

Updated School-Age WAC 110-301: Professional Development, Training, and Requirements

Professional Development, Training, and Requirements – General staff qualifications.		
110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p>WAC 110-300-0100 General staff qualifications. All early learning providers must meet the following requirements prior to working:</p> <p>(1) Family home early learning program licensees work from their private residence to provide early learning programming to a group of no more than twelve children present at one time.</p> <p>(a) A family home licensee must meet the following qualifications upon application:</p> <p>(i) Be at least eighteen years old;</p> <p>(ii) Have a high school diploma or equivalent; and</p> <p>(iii) Complete the applicable preservice requirements pursuant to WAC 110-300-0105.</p> <p>(b) A family home licensee must meet the following qualifications:</p> <p>(i) Family home licensees must have an ECE initial certificate, or equivalent as approved and verified in the electronic workforce registry by the department within five years of the date this section becomes effective; and</p> <p>(ii) Upon completion of the ECE initial certificate or equivalent, family home licensees must complete an ECE short certificate or equivalent within two years, as approved and verified in the electronic workforce registry by the department.</p> <p>(A) If a family home licensee already has an existing ECE initial certificate or equivalent, the licensee must complete an ECE short certificate or</p>	<p>110-301-0100 General staff qualifications. All school-age providers must meet the following requirements prior to working:</p> <p>(1) School-age program licensees must meet the requirements of a program director listed in subsection (2) of this section, or hire a program director who meets the qualifications prior to being granted an initial license. School-age program licensees who fulfill the role of program director in their school-age program must complete all trainings and requirements for program director.</p> <p>(2) Program directors manage the overall school-age program operations and facilities and set appropriate program and staff expectations. 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.</p> <p>(a) A program director must meet the following qualifications:</p> <p>(i) Be at least eighteen years old;</p> <p>(ii) Complete 45 college credits in any 100-level or above college coursework or equivalent as approved and verified in the electronic workforce registry by the department as follows:</p> <p>(A) A program director working at the time this chapter becomes effective must have completed at least 12 college credits in any 100-level or above college coursework or equivalent and complete an additional 33 college credits in</p>	<p>WAC 110-305-1710 Program director.</p> <p>(1) The licensee must serve as or employ a program director who is responsible for the overall management of the child care program and operation.</p> <p>(2) The program director must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of the children in care.</p> <p>(3) The program director must:</p> <p>(a) Be at least twenty-one years of age;</p> <p>(b) Have two years' experience in management, supervision, or leadership;</p> <p>(c) Attend a department orientation within six months of employment or assuming the position;</p> <p>(d) Have a TB test as required under WAC 170-297-1750;</p> <p>(e) Have a background clearance as required under chapter 170-06 WAC;</p> <p>(f) Have current CPR and first-aid certification as required under WAC 170-297-1825;</p> <p>(g) Complete HIV/AIDS training and annual bloodborne pathogens training as required under WAC 170-297-1850;</p> <p>(h) Have a high school diploma or equivalent;</p> <p>(i) Have a minimum of forty-five college credits (or thirty college credits and one hundred fifty training hours) in approved school-age credits</p>

<p>equivalent within five years of licensure by the department.</p> <p>(B) Five years from the date this rule takes effect, the family home licensee must complete an ECE short certificate or equivalent within three years.</p> <p>(iii) Have their continued professional development progress documented annually.</p> <p>(c) Family home licensees must provide the following services:</p> <p>(i) Be on-site for the daily operation of the early learning program fifty percent or more of weekly operating hours, or designate a person with the qualifications of a family home licensee to be on-site when not present;</p> <p>(ii) Comply with these foundational quality standards;</p> <p>(iii) Develop a curriculum philosophy, communicate the philosophy to all early learning program staff and parents, and train staff to ensure the philosophy serves all children in the early learning program;</p> <p>(iv) Have knowledge of community resources available to families, including resources for children with special needs and the ability to share these resources with families; and</p> <p>(v) Oversee early learning program staff and support staff in creating and maintaining staff records.</p> <p>(2) Center early learning program licensees must meet the requirements of a center director, listed in subsection (3) of this section, or hire a center director who meets the qualifications prior to being granted an initial license. Center licensees who fulfill the role of center director in their early learning program must complete all trainings and requirements for center directors.</p>	<p>any 100-level or above college coursework or equivalent within five years of the date this section becomes effective.</p> <p>(B) A program director hired or promoted after this chapter becomes effective must have completed 12 college credits in any 100-level or above coursework or equivalent prior to being hired or promoted, and complete an additional 33 college credits in any 100-level or above coursework or equivalent within five years of the time of hire or promotion.</p> <p>(iii) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and</p> <p>(iv) Have their continued professional development progress documented annually.</p> <p>(b) A program director must provide the following services:</p> <p>(i) A program director may fill in as a site director or teacher if acting in this role does not interfere with the responsibilities of managing the school-age program;</p> <p>(ii) Comply with foundational quality standards;</p> <p>(iii) Develop a program philosophy, communicate the philosophy to all school-age program staff, parents, and guardians, and train staff to ensure the philosophy serves all children in the program (or designate a site director with this responsibility);</p> <p>(iv) 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</p> <p>(v) Oversee professional development plans for school-age program staff including, but not limited to:</p>	<p>as specified in the Washington state guidelines for determining related degree and approved credits; and</p> <p>(j) Have completed basic STARS training or possess an exemption.</p> <p>(4) A program director must be on the premises as needed.</p> <p>(5) When the program director is not on-site the program director must leave a competent, designated staff person in charge. This staff person must meet the qualifications of a site coordinator and may also serve as child care staff when that role does not interfere with management and supervisory responsibilities.</p> <p>WAC 110-305-1715 Site coordinator.</p> <p>(1) A child care program may employ a site coordinator responsible for being on-site with children, program planning, and program implementation. The site coordinator must provide regular supervision of staff and volunteers.</p> <p>(2) The site coordinator must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of the children in care.</p> <p>(3) Site coordinator staff must:</p> <p>(a) Be twenty-one years of age;</p> <p>(b) Have two years management experience in a related field;</p> <p>(c) Attend a department orientation within six months of employment or assuming the position;</p> <p>(d) Have a high school diploma or equivalent;</p> <p>(e) Have completed thirty college credits in approved school-age credits as specified in the Washington state guidelines for determining related degree and approved credits, or twenty</p>
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<p>(3) Center directors or assistant directors manage the early learning program and set appropriate program and staff expectations.</p> <p>(a) A center director must meet the following qualifications:</p> <p>(i) Be at least eighteen years old;</p> <p>(ii) Have an ECE state certificate or equivalent as approved and verified in the electronic workforce registry by the department as follows:</p> <p>(A) A center director working at the time this chapter becomes effective must complete an ECE state certificate or equivalent within five years of the date this section becomes effective;</p> <p>(B) A center director hired or promoted after this chapter becomes effective must have an ECE state certificate or equivalent within five years of the time of hire.</p> <p>(iii) Have two years of experience as a teacher of children in any age group enrolled in the early learning program and at least six months of experience in administration or management or a department approved plan;</p> <p>(iv) Complete the applicable preservice requirements, pursuant to WAC 110-300-0105;</p> <p>(v) If a center director does not meet the minimum qualification requirements, the center early learning program must employ an assistant director or program supervisor who meets the minimum qualifications of these positions;</p> <p>(vi) Have their continued professional development progress documented annually.</p> <p>(b) An assistant director must meet the following qualifications:</p> <p>(i) Be at least eighteen years old;</p> <p>(ii) Have an ECE state certificate or equivalent as approved and verified in the electronic workforce registry by the department as follows:</p>	<p>(A) Providing support to staff for creating and maintaining staff records;</p> <p>(B) Setting educational goals with staff and locating or coordinating state-approved training opportunities for staff; and</p> <p>(C) Mentoring the site director.</p> <p>(3) Site directors plan and implement the school-age program services under the oversight of a program director. The site director is responsible for being on-site during the program’s operating hours.</p> <p>(a) A site director must meet the following qualifications:</p> <p>(i) Be at least eighteen years old;</p> <p>(ii) Complete 30 college credits in any 100-level or above college coursework or equivalent as approved and verified in the electronic workforce registry by the department as follows:</p> <p>(A) A site director working at the time this chapter becomes effective must have completed at least 12 college credits in any 100-level or above college coursework or equivalent and complete an additional 18 college credits in any 100-level or above coursework within five years of the date this section becomes effective;</p> <p>(B) A site director hired or promoted after this chapter becomes effective must have completed 12 college credits in any 100-level or above coursework prior to being hired or promoted, and complete 18 college credits in any 100-level or above coursework within five years of the time of hire or promotion.</p> <p>(iii) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and</p> <p>(iv) Have their continued professional development progress documented annually.</p>	<p>college credits and one hundred clock hours of related community training;</p> <p>(f) Have completed basic STARS training or possess an exemption;</p> <p>(g) Complete ongoing training hours as required under WAC 170-297-1800;</p> <p>(h) Develop an individual training plan;</p> <p>(i) Have a food worker card, if applicable;</p> <p>and</p> <p>(j) Attend an agency orientation as required under WAC 170-297-5800.</p> <p>(4) A site coordinator must be on the premises for the majority of hours that care is provided each day. If temporarily absent from the program, the site coordinator must leave a competent, designated staff person in charge who meets the qualifications of a site coordinator.</p> <p>(5) The site coordinator may also serve as child care staff when the role does not interfere with management and supervisory responsibilities.</p> <p>WAC 110-305-1720 Lead teachers.</p> <p>(1) Lead teachers may be employed to be in charge of a child or a group of children.</p> <p>(2) The lead teacher must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of the children in care.</p> <p>(3) Lead teachers must:</p> <p>(a) Be eighteen years of age or older;</p> <p>(b) Have one year experience in school-age care;</p> <p>(c) Have a TB test as required under WAC 170-297-1750;</p> <p>(d) Have a background clearance as required under chapter 170-06 WAC;</p> <p>(e) Have current CPR and first-aid certification as required under WAC 170-297-1825;</p>
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<p>(A) An assistant director working at the time this chapter becomes effective must complete an ECE state certificate or equivalent within five years of the date this section becomes effective;</p> <p>(B) An assistant director hired or promoted after this chapter becomes effective must have an ECE state certificate or equivalent within five years of the time of hire.</p> <p>(iii) Have two years of experience as a teacher of children in any age group enrolled in the early learning program or two years of experience in administration or management, or a department approved plan;</p> <p>(iv) Complete the applicable preservice requirements, pursuant to WAC 110-300-0105;</p> <p>(v) Have their continued professional development progress documented annually.</p> <p>(c) A center director or assistant director or equivalent must provide the following services:</p> <p>(i) Be on-site for the daily operation of the early learning program fifty percent or more of weekly operating hours up to forty hours per week, or designate a person with the qualifications of an assistant director, program supervisor, or equivalent. A center director may act as a substitute teacher if acting as a substitute does not interfere with management or supervisory responsibilities;</p> <p>(ii) Comply with foundational quality standards;</p> <p>(iii) Develop a curriculum philosophy, communicate the philosophy to all early learning program staff and parents, and train staff to ensure the philosophy serves all children in the early learning program (or designate a program supervisor with this responsibility);</p> <p>(iv) Have knowledge of community resources available to families, including resources for</p>	<p>(b) A site director performs the following duties:</p> <p>(i) Plan and implement curriculum and environmental design of the school-age program;</p> <p>(ii) Be on-site providing regular supervision of staff and volunteers.</p> <p>(iii) Comply with foundational quality standards;</p> <p>(iv) Act as a teacher as long as it does not interfere with the site director's primary responsibilities; and</p> <p>(v) Observe and mentor staff.</p> <p>(c) One person may be the program director and the site director when qualified for both positions, provided that all requirements of subsection (2)(a) of this section are met.</p> <p>(d) For program continuity, a lead teacher can fill in for a site director up to two weeks. If longer than two weeks, the licensee or program director must notify the department with a plan for how the site director's responsibilities will be managed during the site director's absence.</p> <p>(4) Lead teachers are responsible for implementing the school-age program. Lead teachers develop and provide a nurturing and responsive environment that meets the needs of enrolled children. A lead teacher must meet the following qualifications:</p> <p>(a) Be at least eighteen years old;</p> <p>(b) Have a high school diploma or equivalent;</p> <p>(c) Have completed 12 college credits in any 100-level or above college coursework or equivalent as approved and verified in the electronic workforce registry by the department within five years of the date this section becomes effective, or five years from being employed or</p>	<p>(f) Complete HIV/AIDS training and annual bloodborne pathogens training as required under WAC 170-297-1850;</p> <p>(g) Have a high school diploma or equivalent;</p> <p>(h) Complete basic STARS training within three months of assuming the position of lead teacher;</p> <p>(i) Complete ongoing training hours as required under WAC 170-297-1800;</p> <p>(j) Have a food worker card, if applicable; and</p> <p>(k) Attend an agency orientation as required under WAC 170-297-5800.</p> <p>(4) Lead teachers are counted in the staff-to-child ratio.</p> <p>(5) When the site coordinator is off-site or unavailable, lead teachers may assume the duties of site coordinator when they meet the site coordinator minimum qualifications, and may also serve as child care staff when the role does not interfere with management and supervisory responsibilities.</p> <p>WAC 110-305-1730 Program assistants.</p> <p>(1) Program assistants may be employed to assist in program and curriculum under the direction of a lead teacher or higher.</p> <p>(2) Program assistants under eighteen years of age must not be left in charge of a group of children and may care for children only under direct, visual or auditory supervision by a lead teacher or higher.</p> <p>(3) Program assistants eighteen years of age or older may have sole responsibility for a child or group of children for a brief period of time when there is a staff person on the premises who meets the lead teacher qualifications.</p>
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<p>children with special needs and be able to share these resources with families; and</p> <p>(v) Oversee professional development plans for early learning program staff including, but not limited to:</p> <p>(A) Providing support to staff for creating and maintaining staff records;</p> <p>(B) Setting educational goals with staff and locating or coordinating state-approved training opportunities for staff; and</p> <p>(C) Observing and mentoring staff.</p> <p>(4) Center program supervisors plan the early learning program services under the oversight of a center director or assistant director.</p> <p>(a) A program supervisor must meet the following qualifications:</p> <p>(i) Be at least eighteen years old;</p> <p>(ii) Have an ECE state certificate or equivalent within five years of the date this section becomes effective or from the time of hire or promotion, if a director or assistant director does not have an ECE state certificate or equivalent as required by this section</p> <p>(iii) Have two years of experience as a teacher of children in any age group enrolled in any early learning program;</p> <p>(iv) Complete the applicable preservice requirements, pursuant to WAC 110-300-0105; and</p> <p>(v) Have their continued professional development progress documented annually.</p> <p>(b) A program supervisor performs the following duties:</p> <p>(i) Guide the planning of curriculum philosophy, implementation, and environmental design of the early learning program;</p> <p>(ii) Comply with foundational quality standards;</p>	<p>promoted into this position at any licensed school-age program, whichever comes later;</p> <p>(d) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and</p> <p>(e) Have their professional development progress documented annually.</p> <p>(5) Assistant teachers help a lead teacher provide instructional support to children and implement developmentally appropriate programming.</p> <p>(a) An assistant teacher must meet the following qualifications:</p> <p>(i) Be at least eighteen years old;</p> <p>(ii) Have a high school diploma or equivalent;</p> <p>(iii) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and</p> <p>(b) Assistant teachers may work alone with children with regular, scheduled, and documented oversight and on-the-job training from the lead teacher who is primarily responsible for the care of the same group of children for the majority of their day.</p> <p>(c) For continuity of care, assistant teachers can act as a substitute lead teacher up to two weeks. If longer than two weeks, the program director or site director must notify the department with a plan for how the lead teacher's responsibilities will be managed during the lead teacher's absence.</p> <p>(6) Aides provide classroom support to an assistant teacher, lead teacher, site director, or program director. Aides must meet the following qualifications:</p> <p>(a) Be at least fourteen years old;</p>	<p>(4) Program assistants must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of the children in care.</p> <p>(5) Program assistants must:</p> <p>(a) Be sixteen years of age or older;</p> <p>(b) Have a TB test as required under WAC 170-297-1750;</p> <p>(c) Have a background clearance as required under chapter 170-06 WAC;</p> <p>(d) Have current CPR and first-aid training as required under WAC 170-297-1825;</p> <p>(e) Complete HIV/AIDS training and annual bloodborne pathogens training as required under WAC 170-297-1850;</p> <p>(f) Have a food worker card, if applicable; and</p> <p>(g) Attend an agency orientation as required under WAC 170-297-5800.</p> <p>(6) Program assistants are counted in the staff-to-child ratio.</p> <p>WAC 110-305-1735 Volunteers.</p> <p>(1) The licensee may utilize volunteers who assist in the program under the direct supervision of the program implementation staff.</p> <p>(2) The volunteers must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of the children in care.</p> <p>(3) The volunteer must:</p> <p>(a) Be sixteen years of age or older;</p> <p>(b) Have a background check as required under chapter 170-06 WAC;</p> <p>(c) Attend an agency orientation as required under WAC 170-297-5800;</p> <p>(d) Have an employment application on file; and</p>
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(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 center director, assistant director, and the program supervisor when qualified for all positions, provided that all requirements of subsection (3)(a) and (b) of this section are met.

(5) Any individual hired or promoted into a position detailed in subsections (2), (3), and (4) of this section who does not have an ECE state certificate or equivalent as required under subsections (3)(a)(ii), (b)(ii), and (4)(a)(ii) of this section must instead meet the following requirement as approved and verified in the electronic workforce registry by the department:

If a center is licensed for this number of 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

(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 WAC 110-301-0105;

(d) Aides may be counted in the staff-to-child ratio if they are working under the continuous supervision of a lead teacher, site director, or program director.

(7) **Other personnel** who do not directly care for children and are not listed in subsections (1) through (6) 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 WAC 110-301-0105; and

(c) Complete program based staff policies and training, pursuant to WAC 110-301-0110.

(8) **Volunteers** help at a school-age program. Volunteers must meet the following qualifications:

(a) Be at least fourteen years old and have written permission to volunteer from their parent or guardian if under eighteen years old;

(b) Work under the continuous supervision of a lead teacher, site director, or program director;

(c) Regular, ongoing volunteers may count in staff-to-child ratio if they:

(i) Complete and pass a background check, pursuant to chapter 110-06 WAC;

(ii) Complete a TB test, pursuant to WAC 110-301-0105;

(iii) Complete the training requirements, pursuant to WAC 110-301-0106;

(iv) Complete program based staff policies and training, pursuant to WAC 110-301-0110;

(e) Have a food worker card, if applicable.

(4) It is recommended, but not required, that volunteers have the following:

(a) CPR and first-aid certification;

(b) HIV/AIDS training and annual bloodborne pathogen training; and

(c) TB test.

(5) The volunteer may be counted in the staff-to-child ratio if the volunteer meets all program assistant qualifications, but must be under the direct supervision of the program implementation staff.

<p>(6) Lead teachers are responsible for implementing the center or family home early learning program. Lead teachers develop and provide a nurturing and responsive learning environment that meets the needs of enrolled children.</p> <p>(a) A lead teacher must meet the following qualifications:</p> <ul style="list-style-type: none"> (i) Be at least eighteen years old; (ii) Have a high school diploma or equivalent; <p>and</p> <ul style="list-style-type: none"> (iii) Complete the applicable preservice requirements, pursuant to WAC 110-300-0105. <p>(b) A center lead teacher must meet the following requirements:</p> <ul style="list-style-type: none"> (i) Have an ECE initial certificate or equivalent as approved and verified in the electronic workforce registry by the department within five years of the date this section becomes effective, or five years from being employed or promoted into this position at any licensed early learning program; (ii) Progress towards an ECE short certificate or equivalent. A center lead teacher hired after this chapter becomes effective must have an ECE short certificate within two years of receiving an ECE initial certificate, or seven years from being employed or promoted into this position at any licensed early learning program; and (iii) Have their professional development progress documented annually. <p>(c) A family home lead teacher must meet the following requirements:</p> <ul style="list-style-type: none"> (i) Have an ECE initial certificate or equivalent as approved and verified in the electronic workforce registry by the department within five years of the date this section becomes effective, or 	<p>(d) Occasional volunteers must comply with (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.</p>	
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from being employed or promoted into this position at any licensed early learning program;

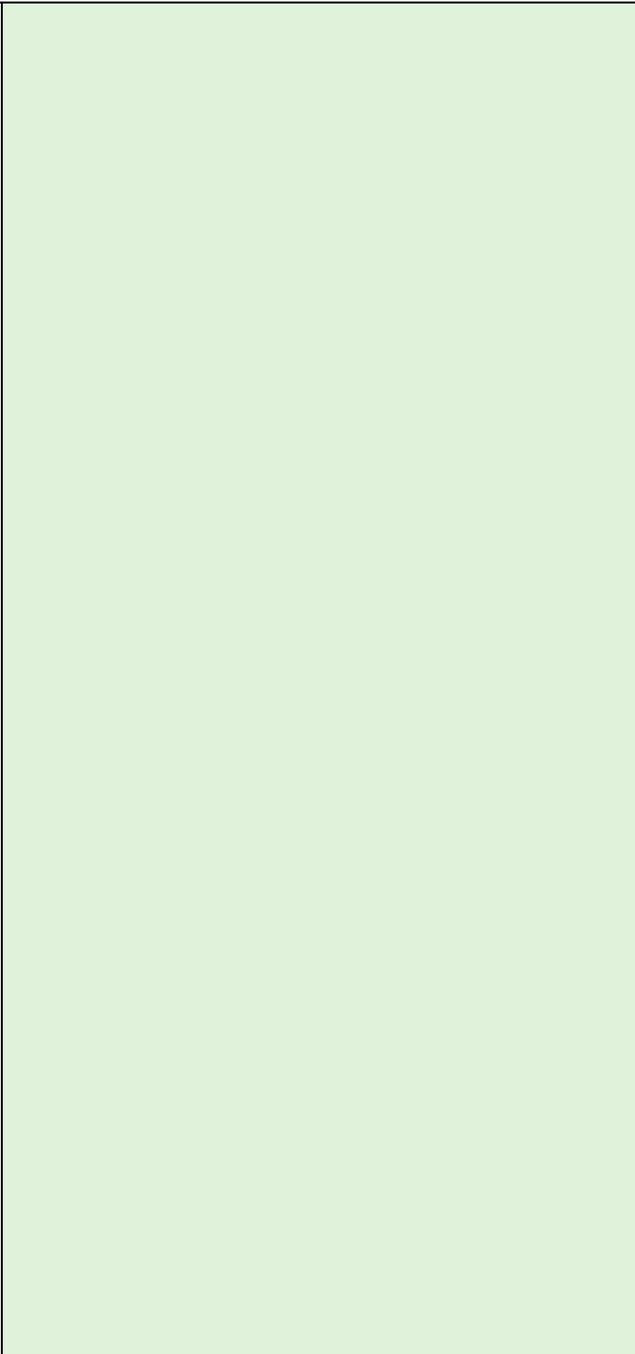
- (ii) Prior to being in charge of their early learning program fifty percent or more of the time, a family home lead teacher must meet the qualifications of the family home licensee and complete or be registered in orientation training required in WAC [110-300-0105](#)(1); and
- (iii) Have their professional development progress documented annually.

(7) **Assistant teachers** help a lead teacher or licensee provide instructional support to children and implement developmentally appropriate programs in center or family home early learning programs.

(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) Have a minimum of an ECE initial certificate or equivalent as approved and verified in the electronic workforce registry by the department within five years of the date this section becomes effective, or from being employed or promoted to this position at any licensed early learning program;
- (iv) Complete the applicable preservice requirements, pursuant to WAC [110-300-0105](#); and
- (v) Have their professional development progress documented annually.

(b) 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.



(c) For continuity of care, assistant teachers can act as a substitute lead teacher up to two weeks. If longer than two weeks, the provider must notify the department with a plan to manage the classroom.

(8) **Aides** provide classroom support to an assistant teacher, lead teacher, program supervisor, center director, assistant director, or family home licensee. 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 WAC [110-300-0105](#);
- (d) Have their professional development progress documented annually; and
- (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, center director, assistant director, assistant teacher, or family home licensee.

(i) Aides working nineteen hours per month or less can count towards ratio with applicable preservice requirements pursuant to WAC [110-300-0105](#) and without in-service training requirements pursuant to WAC [110-300-0107](#) (1)(a).

(ii) Aides who work twenty hours or more per month with a cumulative twelve months of employment must complete applicable preservice requirements pursuant to WAC [110-300-0105](#) and in-service training pursuant to WAC [110-300-0107](#) (1)(a).

(9) **Other personnel** who do not directly care for children and are not listed in subsections (1)

through (8) 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 WAC [110-300-0105](#); and
 - (c) Complete program based staff policies and training, pursuant to WAC [110-300-0110](#).
- (10) **Volunteers** help at early learning 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);
 - (b) Work under the continuous oversight of a lead teacher, program supervisor, center director, assistant director, assistant teacher, or family home licensee;
 - (c) Regular, ongoing volunteers may count in staff-to-child ratio if they:
 - (i) Complete and pass a background check, pursuant to chapter [110-06](#) WAC;
 - (ii) Complete a TB test, pursuant to WAC [110-300-0105](#);
 - (iii) Complete the training requirements, pursuant to WAC [110-300-0106](#);
 - (iv) Complete program based staff policies and training, pursuant to WAC [110-300-0110](#); and
 - (v) Have their professional development progress documented annually.
 - (d) Occasional volunteers must comply with (a) and (b) of this subsection. 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.

What's Different? WAC 110-301-0100 General staff qualifications.

- *Previous 110-305 vs Updated 110-301:* Significant changes such as: Previous 110-305 requires program”; Updated 110-301 does not include this. Previous WAC 110-305 requires program director and site coordinator to be at least 21 years old; Updated 110-301 requires program director and site director to be at least 18 years old; Previous 110-305 requires program director and site coordinator to have two years' experience in management, supervision, or leadership; Updated 110-301 does not require this. Previous 110-305 requires program director and site coordinator to have a high school diploma; Updated 110-301 does not require this. Previous 110-305 requires program director and site coordinator to have college coursework in ‘approved school-age credits’; Updated 110-301 requires program director and site director to have college coursework or equivalent in any 100-level or above college coursework.

Updated 110-301 requires program director and site director to have completed 12 college credits in any 100-level or above coursework or equivalent prior to being hired or promoted, and complete an additional 33 college credits in any 100-level or above coursework or equivalent within five years of the time of hire or promotion. Previous 110-305 requires lead teacher to have one year experience in school-age care; Updated 110-301 does not require this. Updated 110-301 has a new position (Assistant Teacher), and the Program Assistant position in Previous 110-305 is now called Aide in Updated 110-301. Previous 110-305 requires the program assistant be at least 16 years old; Updated 110-301 requires the aide to be at least 14 years old. Updated 110-301 has a subsection for “Other personnel”; Previous 110-305 does not. Previous 110-305 requires; Updated 110-301 requires volunteers be at least 14 years old. Updated 110-310 references ‘ongoing, regular’ volunteers’ and ‘occasional volunteers’; Previous 110-305. Similar staff training requirements in Previous 110-305 are listed in Updated 110-301-0105, and -0106, and -0107.

- *110-300 vs Updated 110-301:* Similar rule, except for different position/role names for people working in the program, and college coursework or equivalent is different.

Professional Development, Training, and Requirements – Preservice Requirements.

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p>WAC 110-300-0105 Preservice requirements. (1) All applicants, coapplicants, family home licensees, center directors, assistant directors, and program supervisors must complete a department provided orientation for the applicable early learning program. Prior to being in charge of the early learning 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 orientation training. (2) Early learning providers and household members in a family home early learning program must complete a department background check, pursuant to chapter 110-06 WAC. (3) Early learning providers, including volunteers and household members in a family home early learning program ages fourteen and</p>	<p>110-301-0105 Preservice requirements. (1) All applicants, co-applicants, program directors, and site directors must complete a department provided orientation for school-age programs. Prior to being in charge of the school-age program, those newly promoted or assuming a role of one of the roles listed here must complete or be registered in a department provided orientation training. (2) A school-age provider must complete a department background check, pursuant to chapter 110-06 WAC. (3) A school-age provider, 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:</p>	<p>WAC 110-305-1200 Background checks. (1) The license applicant(s) or licensee(s) must submit a completed background check form and obtain written authorization from the department consistent with the requirements of chapter 170-06 WAC for each of the following: (a) Any license applicant; (b) The licensee(s); and (c) Each staff person or volunteer. (2) Each individual seeking a first time DEL background check must undergo a fingerprint-based FBI background check. See RCW 43.215.215. (3) The licensee must keep background check authorization letters from the department on file for the licensee, staff person, or volunteer and must allow the department to inspect the file upon request.</p>

<p>over, must provide documentation signed within the last twelve months by a licensed health care professional of tuberculosis (TB) testing or treatment consisting of:</p> <p>(a) A negative TB symptom screen and negative TB risk assessment;</p> <p>(b) A previous positive FDA-approved TB test and a current negative chest radiograph and documentation of clearance to safely work or reside in an early learning program; or</p> <p>(c) A positive symptom screening or a positive risk assessment with documentation of:</p> <p>(i) A current negative FDA-approved TB test;</p> <p>(ii) A previous or current positive FDA-approved TB test; and</p> <p>(iii) A current negative chest radiograph and documentation of clearance to safely work or reside in an early learning program.</p> <p>(4) Upon notification of TB exposure, early learning providers may be required to be retested for TB as directed by the local health jurisdiction.</p>	<p>(a) A negative TB symptom screen and negative TB risk assessment;</p> <p>(b) A previous positive FDA-approved TB test and a current negative chest radiograph and documentation of clearance to safely work in a school-age program; or</p> <p>(c) A positive symptom screening or a positive risk assessment with documentation of:</p> <p>(i) A current negative FDA-approved TB test;</p> <p>(ii) A previous or current positive FDA-approved TB test; and</p> <p>(iii) A current negative chest radiograph and documentation of clearance to safely work in a school-age program.</p> <p>(4) Upon notification of TB exposure, a school-age provider may be required to be retested for TB as directed by the local health jurisdiction.</p>	<p>(4) The licensee must not allow any individual who has not been authorized by the department to have unsupervised access to the children in care at any time.</p> <p>(5) The licensee must verify annually that each individual who is required to have a background check under this section has either obtained a department clearance or has applied for a department background check. The verification must be submitted with the licensee's annual license fee and declarations required under WAC 170-297-1450.</p> <p>WAC 110-305-1325 Background check fees.</p> <p>(1) Each early learning provider required to obtain a department background check shall pay the fee established under chapter 170-06 WAC. The fee must be submitted with the individual's completed and signed background check application form.</p> <p>(2) The following early learning providers must be fingerprinted and pay the processing fee:</p> <p>(a) Anyone submitting a first-time license application;</p> <p>(b) Anyone applying for the first time for a department background check clearance; and</p> <p>(c) Anyone whose background clearance has expired.</p> <p>WAC 110-305-1750 Tuberculosis.</p> <p>(1) Each staff person must provide documentation signed by a licensed health care professional of tuberculosis (TB) testing or treatment consisting of:</p> <p>(a) A negative Mantoux test (also known as a tuberculin skin test (TST)) or negative interferon gamma release assay (IGRA) completed within</p>
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		<p>twelve months before license application or employment; or</p> <p>(b) A previous or current positive TST or positive IGRA with documentation within the previous twelve months:</p> <p>(i) Of a chest X-ray with negative results; or</p> <p>(ii) Showing that the individual is receiving or has received therapy for active or latent TB disease and is cleared to safely work in a child care setting. As used in this section, "latent TB" means when a person is infected with the TB germ but has not developed active TB disease.</p> <p>(2) A TB test or chest X-ray may not be required if it is against the health care provider's advice. Documentation that includes a health screening must be signed by the health care professional and submitted that indicates the TB test or chest X-ray is not necessary.</p>
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What's Different? WAC 110-301-0105 Preservice requirements.

- *Previous 110-305 vs Updated 110-301:* Previous 110-305 requires program director and site coordinator to complete department orientation within six months of employment or assuming the position; Updated 110-301 requires program director and site director to complete or be registered in a department orientation prior to being in charge of a school-age program. Previous 110-305-1325 includes info about background check fees; Updated 110-301 does not.
- *110-300 vs Updated 110-301:* Same rule, except 110-300 references family home providers and household members; Updated 110-301 does not.

Professional Development, Training, and Requirements – Training requirements.

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p>WAC 110-300-0106 Training requirements.</p> <p>(1) Early learning providers licensed, working, or volunteering in an early learning program before the date this section becomes effective must complete the applicable training requirements of this section within three months of the date this section becomes effective unless otherwise indicated. State or federal rules may require health and safety training described under this chapter to be renewed annually. Early learning providers hired after the date this section becomes effective must complete the training requirements</p>	<p>110-301-0106 Training requirements.</p> <p>(1) A school-age provider licensed, working, or volunteering in a school-age program before the date this section becomes effective must complete the applicable training requirements of this section within three months of the date this section becomes effective unless otherwise indicated. State or federal rules may require health and safety training described under this chapter to be renewed annually. A school-age provider hired after the date this section becomes effective must complete the training requirements</p>	<p>WAC 110-305-1775 Basic STARS training.</p> <p>(1) Prior to working unsupervised with children the director, site coordinator, and lead teacher must register in MERIT.</p> <p>(2) The director, site coordinator, and lead teacher must complete the basic STARS training within three months of assuming the position.</p> <p>(3) If the director, site coordinator, or lead teacher qualifies for an exemption to the STARS training requirement, he or she must request an exemption to the requirement within ten days of assuming the position.</p>

<p>of subsections (4) through (10) of this section within three months of the date of hire and prior to working in an unsupervised capacity with children.</p> <p>(2) License applicants and early learning providers must register with the electronic workforce registry prior to being granted an initial license or working with children in an unsupervised capacity.</p> <p>(3) License applicants, center directors, assistant directors, program supervisors, lead teachers, assistant teachers, and aides must complete the child care basics training as approved or offered by the department:</p> <p>(a) Prior to being granted a license;</p> <p>(b) Prior to working unsupervised with children; or</p> <p>(c) Within three months of the date this section becomes effective if already employed or being promoted to a new role.</p> <p>(4) Early learning 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 and neglect as defined in RCW 26.44.020 and mandatory reporting requirements under RCW 26.44.030.</p> <p>(5) Early learning providers must complete the emergency preparedness training as approved or offered by the department (applicable to the early learning program where they work or volunteer) according to subsection (1) of this section.</p> <p>(6) Early learning providers licensed to care for infants must complete the prevention and identifying shaken baby syndrome/abuse head trauma training as approved or offered by the</p>	<p>of subsections (4) through (8) of this section within three months of the date of hire and prior to working in an unsupervised capacity with children.</p> <p>(2) License applicants and school-age providers must register with the electronic workforce registry prior to being granted an initial license or working with children in an unsupervised capacity.</p> <p>(3) License applicants, program directors, site directors, lead teachers, and assistant teachers must complete the school-age basics training as approved or offered by the department:</p> <p>(a) Prior to being granted a license;</p> <p>(b) Prior to working unsupervised with children; or</p> <p>(c) Within three months of the date this section becomes effective if already employed or being promoted to a new role.</p> <p>(4) A school-age provider 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 and neglect as defined in RCW 26.44.020 and mandatory reporting requirements under RCW 26.44.030.</p> <p>(5) A school-age provider must complete the emergency preparedness training as approved or offered by the department according to subsection (1) of this section.</p> <p>(6) A school-age provider must complete the serving children experiencing homelessness training as approved or offered by the department according to subsection (1) of this section.</p> <p>(7) Program directors, site directors, and lead teachers must complete the medication management and administration training as approved or offered by the department prior to</p>	<p>WAC 110-305-1825 First aid and cardiopulmonary resuscitation (CPR) certification.</p> <p>(1) Each staff person must have a current first-aid and cardiopulmonary resuscitation (CPR) certification as established by the expiration date of the document.</p> <p>(2) Proof of certification may be a card, certificate or instructor letter.</p> <p>(3) The first-aid and CPR training and certification must:</p> <p>(a) Be certified by the American Red Cross, American Heart Association, American Safety and Health Institute, or other nationally recognized certification approved by the department;</p> <p>(b) Include child and adult CPR; and</p> <p>(c) Include a hands-on component.</p> <p>WAC 110-305-1850 HIV/AIDS training— Bloodborne pathogens plan.</p> <p>(1) Each staff person must complete a one-time training approved by DOH under chapter 70.24 RCW on the prevention and transmission of HIV/AIDS (human immunodeficiency virus/acquired immunodeficiency syndrome).</p> <p>(2) The licensee must have a written bloodborne pathogens exposure control plan that includes:</p> <p>(a) A list of the staff and volunteers providing child care who may be exposed to bloodborne pathogens; and</p> <p>(b) Procedures for cleaning up bodily fluid spills (blood, feces, nasal or eye discharge, saliva, urine, or vomit), including the use of gloves, proper cleaning and disinfecting of contaminated items, disposal of waste materials, and handwashing.</p>
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<p>department according to subsection (1) of this section.</p> <p>(7) Early learning providers must complete the serving children experiencing homelessness training as approved or offered by the department according to subsection (1) of this section.</p> <p>(8) License applicants and early learning providers licensed to care for infants must complete the safe sleep training as approved or offered by the department. This training must be completed annually and:</p> <p>(a) Prior to being licensed;</p> <p>(b) Prior to caring for infants; or</p> <p>(c) According to subsection (1) of this section.</p> <p>(9) Family home licensees, center directors, assistant directors, program supervisors, lead teachers, and other appropriate staff members must complete the child restraint training as approved or offered by the department. This training must be completed annually; and</p> <p>(a) Prior to being authorized to restrain an enrolled child; or</p> <p>(b) According to subsection (1) of this section.</p> <p>(10) Family home licensees, center directors, assistant 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.</p> <p>(11) Early learning 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</p>	<p>giving medication to an enrolled child, or as indicated in subsection (1) of this section.</p> <p>(8) A school-age provider who directly cares 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.</p> <p>(9) Program directors, site directors, lead teachers, assistant teachers and any other school-age 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).</p> <p>(a) Proof of training can be shown with a certification card, certificate, or instructor letter.</p> <p>(b) The first-aid and CPR training and certification must:</p> <p>(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</p> <p>(ii) Include child and adult first aid and CPR.</p> <p>(10) A school-age provider who prepares or serves food to children at a school-age program must obtain a current food worker card prior to preparing or serving food. Food worker cards must:</p> <p>(a) Be obtained through the local health jurisdiction, in-person or online; and</p> <p>(b) Be renewed prior to expiring.</p>	<p>(3) Staff must be trained in the bloodborne pathogens exposure control plan annually and the licensee must document this training in individual personnel files.</p> <p>WAC 110-305-6275 Abuse and neglect— Protection and training.</p> <p>(1) The licensee and program staff must:</p> <p>(a) Protect children in care from all forms of child abuse or neglect as defined in RCW 26.44.020; and</p> <p>(b) Report suspected or actual abuse or neglect as required under RCW 26.44.030 to DSHS children's administration intake (child protective services) or law enforcement.</p> <p>(2) The licensee or designee must provide training for program staff and volunteers on:</p> <p>(a) Prevention of child abuse and neglect as defined in RCW 26.44.020; and</p> <p>(b) Mandatory reporting requirements under RCW 26.44.030.</p>
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<p>license or working with children. This training must be repeated pursuant to Washington state department of labor and industries regulations.</p> <p>(12) Early learning providers must have a current first-aid and cardiopulmonary resuscitation (CPR) certification prior to being alone with children. Early learning providers must ensure that at least one staff person with a current first-aid and CPR certificate is present with each group of children at all times.</p> <p>(a) Proof of certification may be a card, certificate, or instructor letter.</p> <p>(b) The first-aid and CPR training and certification must:</p> <p>(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;</p> <p>(ii) Include child and adult CPR; and</p> <p>(iii) Infant CPR, if applicable.</p> <p>(13) Early learning providers who prepare or serve food to children at an early learning program must obtain a current food worker card prior to preparing or serving food. Food worker cards must:</p> <p>(a) Be obtained online or through the local health jurisdiction; and</p> <p>(b) Be renewed prior to expiring.</p>		
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What's Different? WAC 110-301-0106 Training requirements.

- *Previous 110-305 vs Updated 110-301:* Significant changes. A number of additional trainings are required and listed in Updated 110-301-0106.
- *110-300 vs Updated 110-301:* Same rule, except 110-300 includes shaken baby syndrome/abuse head trauma training, safe sleep training, child restrain training as approved or offered by the department; Updated 110-301 does not.

Professional Development, Training, and Requirements – In-service training.		
110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
WAC 110-300-0107 In-service training.	110-301-0107 In-service training.	WAC 110-305-1800 Ongoing training.

<p>(1) An early learning provider must complete ten hours of annual in-service training after twelve months of cumulative employment.</p> <p>(a) Family home licensees, center directors, assistant directors, program supervisors, lead teachers, and assistant teachers must complete the department enhancing quality of early learning (EQEL) in-service training within thirty-six months of being hired in a licensed facility, unless the provider has completed a department approved alternative training. EQEL hours may count towards the ten hours of annual in-service training.</p> <p>(b) Every thirty-six months, following the completion of EQEL or a department approved alternative training, family home licensees, center 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."</p> <p>(i) Child development training includes the following Washington state core competencies: Child growth and development, curriculum and learning environment, ongoing measurements of child progress, family and community partnerships, health, safety, nutrition, and interactions.</p> <p>(ii) Leadership practices training includes the following Washington state core competencies: Program planning and development, professional development, and leadership.</p> <p>(2) In-service training requirements of this chapter may be met by completing college courses that align with the Washington state core competencies. These courses must be delivered by</p>	<p>(1) Program directors, site directors, lead teachers, and assistant teachers must complete ten hours of annual in-service training after twelve months of cumulative employment.</p> <p>(a) Every thirty-six months, program directors and site directors must complete a minimum of ten hours of in-service training on "leadership practices."</p> <p>(i) Leadership practices training includes the following Washington state core competencies: Program planning and development, and professional development and leadership.</p> <p>(2) In-service training requirements of this chapter 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.</p> <p>(3) Only five in-service training hours that exceed the requirements of subsection (1) of this section may be carried over from one calendar year to the next calendar year.</p>	<p>(1) The director, site coordinator and lead teachers must complete a minimum of ten hours of STARS ongoing training yearly.</p> <p>(2) Any staff that exceeds the ten-hour ongoing training requirement in any year may carry over up to five hours of ongoing training toward meeting the next year's requirement.</p> <p>(3) The training may include:</p> <p>(a) Staff person's choice of training; and</p> <p>(b) Department directed training.</p> <p>(4) The program director and on-site coordinator must take five hours of training each year in program management and administration for the first two years in these positions.</p>
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<p>a postsecondary institution and approved by the department.</p> <p>(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.</p>		
<p>What's Different? WAC 110-301-0107 In-service training.</p> <ul style="list-style-type: none"> • <i>Previous 110-305 vs Updated 110-301:</i> Similar rules, except when the program director and site director must take the on-going leadership training (program management and administration training) is different. • <i>110-300 vs Updated 110-301:</i> Same rule, except 110-300 requires the department enhancing quality of early learning (EQEL) in-service training; Updated 110-301 does not. 		
<p>Professional Development, Training, and Requirements – Program based staff policies and training.</p>		
<p>110-300 WAC</p>	<p>Updated School-Age 110-301 WAC</p>	<p>Previous School-Age 110-305 WAC</p>
<p>WAC 110-300-0110 Program based staff policies and training.</p> <p>(1) An early learning provider must have and follow written policies for early learning 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.</p> <p>(2) Early learning program staff policies must include, but are not limited to:</p> <p>(a) All of the information in the parent or guardian handbook except fees;</p> <p>(b) Job descriptions, pay dates, and benefits;</p> <p>(c) Professional development expectations and plans;</p> <p>(d) Expectations for attendance and conduct;</p> <p>(e) Early learning program staff responsibilities for:</p> <p>(i) Child supervision requirements, including preventing children's access to unlicensed space;</p>	<p>110-301-0110 Program based staff policies and training.</p> <p>(1) A school-age provider must have and follow written policies for school-age 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. The provider must notify the department when substantial changes are made.</p> <p>(2) School-age program staff policies must include, but are not limited to:</p> <p>(a) All of the information in the parent or guardian handbook except fees;</p> <p>(b) Job descriptions, pay dates, and benefits;</p> <p>(c) Professional development expectations and plans;</p> <p>(d) Expectations for attendance and conduct;</p> <p>(e) School-age program staff responsibilities for:</p>	<p>WAC 110-305-1820 Program provided training.</p> <p>The program staff must be provided with the following training:</p> <p>(1) Child/adolescent growth and development;</p> <p>(2) Learning environment and curriculum;</p> <p>(3) Child observation and assessment;</p> <p>(4) Families, communities, and schools;</p> <p>(5) Safety and wellness;</p> <p>(6) Interactions with children/youth;</p> <p>(7) Program planning and development;</p> <p>(8) Professional development and leadership;</p> <p>(9) Cultural competency and responsiveness;</p> <p>(10) Youth empowerment; and</p> <p>(11) Other training as appropriate.</p> <p>WAC 110-301-2400 Program/operations policies.</p> <p>(1) The child care program must have written program/operations policies that include:</p> <p>(a) All information in the parent/guardian handbook under WAC 170-297-2375;</p>

<p>(ii) Child growth and development; (iii) Developmentally appropriate curriculum; (iv) Teacher-child interaction; (v) Child protection, guidance, and discipline techniques; (vi) Safe sleep practices, if applicable; (vii) Food service practices; (viii) Off-site field trips, if applicable; (ix) Transporting children, if applicable; (x) Health, safety, and sanitization procedures; (xi) Medication management procedures; (xii) Medical emergencies, fire, disaster evacuation and emergency preparedness plans; (xiii) Mandatory reporting of suspected child abuse, neglect, and exploitation, per RCW 26.44.020 and 26.44.030 and all other reporting requirements; (xiv) Implementation of child's individual health care or special needs plan; (xv) Following nonsmoking, vaping, alcohol and drug regulations; (xvi) Overnight care, if applicable; (xvii) Religious, equity and cultural responsiveness; (xviii) Nondiscrimination; (xviii) Planned daily activities and routines. (f) Staff responsibilities if the family home licensee, center director, assistant director, or program supervisor is absent from the early learning 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.</p>	<p>(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, pursuant 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) Nondiscrimination; (xvii) Planned daily activities and routines; and (xviii) Evening and overnight care, if applicable. (f) Staff responsibilities if the program director or site director is absent from the school-age program; (g) A plan that includes how both administrative and child caretaking duties are met when a job requires such dual responsibilities; and</p>	<p>(b) Plans to keep required program/staff records current; (c) Child supervision requirements; (d) Mandatory reporting requirement of suspected child abuse and neglect and other incidents under WAC 170-297-2300; (e) A plan for off-site field trips; (f) A plan for transporting children; (g) Medical emergency, fire, disaster and evacuation responsibilities; (h) Guidance and discipline responsibilities; and (i) A plan for staff to include: (i) Staff responsibilities; (ii) Staff training; (iii) Staff expectations; and (iv) Professional development. (2) Program/operations policies may be integrated with staff policies required under WAC 170-297-2425 in a single written policy document.</p> <p>WAC 110-305-2425 Staff policies. (1) The child care program must have written staff policies and provide training on the policies to all staff and volunteers. Staff policies must include: (a) All the information in the parent/guardian handbook under WAC 170-297-2375, except fees; (b) A plan for keeping staff records current including: (i) Completed background check forms and department clearance letters; (ii) First-aid and CPR certification; (iii) TB test results; (iv) Required training and professional development for staff persons; and</p>
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<p>(3) An early learning 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:</p> <ul style="list-style-type: none"> (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; <p>and</p> <ul style="list-style-type: none"> (e) Information to be shared with the family. <p>(4) An early learning provider must develop, deliver, and document the delivery of early learning staff training specific to the early learning program and premises.</p> <ul style="list-style-type: none"> (a) Training topics must include: <ul style="list-style-type: none"> (i) Staff policies listed in subsections (2) and (3) of this section; (ii) Chapter 43.216 RCW; and (iii) Chapters 110-300 and 110-06 WAC. (b) Training must be updated with changes in program policies and state or federal regulations. 	<ul style="list-style-type: none"> (h) Observation, evaluation, and feedback policies. <p>(3) A school-age 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:</p> <ul style="list-style-type: none"> (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; <p>and</p> <ul style="list-style-type: none"> (e) Information to be shared with the family. <p>(4) A school-age provider must develop, deliver, and document the delivery of school-age staff training specific to the school-age program and premises.</p> <ul style="list-style-type: none"> (a) Training topics must include: <ul style="list-style-type: none"> (i) Staff policies listed in subsections (2) and (3) of this section; (ii) Chapter 43.216 RCW; and (iii) Chapters 110-301 and 110-06 WAC. (b) Training must be updated with changes in program policies and state or federal regulations. 	<ul style="list-style-type: none"> (v) Training that the licensee must provide to staff; <ul style="list-style-type: none"> (c) Job descriptions; (d) Staff responsibilities for: <ul style="list-style-type: none"> (i) Child supervision requirements; (ii) Guidance/discipline techniques; (iii) Food service practices; (iv) Off-site field trips; (v) Transporting children; (vi) Health, safety and sanitization procedures; (vii) Medical emergencies, fire, disaster and evacuations; and (viii) Mandatory reporting of suspected child abuse and neglect. (2) The licensee or designee must keep documentation of all staff training on policies. (3) Staff policies may be integrated with program/operations policies required under WAC 170-297-2400 in a single written policy document. <p>WAC 110-301-5800 Orientation for staff.</p> <ul style="list-style-type: none"> (1) The licensee or designee must provide a program orientation to all new staff on: <ul style="list-style-type: none"> (a) Licensing standards in this chapter; (b) The program's policies and procedures; (c) Goals and philosophy of the program; (d) Planned daily activities and routines; (e) Age-appropriate child guidance and behavior management methods; (f) Child abuse and neglect prevention, detection, and reporting policies and procedures; (g) Special health and developmental needs of individual children if applicable; (h) Fire prevention, emergency preparedness and safety procedures; and (i) Personnel policies.
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		<p>(2) The licensee or designee must document when the training occurred and identify the staff that received the training.</p> <p>WAC 110-305-6275 Abuse and neglect— Protection and training.</p> <p>(1) The licensee and program staff must:</p> <p>(a) Protect children in care from all forms of child abuse or neglect as defined in RCW 26.44.020; and</p> <p>(b) Report suspected or actual abuse or neglect as required under RCW 26.44.030 to DSHS children's administration intake (child protective services) or law enforcement.</p> <p>(2) The licensee or designee must provide training for program staff and volunteers on:</p> <p>(a) Prevention of child abuse and neglect as defined in RCW 26.44.020; and</p> <p>(b) Mandatory reporting requirements under RCW 26.44.030.</p>
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What's Different? WAC 110-301-0110 Program based staff policies and training.

- *Previous 110-305 vs Updated 110-301:* Similar rules.
- *110-300 vs Updated 110-301:* Same rule, except 110-300 includes safe sleep and overnight care; Updated 110-301 does not.

Professional Development, Training, and Requirements – Staff oversight.

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p>WAC 110-300-0111 Staff oversight.</p> <p>(1) An early learning provider who oversees staff must:</p> <p>(a) Establish a work plan with clear expectations;</p> <p>(b) Be aware of what staff members are doing; and</p> <p>(c) Be available and able to respond in an emergency as needed to protect the health and safety of children in care.</p> <p>(2) When the family home licensee, center director, assistant director, program supervisor, lead teacher, or assistant teacher is the only staff</p>	<p>110-301-0111 Staff oversight.</p> <p>(1) A school-age provider who oversees staff must:</p> <p>(a) Establish a work plan with clear expectations;</p> <p>(b) Be aware of what staff members are doing; and</p> <p>(c) Be available and able to respond in an emergency as needed to protect the health and safety of children in care.</p> <p>(2) When the program director, site director, lead teacher, or assistant teacher is the only staff supervising an aide or volunteer, the</p>	<p>WAC 110-305-1925 Assistants and volunteers-- Supervision.</p> <p>(1) The licensee or designee is responsible for supervision of program staff.</p> <p>(2) The licensee or designee must be aware of what staff are doing and available and able to respond if the need arises to protect the health and safety of the children.</p> <p>(3) When supervising assistants and volunteers, the licensee or designee must be within visual or auditory range of an assistant or volunteer.</p>

<p>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.</p>	<p>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.</p>	<p>WAC 110-305-1745 Staff meetings Staff meetings must be conducted no less than twice per calendar year for planning and program operation. Written documentation of the staff meetings, including content and attendees of each meeting, must be kept on file.</p>
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What's Different? WAC 110-301-0111 Staff oversight.

- *Previous 110-305 vs Updated 110-301:* Similar rules. Previous 110-305-1745 requires staff meetings; Updated 110-301 does not have a rule about staff meetings.
- *110-300 vs Updated 110-301:* Same rule.

Professional Development, Training, and Requirements – Staff records.

110-300 WAC	Updated School-Age WAC	Previous School-Age 110-305 WAC
<p>WAC 110-300-0115 Staff records.</p> <p>(1) An early learning provider must establish a records system for themselves, household members, staff, and volunteers that complies with the requirements of this chapter. Early learning program staff records must be:</p> <p>(a) Verified by the licensee, center director, assistant director, or program supervisor;</p> <p>(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;</p> <p>(c) Updated to delete staff names from the electronic workforce registry when no longer employed at the early learning program; and</p> <p>(d) Kept on-site or in the program's administrative office in a manner that allows the department to review the records.</p> <p>(2) Records for each early learning provider and staff member must include:</p> <p>(a) First and last name;</p> <p>(b) Date of birth;</p> <p>(c) Job title;</p> <p>(d) First and last day of employment, if applicable;</p>	<p>110-301-0115 Staff records.</p> <p>(1) A school-age provider must establish a records system for themselves, staff, and volunteers that complies with the requirements of this chapter. School-age program staff records must be:</p> <p>(a) Verified by the licensee, program director or site director;</p> <p>(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;</p> <p>(c) Updated to delete staff names from the electronic workforce registry when they are no longer employed at the school-age; and</p> <p>(d) Kept on-site or in the program's administrative office in a manner that allows the department to review the records.</p> <p>(2) Records for each school-age provider and staff member must include:</p> <p>(a) First and last name;</p> <p>(b) Date of birth;</p> <p>(c) Job title;</p> <p>(d) First and last day of employment, if applicable; and</p>	<p>WAC 110-305-0115 Staff records.</p> <p>Records for each staff person must include documentation of:</p> <p>(1) Current first aid, child and adult CPR training certification;</p> <p>(2) Bloodborne pathogens training certification;</p> <p>(3) HIV/AIDS training certification;</p> <p>(4) TB test results or documentation as required under WAC 170-297-1750;</p> <p>(5) Current state food worker card for staff if required under WAC 170-297-7675;</p> <p>(6) Completed background check form if applicable under WAC 170-297-1200 and a copy of the department-issued authorization letter;</p>

<p>(e) Proof of professional credentials, requirements, and training for each early learning staff member, pursuant to WAC 110-300-0100 through 110-300-0110.</p> <p>(3) A licensee, center director, assistant director, or program supervisor must maintain the following records for each early learning provider and program staff in a confidential manner. These records must be reviewable by the department and must include at a minimum:</p> <p>(a) A copy of current government issued photo identification;</p> <p>(b) Emergency contact information;</p> <p>(c) Completed employment application or resume;</p> <p>(d) Annual observation, evaluation, and feedback information;</p> <p>(e) The licensee's Social Security number, federal EIN, or a written document stating the licensee does not possess either; and</p> <p>(f) Immunization records including exemption documents (center early learning programs only).</p>	<p>(e) Proof of professional credentials, requirements, and training for each school-age staff member, pursuant to WAC 110-301-0100 through 110-301-0110.</p> <p>(3) A licensee, program director, or site director must maintain the following records for each school-age provider and program staff in a confidential manner. These records must be reviewable by the department and must include at a minimum:</p> <p>(a) A copy of current government issued photo identification;</p> <p>(b) Emergency contact information;</p> <p>(c) Completed employment application or resume;</p> <p>(d) Annual observation, evaluation, and feedback information;</p> <p>(e) The licensee's Social Security number, federal employer identification number, or a written document stating the licensee does not possess either; and</p> <p>(f) Immunization records including exemption documents.</p>	<p>(7) Copy of a current government issued picture identification;</p> <p>(8) Emergency contact information;</p> <p>(9) Completed application form or resume for staff when hired;</p> <p>(10) Documentation for staff of:</p> <p>(a) Basic STARS training;</p> <p>(b) Ongoing training completed; and</p> <p>(c) Registration in MERIT;</p> <p>(11) Record of training provided to staff and volunteers.</p>
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What's Different? WAC 110-301-0115 Staff records.

- *Previous 110-305 vs Updated 110-301:* Similar rules.
- *110-300 vs Updated 110-301:* Same rule.

Professional Development, Training, and Requirements – Providing for personal, professional, and health needs of staff.		
110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p>WAC 110-300-0120 Providing for personal, professional, and health needs of staff.</p> <p>(1) A licensee must provide for the personal and professional needs of staff by:</p> <p>(a) Having a secure place to store personal belongings that is inaccessible to children;</p> <p>(b) Having a readily accessible phone to use for emergency calls or to contact the parents of enrolled children; and</p>	<p>110-301-0120 Providing for personal, professional, and health needs of staff.</p> <p>(1) A licensee must provide for the personal and professional needs of staff by:</p> <p>(a) Having a place to store personal belongings that is inaccessible to children;</p> <p>(b) Having a readily accessible phone to use for emergency calls or to contact the parents and guardians of enrolled children; and</p>	<p>WAC 110-305-2775 Telephone.</p> <p>(1) The licensee must have a working telephone in the licensed space.</p> <p>WAC 110-305-3210 Contagious disease procedure.</p> <p>(1) When a licensee or program staff person becomes aware that any program staff person or child in care has been diagnosed with</p>

<p>(c) Providing file and storage space for professional materials.</p> <p>(2) An early learning provider must be excluded from the early learning 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 WAC 110-300-0205.</p> <p>(3) If a staff person has not been vaccinated, or 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. A center early learning program 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 center early learning premises except as provided in (a) and (b) of this subsection.</p> <p>(a) A center early learning program may allow a person to be employed or volunteer on the center early learning 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 his or her 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.</p>	<p>(c) Providing file and storage space for professional materials.</p> <p>(2) A school-age provider must be excluded from the school-age 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 WAC 110-301-0205.</p> <p>(3) If a staff person has not been vaccinated, or 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. A school-age program 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 school-age premises except as provided in (a) and (b) of this subsection.</p> <p>(a) A school-age program may allow a person to be employed or volunteer on the school-age 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.</p>	<p>any of the contagious diseases as defined in WAC 246-110-010, the licensee or designee must:</p> <p>(a) Notify parents or guardians of each of the children in care within twenty-four hours; and</p> <p>(b) Follow the health policy before providing care or before readmitting the program staff person or child into the child care.</p> <p>(2) The licensee's health policy must include provisions for excluding or separating a child or program staff person with a contagious disease. Children with any of the following symptoms must be excluded from care until guidelines permit readmission:</p> <p>(a) Fever of one hundred one degrees Fahrenheit or higher measured orally, or one hundred degrees Fahrenheit or higher measured under the armpit (axially), if the individual also has:</p> <ul style="list-style-type: none"> (i) Earache; (ii) Headache; (iii) Sore throat; (iv) Rash; or (v) Fatigue that prevents the individual from participating in regular activities; <p>(b) Vomiting that occurs two or more times in a twenty-four hour period;</p> <p>(c) Diarrhea with three or more watery stools, or one bloody stool, in a twenty-four hour period; or</p> <p>(d) Drainage of thick mucus or pus from the eye.</p>
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<p>(b) A center early learning program may allow a person to be employed or volunteer on the center early learning premises if the person provides the center early learning 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. This subsection (3)(b) does not apply if a person's health care practitioner determines that the measles, mumps, and rubella vaccine is no longer contraindicated.</p> <p>(4) An early learning program's health policy, pursuant to WAC 110-300-0500, must include provisions for excluding or separating staff with a contagious disease described in WAC 246-110-010, as now and hereafter amended</p>	<p>(b) A school-age program may allow a person to be employed or volunteer on the school-age premises if the person provides the school-age 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.</p> <p>(4) A school-age program's health policy, pursuant to WAC 110-301-0500, must include provisions for excluding or separating staff with a contagious disease described in WAC 246-110-010.</p>	
<p>What's Different? WAC 110-301-0120 Providing for personal, professional, and health needs of staff.</p> <ul style="list-style-type: none"> • <i>Previous 110-305 vs Updated 110-301:</i> Similar rules. More info in Updated 110-301. • <i>110-300 vs Updated 110-301:</i> Same rule. 		
<p style="text-align: center;">110-300 WAC</p>	<p style="text-align: center;">Updated School-Age 110-301 WAC</p>	<p style="text-align: center;">Previous School-Age 110-305 WAC</p>
<p>No rule for 110-300 WAC.</p>	<p>No rule for updated school-age WAC.</p>	<p>WAC 110-305-1075 Child care subsidy. A child care program that receives child care subsidy payments must follow the requirements of the applicable subsidy program. A child care program that receives subsidy payments under the working connections child care or seasonal child care programs must follow the requirements of chapter 170-290 WAC.</p>
<p>What's Different?</p> <ul style="list-style-type: none"> • <i>Previous 110-305 vs Updated 110-301:</i> Previous WAC has a 'child care subsidy' rule; Updated 110-301 does not have a 'child care subsidy' rule. • <i>110-300 vs Updated 110-301:</i> Neither has a 'child care subsidy' rule. 		