skills such as passing shared serving bowls and serving themselves; and
 - (b) Sit with children during meals.
- (5) Outdoor nature-based child cares 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.

0196 Food Sources

- (1) Food prepared and served from an ONB program must not be tampered with or spoiled.
- (2) Food prepared and served from an ONB program must be obtained from an approved source licensed and inspected by the local health jurisdiction, the Washington state department of agriculture (WSDA), or the USDA. Food items not approved to be served to children in care include:
 - (a) Meat, fish, poultry, eggs, or milk that has not been inspected by the USDA or WSDA;
 - (b) Eggs collected from chickens that are kept as part of an ONB program, but do not comply with the requirements contained in subsection (5) of this section;
 - (c) Home canned food;
 - (d) Game meat or other meat that has not been inspected by the WSDA or USDA;
 - (e) Leftover food that was previously served from outside of the ONB program; or
 - (f) Food from roadside stands selling food without a permit.
- (3) Food not prepared on-site by a provider, pursuant to standard 0195(2), must be provided by a:
 - (a) Licensed food service establishment, kitchen, or catering business that is in compliance with DOH food service requirements (chapter 246-215 WAC) and is regularly inspected by a local health jurisdiction;
 - (b) A licensed child care facility;
 - (c) Parent or guardian for their own children; or
 - (d) Manufacturer of prepackaged food.
- (4) Fruits and vegetables (produce) grown on-site in a garden as part of an ONB program may be served to children as part of a meal or snack. Prior to preparing and serving:

- (a) The produce must be thoroughly washed and scrubbed in cold running water to remove soil and other contaminants;
 - (b) Damaged or bruised areas on the produce must be removed; and
 - (c) Produce that shows signs of rotting must be discarded.
- (5) Eggs that have been laid on-site in a coop as part of an ONB program, such as a farm-based program, 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 45 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.

0197 Safe Food Practices

- (1) A provider must wash their hands, pursuant to standard 0200.
- (2) A provider must store, prepare, cook, hold food, and wash dishes, pursuant to standards 0195 through 0198.
- (3) For all foods offered by the provider or given to an enrolled child by a parent or guardian, the provider 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.
- (4) 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) Food that is past the manufacturer's expiration or "best served by" date must not be served to enrolled children;
 - (f) Raw meat must be stored in the refrigerator or freezer below cooked or ready to eat foods; and
 - (g) To keep food below a temperature of 41 degrees Fahrenheit, an ONB program may store food in a cooler using ice or icepacks.
- (5) For food requiring temperature control, an ONB program must maintain a food temperature log by using a calibrated and working metal stem-type or digital food thermometer.
- (6) Prior to storing leftover food in a refrigerator or freezer, a provider must label the food with the date the leftover food was opened or cooked.
- (7) A provider may serve leftover food that originated from the ONB program if the leftover food was not previously served and complies with the following:
 - (a) Refrigerated leftover food must be stored and then served again within forty-eight hours of originally being prepared; or
 - (b) Frozen leftover food must be promptly served after thawing and being cooked.
- (8) Frozen food must be thawed by one of the following methods:
 - (a) In a refrigerator;
 - (b) Under cool running water inside a pan placed in a sink with the drain plug removed; or
 - (c) In a microwave if the food is to be cooked as part of the continuous cooking process.

0198 Food Preparation Areas

- (1) A provider or staff person must clean and sanitize food preparation areas and eating surfaces before and after each use, pursuant to standard 0241(1) and (2).
- (2) Except for ONB programs that enroll only school-age children and operate on public or private school premises, a provider must comply with all licensing requirements that pertain to indoor early learning program food preparation areas.
- (3) If storing, preparing and serving food outdoors without an outdoor kitchen area, the provider must:
 - (a) Use a cooler with ice or ice packs as needed to store food according to the current DOH Washington State Food and Beverage Workers' Manual; and
 - (b) Use temporary food preparation surfaces, such as a cutting board on a clean tarp, and these surfaces must be:
 - i. Maintained in good repair including, but not limited to, being properly sealed without chips, cracks, or tears; and
 - ii. Moisture resistant.
- (4) An outdoor kitchen area may be used to prepare and serve food. The outdoor kitchen area must:
 - (a) Be maintained in good repair including, but not limited to, ensuring that the surfaces are moisture resistant, and are properly sealed without chips, cracks, or tears;
 - (b) Have at least eight feet between the food preparation area and any diaper changing tables or counters and sinks used for diaper changing;
 - (c) Be clean and have a sanitized sink immediately before using it to prepare food to be served to children in care;
 - (d) Use a colander or other method to prevent food and kitchen utensils from touching the sink basin; and
 - (e) Include clean dishes, pans, baby bottles, and kitchen utensils.
- (5) A provider that prepares or serves food must have a method to clean and sanitize dishes, pans, kitchen utensils, and equipment as follows:
 - (a) Dishes, pans, kitchen utensils, and equipment may be washed and rinsed by hand, and sanitized by allowing to air dry;
 - (b) Dishes, pans, kitchen utensils, and equipment may be washed and rinsed in a two-compartment sink;
 - (c) Dishes, pans, kitchen utensils, and equipment may be washed and rinsed using the three-compartment sink method (sink one is used to wash, sink two is used to rinse, sink three contains a sanitizer, and the dishes are allowed to air dry);
 - (d) Dishes, pans, kitchen utensils, and equipment may be washed and rinsed using an automatic dishwasher that sanitizes with heat or chemicals.
- (6) If an ONB program has a practice where staff store and wash food at their private residence, the ONB program must have a policy to ensure staff are aware of and follow the requirements of this section. This practice must be included in the parent handbook.

Health Practices

0200 Handwashing and Hand Sanitizer

- (1) A provider must comply with the following handwashing procedures or those defined by the United States Center for Disease Control and Prevention, and children should strongly be encouraged to:
 - (a) Wet hands with warm water;
 - (b) Apply soap to the hands;
 - (c) Rub hands together to wash for at least twenty seconds;
 - (d) Thoroughly rinse hands with water;
 - (e) Dry hands with a paper towel, single-use cloth towel, or air hand dryer. ONB programs may use cotton roll towels, or otherwise ensure that children do not use the same part of re-usable cloth towels;
 - (f) Turn water faucet off using a paper towel or single-use cloth towel unless it turns off automatically; and

- (g) Properly discard paper single-use cloth towels after each use.
- (h) An ONB program with a permanently located outdoor classroom must provide children with an opportunity to wash hands and rinse using running water after toileting and before eating, and warm water is encouraged. Hand sanitizer may be used only after soil and dirt have been cleaned from the hands.
- (2) A provider must wash and sanitize cloth towels after a single use. Soiled and used towels must be inaccessible to children.
- (3) Except for ONB programs that enroll only school-age children and operate on public or private school premises, air hand dryers must have a heat guard (barrier that prevents user from touching heating element) and be equipped to turn off automatically to prevent children from being burned.
- (4) A provider 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 (use 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.
- (5) A provider must direct, assist, teach, and coach, children to wash their hands, using the steps listed above:
 - (a) When arriving at 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.
- (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 sixty to ninety percent alcohol to be effective.

0205 Child and Staff Illness

- (1) A provider must observe all children for signs of illness when they arrive at the ONB program and throughout the day. Parents or guardians of a child should be notified, as soon as possible, if the child develops signs or symptoms of illness. When appropriate, ONB programs must also check for the presence of ticks.

- (2) If a provider becomes ill, a director, program director, assistant director, site director, or program supervisor must determine whether that person should be required to leave the licensed ONB program space.
- (3) When a child becomes ill, a provider (or school nurse, if applicable) must determine whether the child should be sent home or separated from others. A provider must supervise the child to reasonably prevent contact between the ill child and healthy children.
- (4) An ill child must be sent home or reasonably separated from other children if:
 - (a) The illness or condition prevents the child from participating in normal activities;
 - (b) The illness or condition requires more care and attention than the provider can give;
 - (c) The required amount of care for the ill child compromises or places at risk the health and safety of other children in care; or
 - (d) There is a risk that the child's illness or condition will spread to other children or individuals.
- (5) Unless covered by an individual care plan or protected by the ADA, an ill child, staff member, or other individual must be sent home or isolated from children in care if the ill individual has:
 - (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 twenty-four hours;
 - (c) Diarrhea where stool frequency exceeds two stools above normal per twenty-four 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 the outdoor nature-based program premises beginning from the end of the day the head lice, ringworm, or scabies was discovered. The provider 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, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness.
- (6) At the first opportunity, but in no case longer than twenty-four hours of learning that an enrolled child, staff member, or volunteer has been diagnosed by a health care professional with a contagious disease pursuant to WAC 246-110-010(3), a provider must provide written notice to the parents or guardians of the enrolled children, and notify the department and the local health jurisdiction pursuant to standard 0475.
- (7) A provider must not take ear or rectal temperatures to determine a child's body temperature.
 - (a) Oral temperatures may be taken for children if single-use covers are used to prevent cross contamination; and
 - (b) Glass thermometers containing mercury must not be used.
- (8) A provider may readmit a child, staff member, or volunteer into the ONB program area with written permission of a health care provider or health jurisdiction stating the individual may safely return after being diagnosed with a contagious disease pursuant to WAC 246-110-010(3).

0210 Immunizations and Exempt Children

- (1) Before attending an ONB program, a child must be vaccinated against or show proof of acquired immunity for the vaccine-preventable disease, pursuant to chapter 246-105 WAC. A provider may accept children without proof of vaccinations or immunity as otherwise indicated in this section.
- (2) A provider must receive for each enrolled child, pursuant to 246-105-050:
 - (a) A current and complete DOH certificate of immunization status (CIS) or an alternative in lieu of CIS pursuant to WAC pursuant to WAC 246-105-050(3);
 - (b) A department approved certificate of exemption (COE) form, if applicable; or
 - (c) A current immunization record from the Washington state immunization information system (WA IIS).

- (3) To accept a child who is not current with their immunizations, a provider must give written notice to that child's parent or guardian stating the child may be accepted if the immunizations are completed consistent with chapter 246-105 WAC and:
 - (a) Prior to enrollment the parent or guardian provides written proof the child is scheduled to be immunized; or
 - (b) The parent or guardian provides a signed and dated statement detailing when the child's immunizations will be brought up to date.
- (4) A provider must maintain and update each child's records relating to immunizations or exemptions, or plans to bring immunizations current. These records must be available in licensed space or easily accessible for review by department licensors, health specialists, and health consultants.
- (5) A provider may accept homeless or foster children into care without the records listed in this section if the child's parent or guardian, case worker, or health care provider offers written proof that they are in the process of obtaining the child's immunization records.
- (6) A provider may exclude a child from care according to the criteria listed in WAC 246-105-080.
- (7) If an outbreak of a vaccine-preventable disease occurs within an ONB program, a provider must notify the parents or guardians of children exempt from immunization for that disease and children without vaccination documents. A provider may exclude the child from the ONB program premises for the duration of the outbreak of that vaccine-preventable disease.
- (8) A provider may have a written policy stating children exempted from immunization by their parent or guardian will not be accepted into care unless that exemption is due to an illness protected by the ADA or WLAD or by a completed and signed COE.

0215 Medication

- (1) **Managing medication.** A medication management policy must include, but is not limited to, safe medication storage, reasonable accommodations for giving medication, mandatory medication documentation and forms, pursuant to standard 0500.
- (2) **Medication training.** A provider must not give medication to a child if the provider has not successfully completed:
 - (a) An orientation about the ONB program's medication policies and procedures;
 - (b) The department standardized training course in medication administration that includes a competency assessment, pursuant to standard 0106(7) or equivalent training; and
 - (c) If applicable, a training from a child's parent or guardian (or an appointed designee) for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee).
- (3) **Medication administration.** A provider 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.
 - (a) A provider must administer medication to children in care as follows:
 - i. **Prescription medication.** Prescription medication must only be given 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.
 - ii. **Nonprescription oral medication.** Nonprescription (over-the-counter) oral medication brought to the ONB program by a parent or guardian must be in the original packaging.
 - (A) Nonprescription (over-the-counter) medication needs to 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. A 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 only be given to the child named on the label provided by the parent or guardian.
- iii. **Other nonprescription medication:** A provider must receive written authorization from a child's parent or guardian and health care provider with prescriptive authority prior to administering if the item does not include age, expiration date, dosage amount, and length of time to give the medication:
- (A) Vitamins;
 - (B) Herbal supplements;
 - (C) Fluoride supplements; and
 - (D) Homeopathic or naturopathic medication.
- iv. **Nonmedical items.** A parent or guardian must annually authorize a provider to administer the following nonmedical items:
- (A) Diaper ointments (used as needed and according to manufacturer's instructions);
 - (B) Sunscreen (aerosol sunscreen is prohibited);
 - (C) Hand sanitizers or hand wipes with alcohol;
 - (D) For programs that enroll only preschool-age children or both preschool-age and school-age children,
 - i. Lip balm or lotion; and
 - ii. Fluoride toothpaste.
- v. For programs that enroll only school-age children, a provider may allow children to take their own medication (including nonmedical items) with parent or guardian authorization. The provider must observe and document that the child took the medication (excluding nonmedical items).
- (A) A school-age child with a valid prescription from a health care provider may be allowed to carry and self-administer asthma medication (inhaler), anaphylaxis medication (epinephrine auto-injector), or insulin (insulin pump) with signed authorization from the child's parent or guardian and health care provider. The authorization form must attest that the child has the skill level and knowledge necessary to use the medication and device as prescribed.
 - (B) A ONB program must have an individual care plan on-site for each child who self-carries asthma or anaphylaxis medication or insulin in the event of an asthma, anaphylaxis, or diabetes emergency.
 - (C) ONB program staff must intervene if they observe a child misusing asthma or anaphylaxis medication or insulin, or if a child possesses another child's medication.
- vi. A provider 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.
- (b) **Medication documentation** (excluding nonmedical items). A provider must keep a current written medication log that includes:
- i. A child's first and last name;
 - ii. The name of the medication that was given to the child;
 - iii. The dose amount that was given to the child;
 - iv. Notes about any side effects exhibited by the child;
 - v. The date and time of each medication given or reasons that a particular medication was not given; and
 - vi. The name and signature of the person that gave the medication.
- (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 re-usable water-activated cooling packs for medication storage if the medication's manufacturer directions require the

medication be stored at a temperature below the indoor or outdoor temperature. A provider must comply with the following additional medication storage requirements:

- i. Medication must be inaccessible to children except as provided for in this subsection (3)(a)(v)(A) of this section;
 - 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 (designed to be swallowed or injected) to prevent cross contamination.
- (d) A provider must return a child's unused medication to that child's parent or guardian. If this is not possible, a provider must follow the FDA recommendations for medication disposal.
- (e) A provider must not accept or give to a child homemade medication, such as diaper cream or sunscreen.

0220 Bathroom Space and Toileting

- (1) A provider must provide at least one of the following bathroom options, and may use a combination of toileting options to ensure children and staff are able to meet their toileting needs:
- (a) An indoor bathroom in a licensed family home, center, or school-age facility.
 - (b) A portable chemical toilet designated for use by the ONB program. The portable chemical toilet must be non-toxic and formaldehyde-free, and emptied regularly and as needed. The portable chemical toilet surfaces must be cleaned daily and as needed, pursuant to standard 0241. The waste container for the portable chemical toilet must:
 - i. Be fabricated from impervious materials, such as plastic, steel, fiberglass or other equivalent material.
 - ii. Be water tight and capable of containing the chemical waste in a sanitary manner.
 - iii. Be sufficient in size for the number of persons that will be using the toilet and consistent with the manufacturer's recommended use requirements. At a minimum the portable chemical toilet must be of sufficient size that the container will normally be at half of its volume capacity immediately before each regularly scheduled emptying of the waste.
 - (c) The use of toileting facilities in a public park or nature center if the bathrooms are checked for cleanliness and safety prior to the children's use and the toilet seats, sinks, or other surfaces that children touch are cleaned and disinfected daily.
 - (d) A portable toilet, with individual liners that allow for sanitary disposal after each use, and with surfaces cleaned daily and as needed, pursuant to standard 0241.
 - (e) A water conserving toilet, such as a composting or pit toilet, and greywater system that meets the requirements for health and sanitation as described in the Washington State Department of Health Water Conserving On-Site Wastewater Treatment Systems- Recommended Standards and Guidance (<https://www.doh.wa.gov/Portals/1/Documents/Pubs/337-016.pdf>).
 - (f) If no other toileting options are available, backcountry toileting options that comply with the rules of the landowner, and leave-no-trace standards described at <https://Int.org/learn/principle-3>.
 - i. Unless approved by the department, children must not be allowed to play or eat within 200 feet of areas that have been used or are designated as backcountry toileting spaces.
 - ii. A provider must use gloves to assist children and to ensure the sanitary disposal of toilet paper. Both children and adults must wash their hands pursuant standard 0200.
 - (g) For the toileting options described in subsections (1)(b) through (f) of this section:
 - i. To ensure successful toileting and handwashing practices, a provides must ensure children have independent access to sufficient toilets, urinals, toilet paper, handwashing equipment, and staff support.
 - ii. ONB programs must include an ONB toileting policy in the parent handbook and pursuant to standard, and a risk waiver must be included in the parent enrollment packet.

- iii. ONB staff must be trained in the proper use of alternative toileting options, and the program’s policies and procedures for supporting children, pursuant to standard 0110.
 - iv. Staff must be supported to meet their own toileting needs.
- (2) Toilet plungers and toilet brushes must be inaccessible to children.
- (3) A provider must discuss toilet training procedures with that child's parent or guardian when a child is ready for training. A provider must facilitate the toilet training process by encouraging the child with:
- (a) Positive reinforcement (which may not include food items);
 - (b) Culturally sensitive methods;
 - (c) Developmentally appropriate methods; and
 - (d) A toilet training routine developed in agreement with the parent or guardian.
- (4) A provider may use a modified toilet seat if it is cleaned and disinfected using a safe disinfectant at least daily or more often if soiled.
- (5) Toilet training equipment must be cleaned in a sink not used for food preparation, handwashing, or clean up.
- (6) If a child is developmentally ready, and a provider uses a stand-up diapering procedure, it must be done in the bathroom or a diaper changing area.

0221 Diaper Changing Areas and Disposal

- (1) An ONB provider must have a designated diaper changing area, including stand-up diapering, for every age child or age grouping of children who require diapering.
- (a) A diaper changing area must:
 - i. Be separate from areas where food is stored, prepared, or served;
 - ii. Be separate from where children play or eat;
 - iii. Have an approved handwashing method readily available, pursuant to standard 0200;
 - iv. Have a sturdy surface or mat that:
 - (A) Is not torn or repaired with tape;
 - (B) Is washable;
 - (C) Has a moisture resistant surface that is cleanable; and
 - (D) Is large enough to prevent the area underneath the diaper changing area from being contaminated with bodily fluids.
 - v. Be uncluttered and not used for storage of any items not used in diapering a child.
 - (b) A wall mounted diaper changing station that meets manufacturer guidelines and specifications in addition to the requirements of this section may be used.
 - (c) A provider must not leave a child unattended on the diaper changing surface or mat during the diaper changing process;
 - (d) A provider must not use safety belts on diaper changing tables because they are neither cleanable nor safe; and
 - (e) A provider must have and follow each step described in a diaper changing procedure to ensure diaper changing and disposal practices prevent cross-contamination.
- (2) If a provider uses reusable or cloth diapers, the diapers must:
- (a) Not be rinsed;
 - (b) Be placed in a securely sealed moisture impervious bag;
 - (c) Be stored in a separate disposal container; and
 - (d) Be delivered to a commercial laundry service or given to the child's parent or guardian at least daily.
- (3) A provider must provide a container designated for disposing of soiled diapers and diapering supplies only. The diaper disposal container must be:
- (a) Inaccessible to children;
 - (b) Hands-free and covered with a lid to prevent cross contamination;
 - (c) Lined with a disposable plastic trash bag; and
 - (d) Within arm's length of the diaper changing area.

0225 Pets and Animals

- (1) A provider may have pets or other animals on the ONB program premises.
- (2) A provider must have an encountering wildlife policy.
- (3) If a provider keeps pets or animals on the ONB program premises:
 - (a) The provider must have and follow a pet and animal policy that describes how children will access pets and be kept safe around them, track pet immunizations, and gives instructions for handling pet waste;
 - (b) The provider must provide written notice of the presence of the pets or animals to the children's parents or guardians; and
 - (c) The ONB program must have an interacting with pet's policy.
- (4) Pets or other animals provided by the ONB program that 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.
- (5) A provider must:
 - (a) Require that chickens, ducks, turkeys, doves, pigeons, or other birds that are provided by the ONB program:
 - i. Are caged, cooped, or penned when they are not a part of a supervised ONB program activity so that they are inaccessible to children; and
 - ii. Are kept at a distance that prevents children from having direct access to the animal's enclosures or waste when they are not a part of a supervised ONB program activity.
 - (b) Prevent debris from spilling out of a container or cage used for pets and animals;
 - (c) Not allow pets and animals in the kitchen during food preparation and ensure pets and animals do not come into contact with food, food preparation, or serving areas while food is served;
 - (d) Not use a sink that is used for cleaning food or utensils to clean pet supplies; and
 - (e) Store pet and animal medication separate from human medication.
- (6) A provider must require:
 - (a) Animals and pets to go to the bathroom outdoors if the animals do not have a designated indoor litter area. The designated outdoor area must be inaccessible to children in care, unless part of a sustainable farming practice approved by the department for an ONB program;
 - (b) Pet containers and cages to be cleaned and disinfected at least weekly, or more often if needed;
 - (c) Litter boxes to be kept inaccessible to children and cleaned daily;
 - (d) Animal waste and litter be disposed of as soon as possible and the area disinfected. ONB programs encountering wildlife and wildlife waste in natural outdoor spaces are not required to handle animal wastes. Providers must prevent children from handling animal waste, and must ensure children wash their hands and change clothing if they come into contact with animal waste;
 - (e) Animal waste to be inaccessible to children, unless part of a sustainable farming practice approved by the department utilized by an ONB program;
 - (f) Animal waste to be disposed of in a manner that prevents children from coming into contact with the waste material;
 - (g) Animal waste, including fish tank water, be disposed of in unlicensed space or toilets or custodial sinks. Toilets and custodial sink areas must be washed, rinsed, and disinfected after disposal; and
 - (h) Indoor and outdoor play space to be cleaned and disinfected where animal or bird waste or vomit is present, not including natural outdoor spaces utilized by ONB programs. This must be done as soon as possible or prior to access by children. Staff must prevent children from handling animal waste or vomit, and ensure children wash their hands and change clothing if they come into contact with animal waste.

0230 First-Aid – CPR Certification and Supplies

- (1) A director, program director, assistant director, site director, program supervisor, lead teacher, assistant teacher, and any other ONB provider 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 standard O106.
- (2) A provider must keep a complete first-aid kit where children are present, such as in the licensed space, on any off-site trip, and in a vehicle used to transport children in care. A first-aid kit must:
 - (a) Be stored in a location that is easily accessible to staff;
 - (b) Be inaccessible to children;
 - (c) Be separate from food or chemicals;
 - (d) Be kept clean and sanitary;
 - (e) Be stored in a manner that prevents contamination; and
 - (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.
- (3) A first-aid kit must include:
 - (a) Disposable nonporous protective nonlatex gloves;
 - (b) Adhesive bandages of various sizes;
 - (c) Small scissors;
 - (d) Tweezers;
 - (e) An elastic wrapping bandage;
 - (f) Sterile gauze pads;
 - (g) Ice packs;
 - (h) A disposable or mercury free thermometer that uses disposable sleeves, or is cleaned and sanitized after each use;
 - (i) A sling, or a large triangular bandage;
 - (j) Adhesive tape;
 - (k) A CPR barrier with a one-way valve or both, and an adult and pediatric CPR mask with a one-way valve;
 - (l) Sterile, non-adhesive bandages of various sizes for ONB programs that engage in campfire activities;
 - (m) A fire suppression blanket for ONB programs that engage in campfire activities;
 - (n) Hand-warmers and a method to prevent direct skin contact for hand-warmers that reach temperatures above 120 degrees Fahrenheit;
 - (o) Emergency thermal blanket;
 - (p) A current first-aid manual; and
 - (q) Hand sanitizer (for adult use only, unless otherwise approved for children's use).

0235 Safe Sources of Drinking Water

- (1) An ONB program without access to hot or cold running water must provide sufficient potable water for drinking, food preparation, handwashing, dishwashing, and sanitizing.
- (2) Except for ONB programs that enroll only school-age children and operate on public or private school premises, a provider must use a Washington state certified water laboratory accredited by the Department of Ecology to test the program water supply for lead and copper.
 - (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 program's administrative office.
 - (d) An ONB program 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 subsection (2) of this section.

- (3) If the test results are at or above the current EPA lead action level, a provider must do the following within twenty-four hours:
- (a) Consult with DOH for technical assistance;
 - (b) Close the ONB program to prevent children from using or consuming water, or supply bottled or packaged water to meet the requirements of these standards;
 - (c) Notify all parents and guardians of enrolled children of the test results;
 - (d) Notify the department of the water test results and steps taken to protect enrolled children; and
 - (e) Notify the department once lead and copper levels are below the current EPA action level.
- (4) If an ONB program 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 twelve 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 ten parts per million (ppm) for nitrates. If test results for nitrates are greater than five but less than ten ppm, the water must be retested within six months.
 - (b) If well water tests positive for E. coli bacteria, or greater than ten ppm for nitrates, the provider must:
 - i. Stop using the well water in the child care premises within twenty-four 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 subsection (4)(a) of this section.
 - (c) If the department determines that ONB program operations may continue while an unsafe water system is being repaired or while the provider installs treatment, the provider must:
 - i. Provide an alternate source of water, approved by the department; and
 - ii. Re-test until water tests indicate desirable results pursuant to subsection (4)(a) of this section.
- (5) A provider must notify the department within four hours of when the water connection to an ONB program space is interrupted for more than one hour, or the water source becomes contaminated.
- (a) The department may require the ONB provider to temporarily close until the water connection is restored or the water source is no longer contaminated; or
 - (b) The provider must obtain an alternative source of potable water such as bottled or packaged water. The amount of the alternative source of potable water must be sufficient to ensure compliance with the requirements of these standards for safe drinking water, handwashing, sanitizing, dishwashing, and cooking.

0236 Safe Drinking Water

- (1) An ONB program's drinking water must:
- (a) Be offered multiple times throughout the day and be readily available to children at all times;
 - (b) Be served in a manner that prevents contamination;
 - (c) Not be obtained from a handwashing sink used with toileting or diapering; and
 - (d) Be served fresh daily or more often as needed.
- (2) Except for ONB programs that enroll only school-age children and operate on public or private school premises, drinking fountains at an ONB program must:
- (a) Not attached to handwashing sinks or disabled;
 - (b) Not located in bathrooms;
 - (c) Not a "bubble type" fountain (the water flow must form an arch); and
 - (d) Cleaned and sanitized daily, or more often as needed.
- (3) An ONB program may require that parents or guardians provide drinking water in water bottles for their child, 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.

Cleaning and Sanitation

0240 Clean and Health Environment

- (1) Indoor ONB licensed or approved space and equipment must be clean and sanitary.
- (2) Hard surfaces in the ONB indoor space including, but not limited to floors (excluding carpet), walls, counters, bookshelves, and tables must be smooth and easily cleanable.
 - (a) A cleanable surface must be:
 - i. Designed to be cleaned frequently and made of sealed wood, linoleum, tile, plastic, or other solid surface materials;
 - ii. Moisture resistant; and
 - iii. Free of chips, cracks, and tears.
 - (b) An ONB provider must have at least twenty-four inches of moisture resistant and cleanable material or barrier around sinks, drinking fountains, and toilets.
 - (c) An ONB provider must clean all surfaces before sanitizing or disinfecting. Surfaces must be cleaned with a soap and water solution or spray cleaner and rinsed. If using a spray cleaner, directions on the label must be followed.
 - (d) Aerosol sprays and air fresheners must not be used during childcare hours.
- (3) An ONB program must protect children from toxic or infectious agents, such as animal and human waste or needles and clean and sanitize the contaminated area prior to children's use.
 - (a) If a bleach solution is used for sanitizing or disinfecting, a provider or their designee must use one that is fragrance-free and follow the DOH's current Guidelines for Mixing Bleach Solutions for Child Care and Similar Environments.
 - (b) If a provider or their designee uses a product other than bleach, (including wipes) to sanitize or disinfect, the product must be:
 - i. Approved by the department prior to use;
 - ii. Used by trained staff only;
 - iii. Registered with the EPA and have Safety Data Sheets (SDS) available;
 - iv. Used in accordance with the manufacturer's label, which must include:
 - (A) Directions for use;
 - (B) A description of the safety precautions and procedures, and if applicable, a description of the equipment that must be used for mixing the substitute product concentration;
 - (C) A description of the safety precautions and procedures if the substitute product contacts skin or is inhaled; and
 - (D) A description of the procedures and safety precautions for rinsing cleaned areas and cleaning equipment.
 - v. Labeled as safe to use on food surfaces if the product will be used to sanitize:
 - (A) Food contact surfaces; or
 - (B) Items such as eating utensils or toys used by the child or put into the child's mouth; and
 - vi. Fragrance-free.
 - (c) If it is not possible to sanitize the area, the area must be made inaccessible to children.
 - (d) An ONB program operating on public park land may not be able to use bleach or other chemicals due to environmental impact. An ONB program must work with the park's director, or designee, on the appropriate way to sanitize the area or remove contaminated materials from ONB program space.

0241 Cleaning Schedules

- (1) A provider 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;

- (b) Eating utensils, drinking equipment, and dishes, which must be cleaned and sanitized after each use;
 - (c) Except for ONB programs that enroll only school-age children and operate on public or private school premises, appliances used to prepare food, which must be cleaned after each use and sanitized daily or more often as needed;
 - (d) Except for ONB programs that enroll only school-age children and operate on public or private school premises, refrigerators and freezers, which must be cleaned and sanitized monthly or more often as needed;
 - (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, that are 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 the program.
 - (f) Furniture and equipment, which must be cleaned monthly or more often as needed.
- (2) Machine washable clothes provided by the ONB program must be laundered as needed.
- (3) Sleeping equipment must be:
- (a) Cleaned and sanitized after each use if used by more than one child; or
 - (b) Cleaned and sanitized weekly or more often as needed if assigned to only one child.
- (4) Bedding must be:
- (a) Laundered and sanitized after each use if used by more than one child; or
 - (b) Laundered and sanitized weekly or more often as needed if assigned to only one child.
- (5) Outdoor sinks used for gardening should be cleaned and sanitized as needed.
- (6) 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.
- (7) 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.
- (8) Garbage cans and receptacles must be emptied on a daily basis and cleaned and disinfected as needed.
- (9) Diaper receptacles must be emptied, cleaned, and disinfected daily or as needed. Contents of a diaper receptacle must be removed from the licensed space, and replaced with a new liner.
- (10) An ONB program 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) Maintenance and service is performed in accordance with local codes by approved servicing organizations, and waste is disposed in accordance with the requirements of local health department regulations.
 - (c) Removal of waste must be handled in a clean and sanitary manner by means of a vacuum hose and received by a leak-proof tank truck.
 - (d) Provisions are made so service trucks have a clear approach and convenient access to the toilets to be serviced.
- (11) Floors in licensed or approved indoor spaces must be cleaned by either sweeping or vacuuming at least once per day or more often as needed.
- (12) Carpets or area rugs soiled with bodily fluids must be cleaned and disinfected with high heat or an EPA registered product. A provider must limit exposure to blood and body fluids during cleanup.
- (13) Children must not:
- (a) Be present when carpets are cleaned or vacuumed unless the provider is spot vacuuming, the vacuum has a HEPA filter, and children are not within the immediate area; or
 - (b) Use or play on or near carpet areas until dry.

0245 Laundry and Equipment

- (1) ONB programs that do not have an indoor facility but are required to launder hand-towels, clothing, bedding, or other items must comply with the following:
 - (a) Laundry and laundry equipment used by an ONB program must be inaccessible to children and separated from areas where food is prepared to prevent cross contamination.
 - (b) Dirty or soiled laundry must be:
 - i. Kept separate from clean laundry;
 - ii. Cleaned with laundry soap or detergent;
 - iii. Rinsed; and
 - iv. Sanitized:
 - (A) With bleach or a similar sanitizer registered by the EPA; or
 - (B) By using a "sanitize" setting on a washing machine or dryer that reaches at least 140 degrees Fahrenheit.
- (2) If an ONB program allows parents or staff to share laundering responsibilities by laundering at their private residence; the ONB program must have a policy to ensure parents or staff are aware of and follow the requirements of this section, and must include in the parent handbook the requirements of the shared laundering practice.

0250 Private Septic Systems

- (1) Except for ONB programs that enroll only school-age children and operate on public or private school premises, for an ONB program that is served by a private septic system, the septic system must be designed, constructed, and maintained in accordance with state and local health jurisdiction requirements.
 - (a) A private septic system must be inspected by a septic system maintenance service provider approved by the local health jurisdiction and monitored on a routine basis. Any deficiencies noted in an inspection report must be corrected with the necessary permits and inspections.
 - (b) The most recent private septic system pumping and inspection records must be kept on the licensed premises or in the program's administrative office.
 - (c) If a provider does not have the documentation described in subsection (b) of this subsection, the provider must obtain such documentation from the state, local health jurisdiction, or a department approved private company within six months of the date the provider is approved by DCYF to operate an ONB program.
 - (d) A provider must notify the department and local health jurisdiction if there is a problem, concern, or malfunction with a private septic system.
 - (e) If a private septic system problem, concern, or malfunction interferes with the proper care of children and an approved alternative is not available, the state, local health jurisdiction, or department may require ONB program to close until the system is inspected, repaired, and approved by the local health jurisdiction.
- (2) Except for ONB programs that enroll only school-age children and operate on public or private school premises, pursuant to standard 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.
- (3) An ONB program that utilizes a water-conserving toilet and greywater system, pursuant to standard 0220, must ensure that children do not play in areas contaminated by greywater.

0255 Pest Control

- (1) Except for ONB programs that enroll only school-age children and operate on public or private school premises, an ONB program operating in natural environments must prevent and manage the children's exposure to toxic or infectious agents, such as toxic animal waste, bee stings, and toxic plants or fungi. The ONB program must notify staff, parents and guardians if pesticides are applied on or near the ONB program space, pursuant to standards 0225, 0240, and 0505.

- (2) An ONB school-age only provider must have a pest control policy that emphasizes prevention and natural, nonchemical, low-toxicity methods where pesticides or herbicides are used as a last resort (i.e., integrated pest management). In areas where local pest control policies are already in place, such as a school district, a school-age program may adopt or amend such policies when developing their own policy.
- (3) An ONB program operating on private or public park land must work with the owner or park's director or designee to comply with the following:
 - (a) **Prevention.** A provider must take steps to prevent attracting pests including, but not limited to, identifying and removing food and water sources that attract pests.
 - (b) **Inspection.** Indoor and outdoor areas in and around the licensed space must be inspected for evidence of pests. A provider must document the date and location if evidence is found.
 - (c) **Notification.** If pesticides are used and except in the case of an emergency (discovery of a wasp nest), the provider must notify the parents or guardians of enrolled children at least forty-eight hours before application what pesticide will be applied and where it will be applied.
 - (d) **Application.** Pesticides must not be applied to ONB program space when children are present.

0260 Storage of Hazardous and Maintenance Supplies

- (1) A provider 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;
 - (b) Separate and apart from food preparation areas, food items, and food supplies;
 - (c) In their original containers or clearly labeled with the name of the product if not in the original container;
 - (d) In compliance with the manufacturer's directions (including, not storing products near heat sources); and
 - (e) A provider who operates their program on public land must implement appropriate planning, supervision, and intervention to ensure that children do not have access to poisonous or dangerous substances.
- (2) Storage areas and storage rooms must be inaccessible to children.
- (3) For any program that does 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.
- (4) Except for ONB programs that enroll 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;
 - (b) Have moisture resistant and easily cleanable floors;
 - (c) Have a designated maintenance or janitorial utility sink, or another method to dispose of wastewater (kitchen sinks must not be used for disposal of wastewater); and
 - (d) Be kept clean and sanitary.
- (5) Saws, power tools, lawn mowers, and other maintenance and janitorial equipment must be inaccessible to children.
- (6) An ONB program using developmentally appropriate tools, including ropes or sharp objects, in wilderness activities must make such tools inaccessible to children when not in use or under active supervision.

Sleep and Rest

0265 Sleep, Rest, and Equipment

An ONB program that enrolls only preschool-age children or both preschool-age and school-age children must comply with the standards in this section.

- (1) A provider 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.
- (2) A provider must provide quiet activities for children who do not require rest. Quiet activities must be minimally disruptive to sleeping children.
- (3) A provider must communicate a child's sleep needs and patterns with that child's parent or guardian.

- (4) A provider must not place children directly on the floor or ground to rest or sleep.
- (5) A provider must provide developmentally appropriate mats, cots, or other sleep equipment made of water resistant material that can be cleaned and sanitized.
- (6) Mats, cots, and other sleep equipment used in an ONB program must be:
 - (a) In good condition, have no tears or holes, and have no repairs with tape;
 - (b) Cleaned, sanitized, and air dried at least once per week or more often as needed if used by only one child, or after each use if used by more than one child; and
 - (c) Stored so sleeping surfaces are not touching each other unless cleaned and sanitized after each use.
- (7) Floor mats designed for sleeping and mattresses must be at least one inch thick. Inflatable sleeping pads must be suitable for the outdoor temperature according to the manufacturer's label. Inflatable sleeping pads less than one-inch-thick must be approved by the department.
- (8) When in use, sleep equipment must be spaced apart from other sleep equipment to reduce germ exposure and allow providers' access to each child during sleep time as follows:
 - (a) There must be at least eighteen inches on each side between mats, cot, or other sleep equipment; and
 - (b) Mats, cots, and other sleep equipment must be arranged so children are head to toe, or toe to toe.
- (9) Each child's bedding must:
 - (a) Have a clean sheet or blanket to cover the sleeping surface and a clean blanket for the child that is suitable given the child's size and room or outdoor temperature. Children may use sleeping bags suitable for the outdoor temperature;
 - (b) Be laundered weekly or more often if soiled, or laundered daily if used by more than one child; and
 - (c) Be stored separately from bedding used by another child, unless it is cleaned and sanitized after each use.
- (10) A provider must not allow children less than six years of age to use loft style beds or upper bunks of bunk beds.
- (11) Napping or resting children must be protected from the sun, rain, and extreme weather, such as by the use of tarps or tents.

Interactions and Curriculum

Learning Supports

0300 Individual Care Plan

- (1) A provider must develop an individual care plan for each child with special needs. Plans and documentation required under this section must:
 - (a) Meet the requirements of this section;
 - (b) Be available for department review;
 - (c) Have written permission from a child's parent or guardian stating that a visiting health professional may provide services to the child at the ONB program, if applicable;
 - (d) Have verification that ONB program staff involved with a particular child has been trained on implementing the individual care plan for that child, if applicable;
 - (e) Be updated annually or when there is a change in the child's special needs; and
 - (f) Be kept in the child's file.
- (2) The individual care plan must be signed by the parent or guardian and may be developed using a department provided template.
 - (a) The individual care plan must contain:
 - i. The child's diagnosis, if known;
 - ii. Contact information for the primary health care provider or other relevant specialist;
 - iii. A list of medications to be administered at scheduled times, or during an emergency along with descriptions of symptoms that would trigger emergency medication;
 - iv. Directions on how to administer medication;
 - v. Allergies;
 - vi. Food allergy and dietary needs, pursuant to standard 0186;

- vii. Activity, behavioral, or environmental modifications for the child;
 - viii. Known symptoms and triggers;
 - ix. Emergency response plans and what procedures to perform; and
 - x. Suggested special skills training, and education for ONB program staff, including specific pediatric first aid and CPR for special health care needs.
- (b) A provider must have supporting documentation of the child's special needs provided by the child's licensed or certified:
- i. Physician or physician's assistant;
 - ii. Mental health professional;
 - iii. Education professional;
 - iv. Social worker with a bachelor's degree or higher with a specialization in the individual child's needs; or
 - v. Registered nurse or advanced registered nurse practitioner.
- (3) An outdoor nature-based provider's written plan and documentation for accommodations must be informed by any existing:
- (a) Individual education plan (IEP);
 - (b) Individual health plan (IHP);
 - (c) 504 Plan; or
 - (d) Individualized family service plan (IFSP).

0305 Curriculum Philosophy and Planning

- (1) A provider must have a written curriculum philosophy that describes the program of planned daily activities related to child development.
- (2) The curriculum philosophy must address all age groups being served, and except for programs that enroll only school-age children must be informed by the Washington state early learning and development guidelines. The curriculum philosophy may include:
- (a) How children develop emotionally, socially, cognitively, and physically;
 - (b) What outdoor nature-based programming looks like or areas of focus for each age group being served;
 - (c) How the provider will meet cultural, dual language learner, and special needs of children in care;
 - (d) How to guide learning and social interactions;
 - (e) The importance of play to a child's learning process; and
- (3) Staff must be trained on the program's curriculum philosophy.
- (4) Program staff responsible for program and activity planning must be given regularly scheduled time to plan and develop curriculum and activities. Planning may be done during rest time but all supervision requirements pursuant to standard 0345 must be met. Planning time for ONB staff implementing emergent curriculum may be spent in activities such as documenting children's learning, making plans for individualized learning goals, and gaining teacher knowledge of subject matter relevant to the children's learning goals, interests, seasons, and the environment.
- (5) A provider must include in their curriculum philosophy how nature is central to their curriculum, and how learning and being outdoors in a nature-based setting impacts the program of daily activities and will benefit children.

0310 Concept Development and Feedback Quality

- (1) A provider must facilitate activities to support child learning and understanding.
- (2) A provider may facilitate child learning and understanding through a variety of techniques such as:
- (a) Using a variety of teaching strategies (different techniques, curricula, or styles) and materials to address different learning styles, abilities, developmental levels, and temperament;
 - (b) Helping children enter into and sustain play;
 - (c) Encouraging children to participate by asking questions and providing guidance;
 - (d) Providing opportunities for children's creativity;
 - (e) Linking concepts and activities to one another and to the children's lives and interests;

- (f) Noticing and responding to teachable moments;
 - (g) Clarifying and expanding children's understanding;
 - (h) Describing and discussing children's learning processes;
 - (i) Encouraging children's efforts and persistence;
 - (j) Showing tolerance for mistakes;
 - (k) Using diverse vocabulary;
 - (l) Leading discussions and activities;
 - (m) Providing materials during the day, including daily routines such as meals and transitions, to encourage communication in English and children's home languages when possible; and
 - (n) Use scaffolding methods to gradually move children toward stronger understanding and greater independence in the learning process.
- (3) An ONB program must emphasize the children's exploration of the natural world. This must be accomplished by implementing the techniques described in subsections (2)(a) through (n) of this section, and providing modeling and teaching that encourages:
- (a) Opportunities for child-directed inquiry;
 - (b) The children's curiosity through open-ended experiences and questioning;
 - (c) Respectful, reciprocal, and sustainable interactions with nature, including the local fauna, flora, and delicate ecosystems; and
 - (d) Engaging children in diverse environments.
- (4) An ONB program, as operating primarily outside and potentially in un-enclosed 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 standard 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 provider has the ability to respond to dangerous situations.

0315 Language and Communication Modeling and Reasoning

- (1) A provider must be aware of and responsive to children's developmental, linguistic, cultural, and learning needs.
- (2) A provider must be aware of and responsive to children's needs by engaging in activities such as:
 - (a) Asking developmentally appropriate questions for the age group and allow children to answer without interruption from the provider;
 - (b) Circulating among the children during free choice activities and talking with children about what they are doing;
 - (c) A provider must use language to develop and encourage reasoning skills by using techniques such as:
 - i. Talking about logical relationships or concepts during the day including, but not limited to, the daily schedule, the differences and similarities between objects, or people in the program;
 - ii. Introducing concepts using guiding questions that encourage children to figure out cause and effect relationships;
 - iii. Providing opportunities for reading and writing activities; and
 - iv. Asking open ended questions to help children improve skills and acquire knowledge.
 - (d) A provider working with non-English speaking children must encourage language development and acquisition by using techniques such as:
 - i. Using words in various languages to talk about the program routines;
 - ii. Reading books out loud or using audio books; and
 - iii. Playing games in different languages.

- (3) An outdoor nature-based child care provider, in addition to carrying out benefit-risk assessments, pursuant to standard 0471, must engage children in a developmentally appropriate assessment of risky play. This must be accomplished by:
- (a) Providing greater supervision as children engage in new levels of risky play;
 - (b) Using questioning and scaffolding to help children determine risks and 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) Staff encouraging children to accept their current levels of ability as they work towards goals.

0320 Facilitating Child Interests, Learning, Perspective, and Productivity

- (1) A provider must work to maximize children's interests, engagement with developmentally and culturally responsive activities, and ability to learn from play.
- (2) A provider must maximize children's interests, engagement, and abilities by using techniques such as:
- (a) Maximizing learning time with learning materials and products, limiting disruptions during activities, and offering additional choices when activities are completed;
 - (b) Giving clear instructions and directions; and
 - (c) Making opportunities for children to learn during transitions by clearly communicating expectations and keeping transitions to a duration that is developmentally appropriate.
- (3) A provider must offer developmentally and culturally responsive activities that offer a range of auditory, visual, and movement opportunities by using techniques such as:
- (a) Encourage child engagement;
 - (b) Promote each child's self-help and social skills;
 - (c) Organized around child interests and ideas;
 - (d) Allow choice, exploration, and experimentation;
 - (e) Promote active and play-based learning experiences;
 - (f) Allow children freedom to move during activities;
 - (g) Ensure child expression;
 - (h) Utilize interesting and creative materials;
 - (i) Offer hands-on opportunities for children;
 - (j) Provide opportunity for children to direct their own learning and problem solving rather than teacher-directed activities; and
 - (k) Orient and guide children toward learning objectives.

Emotional Support and Classroom Organization

0325 Creating a Climate for Healthy Child Development

- (1) When communicating or interacting with children, a provider 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 show 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.
- (2) A provider 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.

0330 Positive Relationships and Child Guidance

- (1) A provider must work to maintain positive relationships with children by using consistent guidance techniques to help children learn. Guidance techniques must adapt an ONB program's environment, routines, and activities to a child's strengths, age and developmental level, abilities, culture, community, and relate to the child's behavior.
- (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.

0331 Prohibited Behavior, Discipline, and Physical Removal of Children

- (1) A provider must take steps to prevent and, once aware of, must not tolerate:
- (a) Profanity, obscene language, "put downs," or cultural or racial slurs;
 - (b) Angry or hostile interactions;
 - (c) Threats of physical harm or inappropriate discipline such as, but not limited to, spanking, biting, jerking, kicking, hitting, slapping, grabbing, shaking, pulling hair, pushing, shoving, throwing a child, or inflicting pain or humiliation as a punishment;
 - (d) Intimidation, gestures, or verbal abuse including sarcasm, name calling, shaming, humiliation, teasing, derogatory remarks about a child or the child's family;
 - (e) Emotional abuse including victimizing, bullying, rejecting, terrorizing, extensive ignoring, or corrupting a child;
 - (f) Prevent a child from or punish a child for exercising religious rights; or
 - (g) Anyone to:
 - i. Restrict a child's breathing;
 - ii. Bind or restrict a child's movement unless permitted under standard 0335;
 - iii. Tape a child's nose, mouth, or other body part;
 - iv. Deprive a child of sleep, food, clothing, shelter, physical activity, first aid, or regular or emergency medical or dental care;

- v. Force a child to ingest something as punishment such as hot sauce or soap;
 - vi. Interfere with a child's ability to take care of their own hygiene and toileting needs;
 - vii. Use toilet learning or training methods that punish, demean, or humiliate a child;
 - viii. Withhold hygiene care, toileting care, or diaper changing from any child unable to provide such care for themselves;
 - ix. Expose a child to extreme temperatures as punishment;
 - x. Demand excessive physical exercise or strenuous postures. Excessive physical exercise includes, but is not limited to, running laps around the yard until overly tired, an extensive number of push-ups, having a child rest more than the child's development requires, standing on one foot for an uncomfortable amount of time, or holding out one's arms until tired or painful;
 - xi. Place the separated child in a closet, bathroom, locked room, or in an unlicensed space; and
 - xii. Use confining space or equipment to punish a child or restrict movement.
- (2) A provider must supervise to protect children from the harmful acts of other children. A provider must immediately intervene when they become aware that a child or children are teasing, fighting, bullying, intimidating, or becoming physically aggressive.
- (3) A provider may separate a child from other children when that child needs to regain control of themselves.
- (a) During separation time, the child must remain under the appropriate level of supervision of a licensee, director, program director, assistant director, site director, program supervisor, lead teacher or an assistant teacher.
 - (b) Separation time should be minimized and appropriate to the needs of the individual child.
- (4) If a child is separated from other children, a provider 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.
- (5) If a provider follows all strategies in this section, and a child continues to behave in an unsafe manner, only a licensee, director, program director, assistant director, site director, program supervisor, lead teacher, or an assistant teacher may physically remove the child to a less stimulating environment. Staff must remain calm and use a calm voice when directing or removing the child. Physical removal of a child is determined by that child's ability to walk:
- (a) If the child is willing and able to walk, staff may hold the child's hand and walk them away from the situation.
 - (b) If the child is not willing or able to walk, staff may pick the child up and remove them to a quiet place where the child cannot hurt themselves or others.

0335 Physical Restraint

- (1) An ONB program must have a written physical restraint protocols pursuant to standard 0490, and staff must implement such protocols only when appropriate and after complying with all requirements of standards 0330 and 0331.
- (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; and
 - (c) Developmentally appropriate; and
 - (d) Only performed by a provider trained in the ONB program's child restraint policy, pursuant to standard 0490.
- (3) A provider must not use bonds, ties, blankets, straps, car seats, or heavy weights (including an adult sitting on a child) to physically restrain children.
- (4) Licensees, directors, program directors, assistant directors, site directors, program supervisors, lead teachers or trained staff must remove themselves from a situation if they sense a loss of their own self-control and concern for the child when using a restraint technique if another provider is present. A provider must intervene when the provider observes another staff member or volunteer using inappropriate restraint techniques.

- (5) If physical restraint is used, staff must:
 - (a) Report the use of physical restraint, pursuant to standard 0475.
 - (b) Assess any incident of physical restraint to determine if the decision to use physical restraint and its application was appropriate;
 - (c) Document the incident in the child's file, including the date, time, outdoor, staff involved, duration and what happened before, during, and after the child was restrained;
 - (d) Develop a written plan with input from the child's primary care or mental health provider, and the parents or guardians to address underlying issues and to reduce the need for further physical restraint if:
 - i. Physical restraint has been used more than once; and
 - ii. A plan is not already a part of the child's individual care plan.
 - (e) Notify the department when a written plan has been developed.

0340 Expulsion

- (1) To promote consistent care and maximize opportunities for child development and learning, a provider must develop and follow expulsion policies and practices, pursuant to standard 0486.
- (2) A provider may expel a child only if the:
 - (a) Child exhibits behavior that presents a serious safety concern for that child or others; and
 - (b) Program is unable to reduce or eliminate the safety concern through reasonable modifications.
- (3) If a child is expelled, a provider must:
 - (a) Review the program's expulsion policy with the parent or guardian of the child;
 - (b) Provide a record to the parent or guardian about the expulsion and the steps that were taken to avoid expulsion. The record must include the date, time, staff involved, and details of each incident that led to expulsion; and
 - (c) Provide information to the parent or guardian that includes, but is not limited to, community-based resources that may benefit the child.
- (4) A provider must report to the department when children are expelled. The information must include:
 - (a) Child demographic data including, but not limited to, the age, race, ethnicity, and gender of the child;
 - (b) The reason the child was expelled; and
 - (c) The resources that were provided to the parent or guardian of the child.

Program Structure and Organization

0345 Supervising Children

- (1) A provider must only allow the following persons to have unsupervised access to a child in care:
 - (a) The child's own parent or guardian;
 - (b) Licensees or ONB program staff authorized by the department under chapter 110-06 WAC;
 - (c) A government representative including an emergency responder who has specific and verifiable authority for access, supported by documentation; and
 - (d) A person authorized in writing or by telephone by the child's parent or guardian such as a family friend, or the child's therapist or health care provider.
- (2) A provider must meet 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.
- (3) A provider 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. Ages of children;
 - ii. Individual differences and abilities of children;
 - iii. Layout of the indoor and outdoor licensed space and play area;
 - iv. The risk associated with the activities children are engaged in; and
 - v. Any nearby hazards including those in the licensed or unlicensed space.
 - (f) All children must remain actively supervised by at least one staff member at all times.
 - (g) Ensuring staff are equipped with cell phones or walkie-talkies at all times for the purpose of communicating, when necessary, with other staff.
- (4) An ONB program staff member may undertake other activities for a temporary time period when not required to be providing the active supervision required under subsection (3)(g) of this section or when following a missing child protocol, pursuant to standard 0471 (2) (m). 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.
- (5) A provider must:
- (a) Not use devices such as a baby monitors, video monitors, or mirrors in place of supervision.
 - (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. Engage in cooking activities;
 - v. Engage in water activities;
 - vi. Engage in campfire activities;
 - vii. Engage in climbing activities;
 - viii. Engage in tool use activities;
 - ix. Ride on public transportation;
 - x. During field trips; and
 - xi. During hikes or walks.

0350 Supervising Children During Water Activities

- (1) During water activities, a provider must meet with all supervision requirements described in this section and standard 0345.
- (2) Before a child can participate in water activities, a provider must obtain written permission from the child’s parent or guardian that allows the child to participate in such activities. An ONB program within a quarter mile of an accessible body of water more than 4 inches deep must also obtain from the parent or guardian a signed hazard waiver, pursuant to standard 0471.
- (3) For water activities where the water is more than twenty-four inches deep, a provider must ensure that:
 - (a) A certified lifeguard is present and on duty. A staff member or volunteer counted in the ratio may be the certified lifeguard; and
 - (b) All children are appropriately wearing life jackets or vests.
- (4) A provider must have life-saving equipment that is readily accessible during water activities if a pool or body of water is six feet or more in any direction and two feet or more in depth. 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.
- (5) During water activities, a provider must hold or have continuous touch of children with special needs as required.

- (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 more than four inches deep (for example, a park with a lake or stream), regardless of whether or not the children are engaging in a water activity.
- (7) The staff member who can swim and/or the lifeguard must be positioned downstream of where children are playing, or otherwise take into account how water moves and their access to it, when children are at or near a moving body of water.

0351 ONB Program Campfire Activity Supervision and Safety

- (1) To engage in a campfire activity, a provider must have permission from the landowner or park's director, and comply with this section.
- (2) A provider must have signed written permission for campfire activities from each child's parent or guardian in the form of a hazard waiver, pursuant to standard 0471.
- (3) Staff must be trained on the program's campfire policies and procedures prior to leading a campfire activity, and providers must train, evaluate, and keep a written record, pursuant to standard 0110, of the staff's ability to build and extinguish a fire as described in this section.
- (4) A provider must prepare and retain a record that the safe campfire practices required under this section have been carried out for each campfire activity. Compliance with this subsection may include the creation of a checklist by the provider that describes the safe campfire practices that were followed before and after each campfire activity.
- (5) A provider must have a first aid kit near the campfire that is equipped with first aid supplies made specifically to treat fire related injuries including, but not limited to, a fire blanket and sterile, non-adhesive bandages. Staff must be prepared to smother a fire on a child's clothing or hair using equipment including, but not limited to, water, a fire suppression blanket, or fire extinguisher.
- (6) A provider 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 delineated by a rope, large rocks, or seating area of logs or camp-chairs. The area within the three-foot boundary must:
 - (a) At all times 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 easily move into and out of the seating area.
- (7) Prior to any campfire activity, a provider must use developmentally appropriate teaching practices to ensure children understand safe behavior around a campfire.
- (8) Campfires must be built and extinguished according to safe fire practices provided by the US Forest Service at <https://smokeybear.com/en/prevention-how-tos/campfire-safety>, and:
 - (a) Campfires must not be built during periods of high fire danger in the area;
 - (b) A campfire must not be more than two feet in diameter;
 - (c) All campfires must be in a fire pit or structure that is designed for the express purpose of safely containing a campfire, which includes the bottom to the fire pit. The perimeter of the fire pit must be delineated and clearly visible to children, such as by rocks, a metal ring, or bricks;
 - (d) A campfire must not burn materials that release toxic substances, such as chemically-treated wood or plastics;
 - (e) Each ONB program class cannot have more than one campfire activity at any time; and
 - (f) Before starting a campfire activity, a provider must have the necessary equipment and supplies to safely extinguish a campfire. For purposes of this subsection, equipment and supplies include, but is not limited to, sufficient water and a shovel. Fire extinguishers kept on-site must comply with the requirements contained in standard 0170.
- (9) While a campfire is burning, a provider 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.
- (10) 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.

- (11) Adults and children tending the fire must tie back long hair and secure loose clothing to reduce the risk of catching fire.
- (12) A provider and ONB program staff must prevent children from:
- (a) Entering the three-foot boundary around the campfire without 1:1 supervision
 - (b) Running and pushing within six feet of the edge of the fire-pit,
 - (c) Inhaling campfire smoke.

0354 Indoor ONB Program Space Capacity

- (1) The licensed or approved indoor space must have a minimum of thirty-five square feet per child in attendance and further comply with the requirements of these standards.

0356 ONB Program Capacity, Ratio, and Group Size

- (1) The department issues initial or nonexpiring ONB program licenses. The department will not issue an ONB license to care for more children than permitted by the rules in these standards. The department may issue a license to care for fewer than the maximum allowable enrolled children. For each program, licenses state:
- (a) The maximum number of children that may be in care at any one time (total capacity);
 - (b) The licensed capacity for each space within the natural area licensed for use by children; and
 - (c) The age range of children allowed in care.
- (2) For each child attending an ONB program there must be a minimum of four-thousand square feet of natural space per child in attendance to support a nature-based curriculum, unless otherwise approved by a park's director and the department.
- (3) For purposes of a permanently located outdoor classroom area, children receiving instruction within that area must have a minimum of seventy-five (75) square feet of space in that area per child in attendance, not including bathroom or diaper changing spaces or ground space occupied by shelves, features, or other equipment not intended to be accessible to children.
- (4) For purposes of determining capacity, the department will consider the following factors and requirements.
- (a) The area and maximum occupancy described in the ONB program's use agreement with the landowner or public parks director.
 - (b) Unless otherwise approved by the park's director and the department, the licensed space of another ONB program or educational program that regularly operates at the same time shall not be considered in the licensed space calculations for the area that is being licensed.
 - (c) The land's features and diversity must be sufficient to support high quality, developmentally appropriate, early childhood and child development environmental education.
 - (d) The land's facilities, such as emergency shelters and toilets, must be sufficient to support the health and safety needs of all enrolled children.
 - (e) The age range of children requested or approved by the department.
 - (f) If an indoor space will be used to meet children's biological needs, those spaces must:
 - i. Comply with standard 0415 Zoning, codes, and ordinances, and all other applicable standards; and
 - ii. May be used to provide children with transitional activities while the biological needs of other children are met in order to meet supervision requirements and keep children together.
 - (g) If an indoor space will be used for scheduled educational activity (when the focus of the program is not on meeting the biological needs of children), the program must be licensed pursuant to chapter 110-300 WAC or chapter 110-301 WAC.
 - (h) A provider's education and on-going training.
 - (i) A provider's licensing history with the department.
 - (j) The number of qualified staff available to meet staff-to-child ratios.
- (5) The following space or areas must not be included in the capacity determination:
- (a) Unlicensed space;
 - (b) Emergency shelter space that will only be used in case of emergency.
 - (c) Toileting facilities;

- (d) Restricted land; and
 - (e) Road-ways through parks.
- (6) A licensee must not exceed the total capacity or age range stated on the ONB program license at any time except as provided in this section. All children on the premises, signed in to the ONB program, on an off-site trip from the ONB program, or being transported by ONB staff are counted in capacity included the children of staff.
- (a) A licensee must receive department approval to care for a child with special needs, pursuant to standard 0300, if the child is older than the maximum age identified on the license. A child with documented special needs may be in care up to age nineteen and must be counted in the capacity and staff-to-child ratio.
 - (b) A child with special needs who requires individualized supervision pursuant to standard 0300, counts toward capacity but does not count in the staff-to-child ratio.
 - (c) A child who turns thirteen years old permitted by chapter 110-15 WAC must be counted in both capacity and staff-to-child ratio.
- (7) A licensee must provide qualified staff to comply with staffing requirements, staff-to-child ratios, and group size during operating hours, including off-site activities or when transporting children in care.
- (8) The following ratio and group size requirements apply to each ONB program class:
- (a) For preschool age children thirty months to six years of age that are not attending kindergarten or elementary school, the maximum group size must not exceed sixteen children with a staff-to-child ratio of one staff member to six children.
 - (b) For school-aged children from 6 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 exceed twenty children only for special events such as assemblies or performances.
 - (c) For school-aged children from 9 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 ten children. Group size may exceed twenty children only for special events such as assemblies or performances.
 - (d) Each group must be staffed by at least two qualified staff members (staff not including aides or volunteers), and every third staff member counted in the ratio may be an aide or volunteer. Children related to the staff or licensee must be included in the ratio calculation.
 - (e) The ONB program class must comply with risk-related ratio requirements including, but not limited to the following:
 - i. Providing additional staff as required by standard 0350 when children are participating in water activities.
 - ii. Providing additional staff after assessing the level of risk, pursuant to standards 0345 and 0471.
 - (f) The ONB program class must comply with any variance from department rules authorized under standard 0436.

0357 ONB Mixed Age Group Capacity, Ratio, and Group Size

- (1) An ONB program must do the following to mix age groups of children in care (in addition to any specific requirements of this section):
- (a) Meet the square footage and staff-to-child ratio requirements for the youngest child present in the group;
 - (b) Meet the health, safety, and developmental needs for all ages of children in the mixed group; and
 - (c) Inform the department of the ONB program's mixed age group policy.
- (2) An ONB child program must do the following to mix groups of children between thirty months old through kindergarten 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 member qualified under this chapter; and
 - (b) Keep a staff-to-child ratio of 1:6.
- (3) An ONB program 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 member qualified under this chapter; and

- (b) Keep a staff-to-child ratio of 1:7.
- (4) An ONB program must do the following to mix groups of children four and one-half to thirteen years old with a maximum group size of twenty 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.

0360 Program and Daily Schedule

- (1) A provider must have an established program and daily schedule that is familiar to children.
- (2) A schedule must be designed to meet enrolled children's developmental, cultural, and special needs. The daily schedule must:
 - (a) Be specific for each age group of children, when applicable;
 - (b) Offer a variety of activities to meet the children's needs, pursuant to standard 0150;
 - (c) Provide children access to the outdoors for more than half of their daily program schedule, and for every three hours of programming, pursuant to standard 0145, at least thirty minutes of the program must promote a variety of age and developmentally appropriate active play activities for children in care.
 - (d) Include scheduled and consistent times for meal service;
 - (e) Include routine transportation times, if applicable; and
 - (f) Include rest periods, if applicable.

Program Administration and Oversight

Licensing Process

0400 Application Materials

- (1) After completing a department outdoor nature-based program orientation, an applicant must submit a complete license application packet, pursuant to chapter 43.216 RCW. This requirement also applies to a change of ownership. A complete license application packet includes:
 - (a) Professional and background information about the applicant:
 - i. A completed department application form;
 - ii. A copy of the applicant's Outdoor Nature-Based orientation certificate (orientation must be taken within twelve months prior to applying for a license);
 - iii. A Washington state business license or a tribal, county, or city business or occupation license, if applicable;
 - iv. Liability insurance, if applicable;
 - v. A certificate of incorporation, partnership agreement, or similar business organization document, if applicable;
 - vi. A copy of current government issued photo identification;
 - vii. A copy of Social Security card or sworn declaration stating that the applicant does not have one;
 - viii. Employer identification number (EIN) if applicant plans to hire staff; and
 - ix. Employment and education verification. For example, diploma, transcripts, or a sworn declaration stating that the applicant cannot verify education requirements;
 - (b) Information about the program to be licensed:
 - i. A site plan, including use of proposed licensed and unlicensed space, that identifies the outlined and measured, natural space to be licensed;
 - ii. Any permanently located outdoor classroom (s) and gross motor active play area (s);
 - iii. Any regularly used locations and risky play locations;
 - iv. Benefit risk assessments for all applicable areas and activities;
 - v. Emergency shelter,
 - vi. Toileting facilities (and a description of any alternative toileting policies and practices utilized);

- vii. A floor plan of any structures being used, with identified emergency exits or emergency exit pathways;
 - viii. Certificate of occupancy, if applicable;
 - ix. Documentation, no more than three years old, from a licensed inspector, septic designer, or engineer that states the septic system and drain field are maintained and in good working order, if applicable;
 - x. E. coli bacteria and nitrate testing results for well water that is no more than twelve months old, if applicable;
 - xi. A lead or arsenic evaluation agreement for sites located in the Tacoma smelter plume (counties of King, Pierce, and Thurston) or the Everett Smelter plume (county of Snohomish); and
 - xii. Lead and copper test results for drinking water, if applicable; and
 - xiii. A signed land-use agreement with the land owner or a public park’s director or designee, outlining the shared or distributed roles and responsibilities of the program and the park or land owner, including the allowed program occupancy.
- (c) Program days and hours of operation, including closure dates and holiday observances; and
- (d) The following information about program staff:
- i. A list of the staff members, and if applicable and known, staff persons and volunteers required to complete the background check process as outlined in chapter 110-06 WAC; and
 - ii. A resume for the applicant and each staff person, if applicable.
- (e) The following policy documents, which will be reviewed by the department and returned to the applicant:
- i. Parent and program policies;
 - ii. Staff policies;
 - iii. An emergency preparedness plan; and
 - iv. Health policies.
- (2) An applicant must submit a completed application packet at least ninety calendar days prior to the planned opening of the ONB program. The department will inspect the ONB program space and all submitted application materials prior to issuing a license.
- (a) The ninety calendar days begins when the department receives a complete application packet.
 - (b) Incomplete application packets will be returned to the applicant for completion.
 - (c) An applicant that is unable to successfully complete the application and licensing process within ninety days may withdraw the application and reapply when the applicant is able to meet the licensing requirements. If the applicant has completed the steps of the application process within ninety days but an external barrier out of the applicant’s control exists, the reapplication fee will be waived one time.
 - (d) An applicant who is unable to meet the application requirements and has not withdrawn their application will be denied a license, pursuant to RCW 43.216.325.

0402 Changing ONB Program Space or Location

- (1) A provider must notify the department prior to making a change to ONB program space or unlicensed space that may impact the health, safety, or welfare of enrolled children. Such changes include, but are not limited to:
- (a) Moving an ONB program to a different location or facility (even if the new location is on the same premises);
 - (b) An ONB program altering a planned use of space including, but not limited to, the use of previously unlicensed areas or new location for a permanently located outdoor classroom;
 - (c) Modifying facilities in a way that requires a permit under the Washington state building code or by a local jurisdiction, such as remodeling or renovating emergency shelter locations;
 - (d) Except for ONB programs that enroll only school-age children and operate on public or private school premises, changing outdoor play areas, such as adding or altering the type of surface or altering stationary climbing or play equipment; and
 - (e) Any substantial modifications to the licensed area planned or implemented by the landowner.
- (2) A provider must submit to the department the new proposed site map prior to making any of the changes described in subsections (1)(a) through (c) of this section.

- (3) A provider planning a change under subsection (1)(a) of this section must also:
 - (a) Submit a complete application pursuant to standard 0400 as soon as the provider decides to move and has an identified address, but not more than ninety calendar or less than thirty calendar days before moving;
 - (b) Notwithstanding the requirements described in subsection (3) (a) of this section, in the event of a natural disaster, the department may waive the 30 calendar day requirement; and
 - (c) Not significantly change or move an ONB program until the department has first inspected the new location and determines that it complies with the requirements described in these standards.

0410 License and Program Location

- (1) An applicant for a license under chapter 110-300E WAC must be at least eighteen years old.
- (2) A licensee refers to the individual or organization:
 - (a) Whose name appears on a license issued by the department;
 - (b) Who is responsible for complying with chapter 43.216 RCW, chapter 110-06 WAC, chapter 110-300E WAC, these standards, and other applicable laws or rules.
 - (c) Who is responsible for training ONB program staff on the Outdoor Nature-Based Touchstone Standards.
- (3) ONB program space must be located:
 - (a) On a site free from known environmental hazards, not including hazards inherent in the natural physical features of the outdoors;
 - (b) When necessary, in an area where non-emergency services and utilities can serve the ONB program space; and
 - (c) In an area served by emergency fire, medical, and police during the hours the ONB program provides care to children.
- (4) Except for ONB programs that enroll only school-age children and operate on public or private school premises, a provider 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 Department of Ecology must take additional steps to ensure children do not ingest contaminated soil.
- (5) An ONB program located on private property are required to place address numbers and signage at the entrance of the private property that contains the ONB program space.
- (6) A license applicant planning to open an ONB program in the designated Tacoma smelter plume (counties of King, Pierce, and Thurston) or the Everett Smelter plume (county of Snohomish) must contact the state department of ecology (DOE) and complete and sign an access agreement with DOE to evaluate the applicant’s property for possible arsenic and lead soil contamination.

0415 Zoning, Codes, and Ordinances

- (1) The department adopts and incorporates by reference the Washington state building code (chapter 19.27 RCW).
- (2) Except for ONB programs that enroll only school-age children and operate on public or private school premises, the ONB program space must comply with the Washington state building code or local building code as enacted at the time of licensure.
- (3) Facility modifications must comply with standard 0402.
- (4) Prior to licensing, an applicant must contact state, city, and local agencies that regulate the ONB program. A provider must obtain regulations and comply with the direction given by such agencies. These agencies may include, but are not limited to, the Washington state department of labor and industries, the Washington state fire marshal, the Washington state DOH, local health jurisdictions, and public parks directors.

- (5) Before issuing a license to an ONB provider (except for ONB programs that enroll only school-age children and operate on public or private school premises) who plans on using an indoor facility or structure for occupancy, such as a cabin or yurt, to meet the biological needs of children, for part of its program that is not currently licensed, the provider must:
- (a) Have a certificate of occupancy issued by the local building, planning, or zoning department, or a local equivalent (e.g. a building permit) if a locality does not have the certificate of occupancy; and
 - (b) Be inspected and approved by the state fire marshal or local authority as approved by the department; or
 - (c) If a state or local government agency is not available to conduct a fire safety inspection, a provider must inspect for fire safety using the state fire marshal form (found at <https://www.dcyf.wa.gov/sites/default/files/pdf/el-license/CTR-Fire-Inspection.pdf> or as amended). The certificate of occupancy classification does not have to be E or I-4 occupancy; however, all other considerations of fire safety must comply.

0420 Prohibited Substances

- (1) Chapter 70.160 RCW prohibits smoking in public places and places of employment. ONB programs must comply with the rules of the landowner, and the rules contained in these standards.
- (2) Pursuant to RCW 70.160.050, a provider must:
- (a) Prohibit smoking, vaping, or similar activities in licensed indoor space, even during nonbusiness hours;
 - (b) Prohibit smoking, vaping, or similar activities in licensed outdoor space unless:
 - i. The smoking, vaping or similar activities occurs during nonbusiness hours; or
 - ii. In an area for smoking or vaping tobacco products that is not a "public place" or "place of employment," as defined in RCW 70.160.020.
 - iii. The ONB program is operated on public land where the law allows members of the public to smoke in the area, in which case the ONB provider must protect children from second-hand smoke.
 - (c) Prohibit smoking, vaping, or similar activities in motor vehicles used to transport enrolled children;
 - (d) Prohibit smoking, vaping, or similar activities by any provider who is supervising children, including during field trips;
 - (e) Prohibit smoking, vaping, or similar activities within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW 70.160.075; and
 - (f) Except for ONB programs that enroll only school-age children and operate on public or private school premises, post "no smoking or vaping" signs. Signs must be clearly visible and located at each building entrance wherever possible pursuant to standard 0505. For ONB programs operating on private land it is the landowner's duty to post "no smoking" signs.
- (3) A provider must:
- (a) Prohibit any person from consuming or being under the influence of alcohol on licensed space during business hours;
 - (b) Prohibit any person within licensed space from consuming or being under the influence of illegal drugs or prescription drugs to the extent that it interferes with the care for children as required by these standards.
 - (c) Prohibit any staff person from consuming smokeless cannabis products in licensed space during business hours.
 - (d) Store any tobacco or vapor products, packaging of tobacco or vapor products, cannabis or associated paraphernalia, or alcohol (both open and closed containers) in a space that is inaccessible to children;
 - (e) Prohibit children from accessing cigarette or cigar butts or ashes;
 - (f) Protect children from members of the public consuming or under the influence of alcohol, legal drugs, illegal drugs or misused prescription drugs.

0425 Initial, Non-Expiring, Dual Licenses, and License Modification

- (1) The department may issue an initial license when an ONB program applicant demonstrates compliance with health and safety requirements of these standards but may not in full compliance with all other requirements, pursuant to RCW 43.216.315.

- (a) An initial license is valid for six months from the date issued.
 - (b) At the department's discretion, an initial license may be extended for up to three additional six-month periods, not to exceed a total of two years.
 - (c) The department must evaluate the provider's ability to follow requirements contained in these standards during the initial license period.
- (2) The department may issue a nonexpiring license to a licensee operating under an initial license who demonstrates compliance with the requirements described in these standards during the period of initial a licensee, pursuant to RCW 43.216.305.
- (3) A licensee must submit annual compliance documents, and must do so at least thirty calendar days prior to that provider's anniversary date. A licensee's anniversary date is the date the first initial license was issued. The required annual compliance documents are:
- (a) The annual nonrefundable license fee; and
 - (b) A declaration on the department's form indicating:
 - i. The intent to continue operating a licensed ONB program;
 - ii. The intent to cease operation as a licensed ONB program;
 - iii. A change in the ONB program's operational hours or dates; and
 - iv. The intent to comply with all licensing rules.
 - (c) Documentation of completed background check applications as determined by the department's established schedule, pursuant to RCW 43.216.270; and
 - (d) For each individual required to have a background check clearance, the provider must verify current background checks or require the individual to submit a background check application at least thirty calendar days prior to the anniversary date.
- (4) If a licensee fails to comply with the requirements for continuing a nonexpiring license by their anniversary date, the licensee's current license expires. The provider must submit a new application for licensure, pursuant to RCW 43.216.305(3).
- (5) Nothing about the nonexpiring license process in this section may interfere with the department's established monitoring practices, pursuant to RCW 43.216.305(4)(a).
- (6) A licensee has no right to an adjudicative proceeding (hearing) to appeal the expiration, nonrenewal, or non-continuation of a nonexpiring license resulting from a failure to comply with the requirements of this section.
- (7) A licensee must have department approval to hold dual licenses (for example: An ONB license and another care giving license, certification, or similar authorization).
- (8) If the department determines that a licensee is not meeting all applicable requirements and regulations the:
- (a) Department and licensee may agree to modify the ONB program license;
 - (b) Licensee may give up one of the licenses, certifications, or authorizations; or
 - (c) Department may suspend, deny, or revoke the ONB program license, pursuant to RCW 43.216.325.
- (9) A provider must report within twenty-four hours:
- (a) To the department and local authorities: A fire or other structural damage to the ONB program space or other parts of the premises, including a natural disaster affecting an ONB program space;
 - (b) To the department:
 - i. A retirement, termination, death, incapacity, or change of the director, program director, assistant director, site director, or program supervisor, or change of ownership or incorporation of a provider;
 - ii. When a provider becomes aware of a charge or conviction against themselves or a staff person, pursuant to WAC 110-06-0043;
 - iii. When a provider becomes aware of an allegation or finding of abuse, neglect, maltreatment, or exploitation of a child or vulnerable adult made against themselves or a staff person; and
 - iv. Any changes in the ONB program hours of operation to include closure dates.
- (10) Prior to increasing the capacity of an ONB program, the licensee, director, program director, assistant director, site director, or program supervisor must request and be approved to increase capacity by the department.

- (11) The licensee, director, program director, assistant director, site director, or program supervisor must have state fire marshal or department approval, and comply with local building ordinances following a significant change under standard 0402 (1)(a) through (c), if applicable.
- (12) The licensee, director, program director, assistant director, site director, or program supervisor must notify the department within thirty calendar days when liability insurance coverage under RCW 43.216.700 has lapsed or been terminated.

0435 Waiver from Department Rules – WAC

- (1) The department cannot waive a requirement of state law (RCW) or federal law.
- (2) Pursuant to RCW 43.216.065, the department may approve a waiver from a rule in these standards or chapter 110-300E WAC if it does not jeopardize the health, safety, or welfare of the children in care.
- (3) A provider's request for a waiver from a rule in these standards must be:
 - (a) Submitted in writing to the department;
 - (b) Approved in writing by the department secretary or the secretary designee prior to the provider implementing the waiver from the rule; and
 - (c) For a specific program need or child.
- (4) A granted waiver may be time specific or may remain in effect for as long as the provider continues to comply with the conditions of the waiver. If the waiver from the rule is time limited, the provider must not exceed the time frame established by the department.
- (5) The department may revoke a granted waiver if a licensing rule which was considered in granting the waiver is materially altered or amended.

0436 Variance from Department Rules – WAC

- (1) The department cannot provide a variance from a requirement in state (RCW) or federal law.
- (2) Upon written request of an applicant, licensee, director, program director, assistant director, site director, or program supervisor the department may grant a variance from a rule in these standards or chapter 110-300E WAC if the proposed program alternative does not jeopardize the health, safety, or welfare of the children in care.
- (3) A request for a variance from these standards must be:
 - (a) Submitted in writing to the department;
 - (b) Approved in writing by the department secretary or the secretary's designee prior to the provider implementing the variance from the rule; and
 - (c) For a specific program approach or methodology.
- (4) A granted variance may be time specific or may remain in effect for as long as the provider continues to comply with the conditions of the variance. If the variance from the rule is time limited, the provider must not exceed the time frame established by the department.
- (5) The department may revoke a granted variance if a licensing rule which was considered in granting the variance is materially altered or amended.

0440 Facility Licensing Compliance Agreements, Nonreferral Status, Probationary License, and Provider Rights

- (1) At the department's discretion, when a provider is in violation of these standards or chapter 43.216 RCW or chapter 110-300E WAC, a facility licensing compliance agreement (FLCA) may be issued in lieu of the department taking enforcement action. The FLCA must contain:
 - (a) A description of the violation and the law or rule that was violated.
 - (b) A proposed plan from the provider or a designee to comply with the law or rule.
 - (c) The date the violation must be corrected, determined by:
 - i. The seriousness of the violation;
 - ii. The potential threat to the health, safety, and well-being to the children in care; and

- iii. The number of times the ONB program has violated the rules in these standards or under chapter 43.216 RCW or chapter 110-300E WAC.
 - (d) Information regarding other licensing action that may be imposed if compliance does not occur by the required date; and
 - (e) The signature of the department licensor and the licensee.
- (2) A provider must return a copy of the completed FLCA to the department after corrective action has been completed and by the date indicated.
- (3) A provider may request an internal review process regarding the violation of the department rules pursuant to RCW 43.216.395.
- (4) In an enforcement action against an ONB program or provider, the provider has the right to refuse to:
 - (a) Accept or sign a FLCA.
 - (b) Agree to a probationary license.
- (5) If a provider refuses a FLCA or probationary license, this may result in any of the following enforcement actions:
 - (a) Modification of the license;
 - (b) Noncontinuation of a nonexpiring license;
 - (c) Suspension of the license;
 - (d) Revocation of the license; or
 - (e) Civil penalties.
- (6) The department may place a provider on non-referral status, pursuant to RCW 43.216.325(4), in addition to or in lieu of an enforcement action under these standards.
- (7) A probationary license may be issued to an ONB program or provider operating under a nonexpiring license as part of a corrective action plan. Prior to issuing a probationary license, the department must refer the program or provider for technical assistance, pursuant to RCW 43.216.320(2).
- (8) A department decision to issue a probationary license is based on an ONB program or provider's:
 - (a) Negligent or intentional noncompliance with the licensing rules or these standards;
 - (b) History of noncompliance with licensing rules or these standards;
 - (c) Current noncompliance with licensing rules or these standards;
 - (d) Fire safety inspection or health and sanitation inspection report that failed to gain approval;
 - (e) Use of unauthorized space for the ONB program;
 - (f) Inadequate supervision of children;
 - (g) Understaffing for the number of children in care;
 - (h) Noncompliance with requirements addressing children's health, proper nutrition, discipline, emergency medical plan, sanitation or personal hygiene practices; and
 - (i) Any other factors relevant to the specific situation and consistent with the intent or purpose of these standards, chapter 43.216 RCW, and chapter 110-300E WAC.
- (9) When the department issues a probationary license, the provider must:
 - (a) Provide notice of the probationary license and a copy of the department's probationary licensing agreement to the parents or guardians of enrolled children within five business days of receiving the probationary license;
 - (b) Provide documentation to the department that parents or guardians of enrolled children have been notified within ten business days of receiving the probationary license;
 - (c) Inform new parents or guardians of the probationary status before enrolling new children into care;
 - (d) Return the ONB program's non-expiring license to the department; and
 - (e) Post documentation of the approved written probationary license as required by RCW 43.216.687.
- (10) Pursuant to RCW 43.216.689, a provider must have inspection reports and notices of enforcement actions for the past three years readily available for review by the department, parents, guardians, and the public.

0443 Enforcement Actions, Notice, and Appeal

- (1) Pursuant to RCW 43.216.325, the department is authorized to take enforcement actions when a provider fails to comply with these standards or chapter 43.216 RCW or chapter 110-300E WAC. Enforcement actions are taken

pursuant to RCW 43.216.020, 43.216.065, and 43.216.250. Enforcement actions include civil monetary penalties (fines) and the denial, suspension, revocation, modification, or nonrenewal of a license.

- (2) A provider subject to an enforcement action has the right to appeal by requesting an adjudicative proceeding (or "hearing") pursuant to chapter 110-03 WAC, DCYF hearing rules.
- (3) The department must issue a notice of violation to a provider when taking enforcement actions. A notice of violation must be sent by certified mail or personally served and must include:
 - (a) The reason why the department is taking the action;
 - (b) The rules the provider failed to comply with;
 - (c) The provider's right to appeal enforcement actions; and
 - (d) How the provider may appeal and request a hearing.
- (4) Fines must not exceed two hundred fifty dollars per day per violation for an ONB program, or as otherwise set by the legislature. Fines may be:
 - (a) Assessed and collected with interest for each day a violation occurs;
 - (b) Imposed in addition to other enforcement actions; and
 - (c) Withdrawn or reduced if a provider comes into compliance during the notification period.
- (5) A provider must pay fines within twenty-eight calendar days after receiving a notice of violation unless:
 - (a) The office of financial recovery establishes a payment plan for the provider; or
 - (b) A later due date is specified on the notice of violation, pursuant to RCW [43.216.335\(2\)](#); or
 - (c) The provider requests a hearing, pursuant to chapter [110-03](#) WAC, DCYF hearing rules and RCW [43.216.335\(3\)](#).
- (6) The department may suspend or revoke a license if a provider fails to pay a fine within twenty-eight calendar days or becomes delinquent in making payments, pursuant to RCW [43.216.327](#) and [43.216.335](#). If a provider's license is due for renewal, the department may elect not to continue the license for failure to pay a fine.

Records, Policies, Reporting, and Posting

0450 Parent or Guardian Handbook and Related Policies

- (1) A provider must supply to each parent or guardian written policies regarding the ONB program. Each enrolled child's record must have signed documentation stating the parent or guardian reviewed the handbook and ONB program policies.
- (2) A provider must have and follow formal written policies in either paper or electronic format, including:
 - (a) A nondiscrimination statement;
 - (b) A family engagement and partnership communication plan;
 - (c) A parent or guardian's permission for photography, videotaping, or surveillance of their child;
 - (d) Alcohol, tobacco, cannabis use and prohibition of illegal drugs;
 - (e) Curriculum philosophy pursuant to standard 305, and how this philosophy is implemented;
 - (f) Child guidance plan, which includes restraint policies and forbidding corporal punishment;
 - (g) Expulsion policy;
 - (h) ONB program staff-to-child ratios and classroom or age grouping types offered, is applicable;
 - (i) If the ONB program offers any of the following, they must include a policy for each that applies to their program:
 - i. Care for children with specific or special needs;
 - ii. Dual language learning;
 - iii. Religious and cultural activities, including how holidays will be celebrated;
 - iv. Transportation and off-site field trips;
 - v. Water activities;
 - vi. Campfire activities;
 - vii. Outdoor nature-based program risk management policies and waiver(s) pursuant to standard 0471; and
 - viii. How weapons on the premises are secured, if applicable.

- (j) Program days and hours of operation, including closure dates and observed holidays;
- (k) Enrollment and disenrollment requirements;
- (l) Fees and payment plans;
- (m) Sign-in and sign-out requirements;
- (n) Information required for the child's record, including:
 - i. The importance and plan for keeping the information current;
 - ii. A plan to keep the child's information confidential; and
 - iii. Who may legally access the child's information.
- (o) A kindergarten transition plan, if applicable;
- (p) What parents or guardians must supply for their child, if applicable (for example: Extra clothing or diapers);
- (q) Permission for a parent or guardian's access to areas of the ONB program during business hours;
- (r) Termination of services policy;
- (s) Emergency preparedness plan;
- (t) The ONB provider and program staff's duty to report incidents including reporting suspected child abuse, neglect, sexual abuse, or maltreatment;
- (u) Policies regarding mixed age groups, if applicable (including when children may be in a mixed age group);
- (v) Description of where the parent or guardian may find and review the ONB program's:
 - i. Health policy;
 - ii. Staff policies;
 - iii. Consistent care policy;
 - iv. Menus;
 - v. Liability insurance;
 - vi. Inspection reports and notices of enforcement actions, if applicable; and
 - vii. Other relevant program policies.
- (w) Any food preparation practices done by staff at their private residence, pursuant to standard 0198.
- (x) Any laundering practices done by staff or families at their private residence, pursuant to standard 0245.
- (y) Policies for postings for an ONB program without an appropriate facility for posting.

0455 Attendance Records

- (1) A provider may keep a child in care up to a maximum of ten hours each day. If needed, the maximum time may be extended based upon the parent or guardian's work, an agreed upon alternate schedule, or travel to and from the ONB program.
- (2) A provider must keep daily child attendance records, either in paper or electronic format for each child (including the children of staff in the program). These records must be easily accessible and kept on-site or in the 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.
- (3) A provider 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.

- (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.
- (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.

0460 Child Records

- (1) A provider must keep current individualized enrollment and health records for all enrolled children, including children of staff, updated annually or as often as enrolled children's health records are updated.
- (a) A child's record must be kept in a confidential manner but in an area easily accessible to staff.
 - (b) A child's parent or guardian must be allowed access to all of their own child's records.
- (2) Each child's enrollment record must include the following:
- (a) The child's birth date;
 - (b) An enrolled child's parent or guardian's phone number, address, and contact information for reaching the family while the child is in care;
 - (c) Emergency contact information. If no emergency contact is available, a written and signed emergency contact plan may be accepted;
 - (d) Names and phone numbers of persons authorized to pick up enrolled children;
 - (e) A plan for special or individual needs of the child, if applicable, including parent or guardian signatures, pursuant to standard 0300;
 - (f) Signed parent or guardian permissions and waivers, pursuant to standard 0450 as applicable for:
 - i. Field trips;
 - ii. Transportation;
 - iii. Bathing;
 - iv. Water activities including swimming pools or other bodies of water;
 - v. Campfire activities, pursuant to standard 0351;
 - vi. Applicable outdoor nature-based program risk management policies and waivers, pursuant to standard 0471; and
 - vii. Photo, video, or surveillance activity.
 - (g) The beginning and end enrollment date for children no longer in the ONB program's care;
 - (h) Physical restraint documentation pursuant to standard 0335, if applicable;
 - (i) Expulsion information, documentation, and steps taken to avoid expulsion, if applicable;
 - (j) Termination of services documentation and communication; and
 - (k) Notification of child developmental screening information given to the preschool-age child's parent or guardian, if applicable.

- (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.
- (4) A health record is required for every child who is enrolled and counted in an ONB program's capacity. A health record must include:
 - (a) An immunization record, pursuant to standard 0210;
 - (b) The child's health history including any known health conditions and the child's individual care plan, if applicable;
 - (c) A medication authorization and administration log, pursuant to standard 0215, if applicable;
 - (d) Documentation of special medical procedure training by parent or guardian, if applicable;
 - (e) Medical and dental care provider names and contact information or what facility the parent or guardian would prefer for treatment;
 - (f) Dates of the child's last physical and dental exam, if available;
 - (g) Consent to seek medical care and treatment of the child in the event of injury or illness, signed by the child's parent or guardian;
 - (h) Signed parent or guardian permission for visiting health professionals who provide direct services to children at the ONB program;
 - (i) An incident or injury report, pursuant to standard 0475, that includes:
 - i. The date and description of the child's incident or injury;
 - ii. Treatment provided to the child while in care;
 - iii. The names of the ONB program staff providing the treatment; and
 - iv. Evidence that a copy of the incident or injury report was given to the child's parent or guardian.
 - (j) Documentation that a provider reported food poisoning or contagious diseases to the local health jurisdiction or the DOH, if applicable.

0465 Retaining Facility and Program Records

- (1) A provider must keep the records required in these standards for a minimum of three years unless otherwise indicated.
- (2) Attendance records must be kept for a minimum of five years.
- (3) Facility and program records from the previous twelve months must be easily accessible and kept on-site or in the program's administrative office for department or other state agency review.
- (4) Records older than twelve months must be provided within two weeks of a written request by the department.
- (5) A provider must keep the following records available for department review:
 - (a) The parent or guardian handbook;
 - (b) Sleep equipment forms and specifications, if applicable;
 - (c) Food temperature logs pursuant to CACFP, if applicable;
 - (d) Child incident and illness logs;
 - (e) Vaccination records for pets or animals housed at the ONB, if applicable;
 - (f) Car insurance policy, if applicable;
 - (g) Curriculum planning schedule;
 - (h) Strengthening Families Program Self-Assessment or an equivalent assessment, if applicable;
 - (i) Documents from department visits (inspections, monitoring, compliance agreements, and safety plans);
 - (j) Land use agreements for outdoor nature-based programs;
 - (k) Insurance policies, for outdoor nature-based programs; and
 - (l) Waivers or variances from department rules, if applicable.
- (6) Except for ONB programs that enroll only school-age children and operate on public or private school premises, a provider must keep the following records:
 - (a) Furniture and play equipment forms and specifications, if applicable;
 - (b) Chromated copper arsenate test results, if applicable;
 - (c) Annual fire inspection by qualified fire professional, if applicable;
 - (d) Monthly inspection to identify fire hazards and elimination of such hazards;

- (e) Monthly testing of smoke and carbon monoxide detectors;
- (f) Monthly fire extinguisher inspection and annual maintenance;
- (g) Lead and copper testing results;
- (h) Private well and septic systems inspection and testing results, if applicable;
- (i) Cleaning log for large area rugs or carpets, if applicable;
- (j) Pesticide use (seven years);
- (k) Tacoma smelter inspection results, if applicable; and
- (l) Land maintenance records, such as arborist records, for outdoor nature-based programs operating on private land.

0470 Emergency Preparedness Plan

- (1) An ONB program must have and providers must follow a written emergency preparedness plan. The plan must be reviewed and approved by the department prior to when changes are made and prior to being licensed as an ONB program. 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 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; and
 - (g) Be reviewed with parents or guardians when a child is enrolled and when the plan is updated.
 - (h) Be applicable to all locations utilized by an ONB program if the program is licensed to operate in those locations.
- (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 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/or evacuation location is;
 - vi. What to take when evacuating children, including:
 1. First-aid kit(s);
 2. Copies of emergency contact information;
 3. Child medication records; and
 4. Individual children's medication, if applicable.
 - vii. How the 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 a provider will do during an earthquake;
 - ii. How a 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 a 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) 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 program based on weather, including but not limited to:
 - 1. Strong winds over 25 mph;
 - 2. Extreme cold or heat, pursuant to standard 0147;
 - 3. Air quality;
 - 4. Lightning storm;
 - 5. Tornado;
 - 6. Hurricane, or
 - 7. Flooding, tsunami, or seiche;
 - ii. How staff will inform parents/guardians of cancelled or altered daily 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 program after the day has already begun;
 - v. How and where staff will care for children whose parents cannot be contacted when the 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 provider will maintain the required staff-to-child ratio and account for all children; and
 - ix. How parents will be notified of the emergency and/or evacuation, and how children will be reunited with their parents or guardians after the event.
 - (e) A description for how parents or guardians will be contacted after the emergency ends.
- (3) A provider must keep on the premises a three-day supply of food, water, blankets for possible overnight stay, and life-sustaining medication for the licensed capacity of children and current staff for use in case of an emergency. An ONB program must ensure these resources are available at the alternate evacuation location.
 - (a) For an ONB program that enrolls only school-age children and operates on public or private school premises, if the school has on the premises an existing three-day supply of food and water that would sustain the ONB program's license capacity of children and staff, the ONB program may submit to the department documentation from the school verifying the school agrees to allow the ONB program to access and use the three-day supply of food and water in an emergency.
- (4) A provider 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;
 - (b) Earthquake, lockdown, high winds, flooding or shelter-in-place drill once every two calendar months;
 - (c) Emergency drills must be conducted with a variety of staff and at different times of the day; and
 - (d) Drills must be recorded on a department form and include:
 - i. The date and time of the drill;
 - ii. The number of children and staff who participated;
 - iii. The length of the drill; and
 - iv. Notes about how the drill went and how it may be improved.

- (5) In areas where local emergency plans are already in place, such as school districts, an ONB program may adopt or amend such procedures when developing their own plan.

0471 ONB Benefit-Risk Assessments, Risk Management Policies and Waivers

- (1) An ONB program must have and implement benefit-risk assessments and risk management plans. These assessments and plans must be submitted on the department-provided form 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 be developed under the following circumstances:
- (a) The selection of a site for an ONB program that will be used by the program on a regular basis.
 - (b) For the different seasons of the year (for example, a summer plan versus winter plan), as conditions change within sites that are used on a regular basis by the program.
 - (c) For risky play activities including, but not limited to the following:
 - i. Climbing without shock-absorbing ground cover;
 - ii. Using sharp tools;
 - iii. Campfire activities; and
 - iv. Activities near water, cliffs, steep slopes, or other potentially hazardous natural features.
 - (d) To provide 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.
- (2) An ONB program must have and follow risk management policies and procedures to address potential hazards and risks of their nature-based program. These must include, but are not limited to policies or procedures related to the following:
- (a) Encountering pets and wildlife pursuant to standard 0225;
 - (b) Interacting with strangers, limiting unsupervised access to any child in care, pursuant to standard 0345;
 - (c) The shared use of public space;
 - (d) Campfire activities pursuant to standard 0351;
 - (e) Water activities or activities near bodies of water more than 4 inches deep, pursuant to standard 0350;
 - (f) Weather requiring the use of an emergency shelter;
 - (g) Required clothing and keeping children dressed for the weather pursuant to standard 0147;
 - (h) Using public facilities or buildings,
 - (i) Climbing natural features, pursuant to standard 0146;
 - (j) Foraging or egg collection and consumption pursuant to standard 0196;
 - (k) Encountering poisonous species;
 - (l) Use of developmentally-appropriate sharp tools;
 - (m) Missing child protocols pursuant to standard 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 program, and
 - ii. Manage the behavior of the remaining children, and using techniques described in 0310(4).
 - (n) Toileting in the ONB program space;
 - (o) Hand-washing in the outdoors; and
 - (p) All other risky play activities as described in subsection (1)(c) of this section.
- (3) Parents or guardians must sign an outdoor nature-based program risk waiver that acknowledges and accepts the potential hazards and risks associated with ONB program. The program's applicable risk management policies or procedures, as described in subsection (2) of this section, along with the parent waiver, must be included in the parent handbook, pursuant to standard 0450.
- (4) A copy of the waiver signed by the child's parent or guardian must be kept in each child's records.
- (5) ONB staff must be trained on the applicable outdoor nature-based program benefit-risk assessments, and risk management policies and risk procedures pursuant to standard 0110.
- (6) Staff must consider the daily health and safety needs of children and staff, as well as any incidents of heightened or dangerous behavior among children, when determining that more restrictive risk management practices are

necessary to address an unforeseen increased risk. Such infrequent and immediate changes to risk management plans are not required to be approved by the department or presented to parents in the parent and guardian handbook.

0475 Duty to Protect Children and Report Incidents

- (1) Pursuant to RCW 26.44.030, when a provider has reasonable cause to believe a child has suffered abuse or neglect, that provider must report such incident, or cause a report to be made, to the proper law enforcement agency or the department. "Abuse and neglect" has the same meaning here as in RCW 26.44.020.
- (2) A provider must report by telephone to the listed individuals, department, and other government agencies when the provider knows or has reason to know of an act, event, or occurrence described in (a) through (f) of this subsection.
 - (a) Law enforcement or the department at the first opportunity, but in no case longer than forty-eight hours:
 - i. The death of a child while in the ONB program's care or the death from injury or illness that may have occurred while the child was in care;
 - ii. A child's attempted suicide or talk about attempting suicide;
 - iii. Any suspected physical, sexual or emotional child abuse;
 - iv. Any suspected child neglect, child endangerment, or child exploitation;
 - v. A child's disclosure of sexual or physical abuse; or
 - vi. Inappropriate sexual contact between two or more children.
 - (b) Emergency services (911) immediately, and to the department within twenty-four hours:
 - i. A child missing from care, triggered as soon as staff realizes the child is missing;
 - ii. A medical emergency that requires immediate professional medical care;
 - iii. A child who is given too much of any oral, inhaled, or injected medication;
 - iv. A child who took or received another child's medication;
 - v. A fire or other emergency;
 - vi. Poisoning or suspected poisoning; or
 - vii. Other dangers or incidents requiring emergency response.
 - (c) Washington poison center immediately after calling 911, and to the department within twenty-four hours:
 - i. A poisoning or suspected poisoning;
 - ii. A child who is given too much of any oral, inhaled, or injected medication; or
 - iii. A child who took or received another child's medication;
 - iv. The provider must follow any directions provided by Washington poison center.
 - (d) The local health jurisdiction or the DOH immediately, and to the department within twenty-four hours about an occurrence of food poisoning or reportable contagious disease as defined in WAC 246-110-010(3);
 - (e) To the department at the first opportunity but in no case no longer than twenty-four hours upon knowledge of any person required by chapter 110-06 WAC to have a change in their background check history due to:
 - i. A pending charge or conviction for a crime listed in chapter 110-06 WAC;
 - ii. An allegation or finding of child abuse, neglect, maltreatment or exploitation under chapter 26.44 RCW or chapter 110-30 WAC;
 - iii. An allegation or finding of abuse or neglect of a vulnerable adult under chapter 74.34 RCW; or
 - iv. A pending charge or conviction of a crime listed in the secretary's list in chapter 110-06 WAC from outside Washington state, or a "negative action" as defined in RCW 43.216.010.
 - (f) A child's parent or guardian as soon as possible, but no later than the release of the child at the end of the day, and to the department within twenty-four hours, about using physical restraint on a child as described in standard 0335.
- (3) In addition to reporting to the department by phone or email, a provider must submit a written incident report of the following on a department form within twenty-four hours
 - (a) Situations that required an emergency response from emergency services (911), Washington poison center, or DOH;
 - (b) Situations that occur while children are in care that may put children at risk including, but not limited to, inappropriate sexual touching, neglect, physical abuse, maltreatment, or exploitation; and

- (c) A serious injury to a child in care.
- (4) A provider must immediately report to the parent or guardian:
 - (a) Their child's death, serious injury, need for emergency or poison services; or
 - (b) An incident involving their child that was reported to the local health jurisdiction or the DOH.

0480 Transportation and Off-Site Activity Policy

- (1) An ONB program must have and providers must follow a transportation and off-site activity policy for personal or public transportation service, or nonmotorized travel offered to children in care.
 - (a) The transportation and off-site activity policy must include routine trips, which must not exceed two hours in a vehicle per day for any individual child.
 - (b) Written parent or guardian authorization to transport the parent or guardian's child. The written authorization must be:
 - i. For a specific event, date, and anticipated travel time;
 - ii. For a specific type of trip (for example, transporting to and from school, or transporting to and from a field trip); or
 - iii. For a full range of trips a child may take while in the provider's care; and
 - iv. For purposes of ONB program emergency preparedness, emergency trip(s) to an alternative evacuation location.
 - (c) Written notices to parents or guardians, to be given at least twenty-four hours before field trips are taken.
- (2) During travel to an off-site activity, a provider 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 certification pursuant to standard 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.
- (3) When a provider supplies the vehicle to transport children in care, the program and provider must:
 - (a) Follow chapter 46.61 RCW, Rules of the road, and other applicable laws regarding child restraints and car seats;
 - (b) Assure that the number of passengers does not exceed the seating capacity of the vehicle;
 - (c) Maintain the vehicle in good repair and safe operating condition;
 - (d) Maintain the vehicle temperature at a comfortable level to children;
 - (e) Assure the vehicle has a current license and registration by Washington state transportation laws;
 - (f) Assure the vehicle has emergency reflective triangles or other devices to alert other drivers of an emergency;
 - (g) Assure the driver has a valid driver's license for the type of vehicle being driven and a safe driving record for at least the last five years;
- (4) Prevent any driver with a known condition that would compromise driving, supervision, or evacuation capabilities from operating program vehicles; and
- (5) Have a current insurance policy that covers the driver, the vehicle, and all occupants.

0485 Termination of Services Policy

- (1) An ONB program must have and providers must follow a termination of services policy.
- (2) A provider may terminate a child's services due to that child's parent or guardian's inability to meet the expectations and requirements of the ONB program. Expectations and requirements of the program may include unpaid bills, continual late arrivals, or a parent, guardian or family member's inappropriate or unsafe behavior in or near ONB program space.

0486 Expulsion Policy

- (1) An ONB program must have and providers must follow an expulsion policy, pursuant to standard 0340.
- (2) The expulsion policy must:
 - (a) Provide examples of behavior that could lead to expulsion from the ONB program;
 - (b) Detail steps the provider takes to avoid expelling a child including, but not limited to, environmental and staffing changes;
 - (c) Detail how the provider communicates to the parent or guardian of a child the steps taken under subsection (b) of this subsection; and
 - (d) Include information that may benefit an expelled child including, but not limited to, community based resources.

0940 Child Restraint Policy

- (1) An ONB program must have and providers must follow a child restraint policy that contains behavior management and practices, pursuant to standard 0335.
- (2) A restraint policy must be:
 - (a) Appropriate for children's developmental level, abilities, and language skills;
 - (b) Directly related to the child's behavior; and
 - (c) Designed to be consistent, fair, and positive.
- (3) The director, program director, assistant director, site director, program supervisors, lead teachers and other appropriate staff members must be trained annually in the program's child restraint policy.
- (4) Only trained staff may restrain a child in care, pursuant to standard 0335.

0495 Consistent Care Policy

- (1) An ONB program must have and follow a policy that promotes the consistent care of children.
- (2) When possible, a provider must be assigned to work with a consistent group of children for much of the day with a goal of building long-term, trusting relationships.

0500 Health Policy

- (1) A provider must have and follow a written health policy reviewed and approved by the department that includes the topics listed in subsection (2) of this section. The health policy must be reviewed and approved by the department when changes are made, and as otherwise necessary.
- (2) An ONB program's health policy must comply with the requirements described in these standards including, but not limited to:
 - (a) A prevention of exposure to blood and body fluids plan;
 - (b) Meals, snacks, and food services including guidelines for food allergies and food brought from home;
 - (c) Handwashing and hand sanitizer use;
 - (d) Toileting;
 - (e) Observing children for signs of illness daily;
 - (f) Exclusion and return of ill children, staff, or any other person in the program space;
 - (g) Contagious disease notification;
 - (h) Medical emergencies, injury treatment and reporting;
 - (i) Immunization tracking;
 - (j) Medication management, storage, administration and documentation;
 - (k) Care for pets and animals that have access to licensed space, how children may engage with pets and animals, and the health risks of interacting with pets and animals;
 - (l) How general cleaning will be provided and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and disinfected;
 - (m) Pest control policies;
 - (n) Caring for children with special needs or health needs, including allergies, as listed in the child's record; and

- (o) Dental hygiene practices and education.

0505 Postings

- (1) Postings listed in subsection (2) of this section that are part of an ONB program must be clearly visible to parents, guardians, and ONB program staff, whenever possible. An ONB program without the ability to post the following must, in lieu of posting:
 - (a) Have available on-site and easily accessible for parent or guardian review the same information as described in subsections (2)(a), (b), (d), (f), (k), and (l) of this section.
 - (b) Deliver notice to the parents and guardians of the events described in subsections (2)(i), (l), and (m) of this section within twenty-four hours of the occurrence of such event or events.
 - (c) Have available on-site and easily accessible to staff the information contained in subsections (2)(a), (b), (c), (e), (f), (g), (h), (i), (j), and (m) of this section.
- (2) Postings on ONB program premises must include, whenever possible:
 - (a) The child care license, pursuant to standard 0010;
 - (b) The ONB program site map, with emergency routes and exits identified in each child care area, pursuant to standard 0400(1)(b)(i) and(ii), and standard 0470(2)(a)(i);
 - (c) Dietary restrictions, known allergies, and nutrition requirements, if applicable, in a location easily accessible for staff but not available to those who are not parents or guardians of the enrolled child, pursuant to standard 0186(1);
 - (d) Handwashing practices at each handwashing sink, pursuant to standard 0200;
 - (e) Diaper changing or stand-up diapering procedure at each diapering station, if applicable, pursuant to standard 0220 and 0221(1)(d);
 - (f) Pesticide treatment notices, if applicable, pursuant to RCW 43.216.280 and RCW 17.21.410 (1)(d);
 - (g) Emergency numbers and information including, but not limited to:
 - i. 911 or emergency services number;
 - ii. Name, address and directions from the nearest arterial street or nearest cross street to the facility;
 - iii. The department's toll-free number;
 - iv. Washington poison center toll-free number; and
 - v. The contact information for child protective services.
 - (h) The location of emergency medical information for children and staff;
 - (i) A notice of any current or pending enforcement action, including probationary licenses, pursuant to RCW 43.216.687. Notice must be posted:
 - i. Immediately upon receipt; and
 - ii. For at least two weeks or until the violation causing the enforcement action is corrected, whichever is longer.
 - (j) "No smoking" and "no vaping" signs, pursuant to standard 0420;
 - (k) A copy of a department approved waiver or variance from a rule or these standards, if applicable. Waivers or variances must be posted for parent or guardian view when related to the overall program (not related to any specific child), and as long as the waiver or variance is approved;
 - (l) Insurance coverage, or a lapse or termination of such coverage if applicable, pursuant to RCW 43.216.700; and
 - (m) Any other information listed or described in RCW 43.216.687.