

Standards Alignment - Professional Development, Training and Requirements

General staff qualifications

Family Home WAC	Center WAC	WAC 110-300																
<p><u>170-296A-1700-Licensee minimum age</u> The minimum age to be a licensee is eighteen years old.</p> <p><u>170-296A-1725-Licensee minimum education</u> (1) For any initial family home child care license issued on or after March 31, 2012, the applicant must have a high school diploma. (2) If the applicant does not have a high school diploma, he or she must submit written evidence of equivalent education. As used in this section, "equivalent education" means: (a) Passing the general educational development (GED) tests; (b) Completion of twelve years of elementary and secondary education; (c) Possessing a current child development associate (CDA) credential as approved through the council for professional recognition; (d) Completion of forty-five credits of post secondary education; or (e) Completion of the department approved early childhood education initial certificate.</p>	<p><u>170-295-1010-Who Can be the director of a child care center?</u> The director must: (1) Be at least twenty-one years of age or older; (2) Have knowledge of child development as evidenced by professional reference, education, experience, and on-the-job performance; (3) Have written proof of education including: (a) A current child development associate certificate (CDA); or (b) The following minimum number of college quarter* credits or combination of college quarter credits and department-approved clock hours (ten clock hours equals one college credit) in early childhood education or child development:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 5px 0;"> <tr> <td style="width: 25%; padding: 5px;">Chart</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> <td></td> </tr> </table> <p>(4) Have at least two years experience working with children the same age level as the center serves;</p>	Chart																<p>WAC 110-300-0100 General staff qualifications. All early learning providers must meet the following requirements prior to working: (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. (a) A family home licensee must meet the following qualifications upon application: (i) Be at least eighteen years old; (ii) Have a high school diploma or equivalent; and (iii) Complete the applicable preservice requirements pursuant to WAC 110-300-0105. (b) A family home licensee must meet the following qualifications: (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 (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. (A) If a family home licensee already has an existing ECE initial certificate or equivalent, the</p>
Chart																		

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(3) In addition to equivalent education defined within this section, a family home child care licensee licensed prior to March 31, 2012, and continuously maintaining the license may meet the "equivalent education" requirement by achieving a level three rating in the early achievers program, Washington state's quality rating improvement system, prior to March 31, 2017.

170-296A-1735- Minimum education—Licensees licensed prior to March 31, 2012.

Effective March 31, 2017, every family home child care licensee, including licensees licensed prior to March 31, 2012, must meet the minimum education requirements of WAC [170-296A-1725](#).

170-296A-1925-Assistants and volunteers-Supervision

(1) Assistants and volunteers are the individuals who help in the licensed child care but are supervised by the licensee or primary staff person at all times.

(2) The licensee or primary staff person must be within visual or auditory range of an assistant or volunteer sixteen years old or older, and must be available and able to respond.

(5) Not let the provision of child care interfere with management or supervisory responsibilities;

(6) Be on the premises for the majority of the hours that care is provided and designate a person to be in charge that meets the qualifications of a lead teacher when not present; and

(7) Meet the STARS requirement and be listed in the state training and registry system (STARS).

170-295-1020-What if the director does not meet the minimum qualifications?

If the director does not meet the requirements in WAC [170-295-1010](#), you must have a program supervisor who:

(a) Meets all the qualifications of WAC [170-295-1010](#);

(b) Oversees the planning and supervising of the center's learning and activity program to ensure that practices meet the WAC, are varied and developmentally appropriate; and

(c) Performs on-site program supervisory duties twenty hours or more a week and is not included in the staff to child ratio. If we request it, you must provide documentation of the twenty hours or more a week on site supervisory duties for the program supervisor.

licensee must complete an ECE short certificate or equivalent within five years of licensure by the department.

(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.

(iii) Have their continued professional development progress documented annually.

(c) Family home licensees must provide the following services:

(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;

(ii) Comply with these foundational quality standards;

(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;

(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

(v) Oversee early learning program staff and support staff in creating and maintaining staff records.

(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

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(3) The licensee or primary staff person must be within visual and auditory range of an assistant or volunteer fourteen years to sixteen years old, and must be available and able to respond. When the licensee or primary staff person is the only supervisor, the assistant or volunteer may be in visual or auditory range for brief periods of time while the licensee or primary staff person attends to their personal needs on the premises.

170-296A-1950-Assistants and volunteers minimum age

The minimum age to be an assistant or volunteer is fourteen years of age.

170-296A-1900-Primary staff Person minimum age

A primary staff person must be a minimum of eighteen years of age.

170-296A-1975-Licensee/staff qualifications and requirements table

The following table summarizes the licensee and staff qualifications and requirements found in WAC [170-296A-1700](#) through [170-296A-1950](#), and [170-296A-7675](#). An "X" indicates a requirement.

Chart

(2) If the director does not meet the minimum requirements in WAC [170-295-1010](#) the director must have had at least one three credit college class in early childhood education or development.

(3) One person may be both the director and the program supervisor when qualified for both positions. The director or program supervisor must be on the premises for the majority of the hours that care is provided. If temporarily absent from the center, the director or program supervisor must leave a competent, designated staff person in charge who meets the qualifications of a lead staff person.

(4) The director or program supervisor may also serve as child care staff when that role does not interfere with management and supervisory responsibilities.

170-295-1030-Who can be a lead teacher in a child care center

The lead teacher is a child care staff person who is in charge of a child or group of children and implements the activity program. The lead teacher must:

(1) Be at least eighteen years of age or older;

(2) Have completed a high school education or the equivalent; and

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.

(3) **Center directors or assistant directors** manage the early learning program and set appropriate program and staff expectations.

(a) A center director must meet the following qualifications:

(i) Be at least eighteen years old;

(ii) Have an ECE state certificate or equivalent as approved and verified in the electronic workforce registry by the department as follows:

(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;

(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.

(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;

(iv) Complete the applicable preservice requirements, pursuant to WAC [110-300-0105](#);

(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;

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170-296A-1875-Primary Staff Person

Other than the licensee, only an individual meeting all the qualifications of a primary staff person is qualified to be left unsupervised with the children in the licensed family home child care.

- (3) Have documented child development education or work experience; **or**
- (4) Complete STARS training within six months of becoming a lead teacher

170-295-1040-Who can be an assistant or aide in a child care center

You may assign a child care assistant or aide to support the lead child care staff.

- (1) The assistant or aide must be:
 - (a) At least sixteen years of age; and
 - (b) Under the direct supervision of a lead child care staff person.

(2) You may assign an assistant who is age eighteen or older to care for a child or a group of children under direct supervision of a lead staff person. This person may have sole responsibility for a group of children without direct supervision by a superior for a brief period of time.

(3) You must not assign a person under the age of eighteen years sole responsibility for a group of children.

170-295-1050-Who can be a volunteer in a child care center

You may arrange for a volunteer to support lead child care staff. The volunteer must:

- (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 as approved and verified in the electronic workforce registry by the department as follows:
 - (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;
 - (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.
 - (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;
 - (iv) Complete the applicable preservice requirements, pursuant to WAC [110-300-0105](#);
 - (v) Have their continued professional development progress documented annually.
 - (c) A center director or assistant director or equivalent must provide the following services:
 - (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

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(a) Be at least sixteen years of age or older; and

(b) Care for children under the direct supervision of a lead child care staff person at all times.

(2) You may count the volunteer in the staff-child ratio when the volunteer meets staff qualification requirements and is sixteen years of age or older.

acting as a substitute does not interfere with management or supervisory responsibilities;

(ii) Comply with foundational quality standards;

(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);

(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; and

(v) Oversee professional development plans for early learning 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.

(4) **Center program supervisors** plan the early learning program services under the oversight of a center 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 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

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		<p>state certificate or equivalent as required by this section;</p> <ul style="list-style-type: none">(iii) Have two years of experience as a teacher of children in any age group enrolled in any early learning program;(iv) Complete the applicable preservice requirements, pursuant to WAC 110-300-0105; and(v) Have their continued professional development progress documented annually. <p>(b) A program supervisor performs the following duties:</p> <ul style="list-style-type: none">(i) Guide the planning of curriculum philosophy, implementation, and environmental design of the early learning program;(ii) Comply with foundational quality 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. <p>(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.</p> <p>(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 requirements as approved and</p>
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		<p>verified in the electronic workforce registry by the department: **chart**</p> <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.
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		<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 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. <p>(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.</p> <p>(a) An assistant 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) 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
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		<p>(v) Have their professional development progress documented annually.</p> <p>(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.</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 provider must notify the department with a plan to manage the classroom.</p> <p>(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:</p> <ul style="list-style-type: none">(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. <p>(i) Aides working nineteen hours per month or less can count towards ratio with applicable preservice requirements pursuant to WAC 110-300-</p>
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		<p>0105 and without in-service training requirements pursuant to WAC 110-300-0107 (1)(a).</p> <p>(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).</p> <p>(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:</p> <p>(a) Complete and pass a background check, pursuant to chapter 110-06 WAC;</p> <p>(b) Have a negative TB test, pursuant to WAC 110-300-0105; and</p> <p>(c) Complete program based staff policies and training, pursuant to WAC 110-300-0110.</p> <p>(10) Volunteers help at early learning programs. Volunteers must meet the following qualifications:</p> <p>(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);</p> <p>(b) Work under the continuous oversight of a lead teacher, program supervisor, center director, assistant director, assistant teacher, or family home licensee;</p> <p>(c) Regular, ongoing volunteers may count in staff-to-child ratio if they:</p> <p>(i) Complete and pass a background check, pursuant to chapter 110-06 WAC;</p>
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		<p>(ii) Complete a TB test, pursuant to WAC 110-300-0105;</p> <p>(iii) Complete the training requirements, pursuant to WAC 110-300-0106;</p> <p>(iv) Complete program based staff policies and training, pursuant to WAC 110-300-0110; and</p> <p>(v) Have their professional development progress documented annually.</p> <p>(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.</p>
Preservice requirements		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-1200 Background checks.</p> <p>(1) The license applicant or licensee must submit a completed background check form and obtain an authorization (clearance) from the department consistent with the requirements of chapter 170-06 WAC for each of the following:</p> <p style="margin-left: 20px;">(a) The license applicant;</p> <p style="margin-left: 20px;">(b) The licensee;</p> <p>WAC 170-296A-1750 Tuberculosis.</p> <p>The applicant, and each staff person fourteen years old and older,</p>	<p>170-295-0070 What personal characteristics do my volunteers, all staff and I need to provide care to children?</p> <p style="margin-left: 20px;">(b) Be authorized by DEL to care for or have unsupervised access to children in child care under chapter 170-06 WAC; and</p> <p>170-295-1120 What are the tuberculosis (TB) testing requirements for the staff?</p> <p style="margin-left: 20px;">(1) Each employee and volunteer must have the results of a one step</p>	<p>WAC 110-300-0105 Preservice requirements.</p> <p>(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.</p> <p>(2) Early learning providers and household members in a family home early learning program must</p>

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<p>and each household member sixteen years old and older, must provide documentation signed by a licensed health care professional of tuberculosis (TB) testing or treatment consisting of:</p> <p>(1) A negative Mantoux test (also known as a tuberculin skin test (TST)) or negative interferon gamma release assay (IGRA) completed within twelve months before license application or employment; or</p> <p>(2) A previous or current positive TST or positive IGRA with documentation within the previous twelve months:</p> <p>(a) Of a chest X ray with negative results; or</p> <p>(b) 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>Mantoux TB skin test prior to starting work.</p> <p>(2) New employees and volunteers do not need a TB skin test if they have written proof of:</p> <p>(a) A negative Mantoux TB test in the twelve months prior to you hiring them;</p> <p>(b) A previously positive Mantoux TB test with documented proof of treatment or a negative chest X ray; or</p> <p>(c) Medication therapy to treat TB.</p> <p>(3) Your staff and volunteers must be retested for TB when you are notified that any of the staff or volunteers have been exposed to TB. They must comply with the direction of the local health jurisdictions.</p>	<p>complete a department background check, pursuant to chapter 110-06 WAC.</p> <p>(3) Early learning providers, including volunteers and household members in a family home early learning program ages fourteen and 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>
Training requirements		
Family Home WAC	Center WAC	WAC 110-300
WAC 170-296A-1125 Orientation required.	170-295-0060 What are the requirements for	WAC 110-300-0106 Training requirements.

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An individual applying for an initial license must complete an orientation provided by the department within twelve months prior to submitting a license application.

WAC 170-296A-1175 Basic STARS training.

A license applicant must complete the basic STARS training prior to an initial license being granted by the department.

170-296A-1800

(1) The licensee and each primary staff person must complete ten hours of department approved ongoing training each year. The training may include:

- (a) Licensee's or primary staff person's choice; and
- (b) Department directed training to include infant safe sleep training when licensee is licensed to care for infants.

(2) The licensee must complete the ongoing training requirement each year prior to continuing a nonexpiring full license.

(3) A primary staff person must complete the ongoing training requirement each year beginning from the date of initial employment.

(4) A licensee who exceeds the ten-hour ongoing training requirement

applying for a license to operate a child care center?

(b) The applicant, director and program supervisor must attend the orientation programs that we provide, arrange or approve;

170-295-1060

What initial and ongoing state training and registry system (STARS) training is required for child care center staff?

The director, program supervisor and lead teachers must register with the STARS registry and complete one of the following trainings within the first six months of employment or of being granted an initial license:

- (1) Basic training approved by the Washington state training registry system (STARS);
- (2) Current child development associate certificate (CDA) or equivalent credential, or twelve or more college credits in early childhood education or child development; or
- (3) Associate of arts (AA), associate of arts and sciences or higher college degree in early childhood education or child development.

WAC 170-295-1090

(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 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.

(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.

(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:

- (a) Prior to being granted a license;
- (b) Prior to working unsupervised with children;

or

(c) Within three months of the date this section becomes effective if already employed or being promoted to a new role.

(4) Early learning providers must complete the recognizing and reporting suspected child abuse,

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in any year may carry over up to five hours of ongoing training toward meeting the next year's requirement. This does not include the required infant safe sleep training.

170-296A-2875

(1) The licensee must provide fire, evacuation and disaster training for all staff and volunteers when the individual is first employed and at least once each calendar year. The training must include:

- (a) All elements of the fire, evacuation and disaster plans;
- (b) Operation of the fire extinguishers;
- (c) How to test the smoke detectors and, if required, test carbon monoxide detectors and replace detector batteries; and
- (d) Staff responsibilities in the event of a fire or disaster.

(2) The training must be documented in the staff's or volunteer's personnel file.

WAC 170-296A-1825

First aid and cardio pulmonary resuscitation (CPR) certification.

(1) The licensee and each staff person must have a current first aid and cardio pulmonary resuscitation (CPR) certification as established by the expiration date of the document.

What kind of meetings or ongoing training must I provide my staff?

(1) You must provide or arrange for staff meetings and training opportunities for the child care staff at least quarterly; and

(2) At a minimum, your staff and volunteers must have ongoing training when there are changes:

- (a) In your policies and procedures;
- (b) In the equipment that you use;
- (c) In the types of services you provide; or
- (d) To health care plans for specific children.

(3) Annual infant safe sleep training approved by the department must be provided when licensed to care for infants.

170-295-1100

What are the requirements regarding first aid and cardiopulmonary resuscitation (CPR) training?

(1) You must ensure that at least one person of your staff with a current basic standard first aid and age appropriate CPR certificate is present with each group of children in your center at all times. For example, if you have six different

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](#).

(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.

(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 department according to subsection (1) of this section.

(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.

(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:

- (a) Prior to being licensed;
- (b) Prior to caring for infants; or
- (c) According to subsection (1) of this section.

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(2) Proof of certification may be a card, certificate or instructor letter.

(3) The first aid and CPR training and certification must:

- (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;
- (b) Include infant, child, and adult CPR; and
- (c) Include a hands-on component.

WAC 170-296A-1850

HIV/AIDS training—Bloodborne pathogens plan.

(1) The licensee, each staff, and each household member who is responsible for the care of children must complete one time the state department of health training under chapter [70.24](#) RCW on the prevention and transmission of HIV/AIDS (human immunodeficiency virus/acquired immunodeficiency syndrome).

(2) The licensee must have a written bloodborne pathogens plan that includes:

(a) A list of the staff, volunteers and household members providing child care who may be exposed to bloodborne pathogens; and

(b) Procedures for cleaning up bodily fluid spills (blood, feces, nasal

classrooms with different groups of children, you must have a staff person in each room trained in first aid and CPR.

(2) The person providing the first aid and CPR training must be knowledgeable about current national first aid and CPR standards. The trainer must:

- (a) Be in the medical field;
- (b) Be in the emergency field such as an emergency medical technician or firefighter;
- (c) Complete a "train the trainer" course from a reputable program such as the American Red Cross, American Heart Association, National Safety Council or labor and industries; or
- (d) Work for a company that specializes in first aid and CPR training.

(3) First aid and CPR training must be updated as required on the card or certificate received by you or your staff person. The first aid and CPR cards or certificates must have a date of expiration.

170-295-1110

Who must have human immunodeficiency virus (HIV), acquired immunodeficiency

(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:

- (a) Prior to being authorized to restrain an enrolled child; or
- (b) According to subsection (1) of this section.

(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.

(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 license or working with children. This training must be repeated pursuant to Washington state department of labor and industries regulations.

(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.

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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.

of all staff training on policies.

WAC 170-296A-7675

Food handler permits.

(1) New license applicants must obtain a current state food handler permit prior to being licensed.

(2) By March 31, 2013, every licensee must obtain and maintain a current state food handler permit.

(3) When the licensee is not present, one staff person with a current state food handler permit must be present whenever food is prepared or served to children in care.

(4) The licensee or staff person with a current state food handler permit must prepare or supervise preparation of all food served to children in care.

(5) The licensee must keep a copy of each individual's food handler permit on file.

WAC 170-296A-7100

Infant safe sleep practices.

(2) The licensee must:

(a) Complete annual infant safe sleep training as required in WAC [170-296A-1800](#);

WAC 170-296A-6275

syndrome (AIDS) and bloodborne pathogen training?

(1) Every employee who is included in the staff to child ratio must have written proof of HIV/AIDS and bloodborne pathogen training that includes prevention, transmission, treatment and confidentiality issues.

(2) You must comply with applicable Washington Industrial Safety and Health Act (WISHA)/labor and industries safety and health regulations under chapter [296-823](#) WAC that apply to you.

170-295-3130

(2) You must have documentation that the staff person has been oriented.

170-295-3170

What are the food service standards I am required to meet?

You must maintain on site at least one person with a Washington state department of health food handler's permit to:

(1) Monitor and oversee food handling and service at the center; and

(2) Provide orientation and ongoing training as needed for all staff involved in food handling.

(a) Proof of certification may be a 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;

(ii) Include child and adult CPR; and

(iii) Infant CPR, if applicable.

(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:

(a) Be obtained online or through the local health jurisdiction; and

(b) Be renewed prior to expiring.

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<p>Abuse and neglect—Protection and training. (2) The licensee must provide training for staff, volunteers and household members on: (a) Prevention of child abuse and neglect as defined in RCW 26.44.020; and (b) Mandatory reporting requirements under RCW 26.44.030.</p>	<p>Anyone cooking full meals must have a food handlers permit 170-295-4110 What are infant safe sleep practices? (2) The staff must: (a) Complete annual infant safe sleep training as required in WAC 170-295-1090; and (b) Document annual infant safe sleep training for all staff and volunteers as required in WAC 170-295-7050. 170-295-6040 What are the requirements regarding child abuse and neglect? (1) You and your staff must protect the child in care from child abuse, neglect, or exploitation, as required under chapter 26.44 RCW.</p>	
In-service training		
Family Home WAC	Center WAC	WAC 110-300
	<p>WAC 170-295-1070 What continuing state training and registry system (STARS) training is required for child care center staff? (1) The director, program supervisor and lead teachers must complete ten clock hours or one college credit of continuing</p>	<p>WAC 110-300-0107 In-service training. (1) An early learning provider must complete ten hours of annual in-service training after twelve months of cumulative employment. (a) Family home licensees, center directors, assistant directors, program supervisors, lead teachers, and assistant teachers must complete the</p>

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education yearly after completing the initial training required in WAC [170-295-1010](#).

(2) The director and program supervisor must have five of the ten hours in program management and administration for the first two years in their respective positions. Each additional year, three of the ten hours required must be in program management and administration.

(3) The continuing education must include department approved annual infant safe sleep training when licensed to care for infants.

(4) The continuing education must be delivered by a state-approved trainer, or consist of training that has been department-approved through MERIT.

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.

(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."

(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.

(ii) Leadership practices training includes the following Washington state core competencies: Program planning and development, professional development, and leadership.

(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.

(3) Only five in-service training hours that exceed the requirements of subsection (1) of this section may be

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		carried over from one fiscal year to the next fiscal year.
Program based staff policies and training		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-2425 Staff policies. If the licensee hires staff or uses volunteers, the licensee must have written staff policies and provide training on the policies to all staff and volunteers. Staff policies must include:</p> <p>(1) All the information in the parent/guardian handbook under WAC 170-296A-2375, except fees;</p> <p>(2) Plan for keeping staff records current including:</p> <p>(a) Completed background check forms and department clearances;</p> <p>(b) First aid and CPR certification;</p> <p>(c) TB test results;</p> <p>(d) Required training and professional development for primary staff persons; and</p> <p>(e) Training that the licensee must provide to staff that includes infant safe sleep if applicable;</p> <p>(3) Job description;</p> <p>(4) Staff responsibilities for:</p> <p>(a) Child supervision requirements;</p> <p>(b) Guidance/discipline techniques;</p> <p>(c) Food service practices;</p> <p>(d) Off-site field trips;</p> <p>(e) Transporting children;</p>	<p>WAC 170-300-0111 WAC 170-295-7050 What personnel records and policies must I have?</p> <p>(5) If you employ five or more people you must have written personnel policies. These policies must describe staff benefits, if any, and duties and qualifications of staff.</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>(ii) Child growth and development;</p> <p>(iii) Developmentally appropriate curriculum;</p> <p>(iv) Teacher-child interaction;</p> <p>(v) Child protection, guidance, and discipline techniques;</p>

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<p>(f) Preventing children's access to unlicensed space;</p> <p>(g) Health, safety and sanitization procedures;</p> <p>(h) Medical emergencies, fire, disaster and evacuations;</p> <p>(i) Mandatory reporting of suspected child abuse and neglect;</p> <p>(j) Overnight care, if applicable; and</p> <p>(k) Staff responsibilities if the licensee is absent from the child care operation.</p> <p>(5) The licensee must keep documentation of all staff training on policies.</p>		<p>(vi) Safe sleep practices, if applicable;</p> <p>(vii) Food service practices;</p> <p>(viii) Off-site field trips, if applicable;</p> <p>(ix) Transporting children, if applicable;</p> <p>(x) Health, safety, and sanitization procedures;</p> <p>(xi) Medication management procedures;</p> <p>(xii) Medical emergencies, fire, disaster evacuation and emergency preparedness plans;</p> <p>(xiii) Mandatory reporting of suspected child abuse, neglect, and exploitation, per RCW 26.44.020 and 26.44.030 and all other reporting requirements;</p> <p>(xiv) Implementation of child's individual health care or special needs plan;</p> <p>(xv) Following nonsmoking, vaping, alcohol and drug regulations;</p> <p>(xvi) Overnight care, if applicable;</p> <p>(xvii) Religious, equity and cultural responsiveness;</p> <p>(xviii) Nondiscrimination;</p> <p>(xviii) Planned daily activities and routines.</p> <p>(f) Staff responsibilities if the family home licensee, center director, assistant director, or program supervisor is absent from the early learning program;</p> <p>(g) A plan that includes how both administrative and child caretaking duties are met when a job requires such dual responsibilities; and</p> <p>(h) Observation, evaluation, and feedback policies.</p> <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</p>
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		<p>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; and (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.
Staff oversight		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-1925 Assistants and volunteers—Supervision</p> <ul style="list-style-type: none"> (1) Assistants and volunteers are the individuals who help in the licensed child care but are supervised by the licensee or primary staff person at all times. (2) The licensee or primary staff person must be within visual or auditory range of an assistant or 		<p>WAC 110-300-0111</p> <p>Staff oversight.</p> <p>(1) An early learning provider who oversees staff must:</p> <ul style="list-style-type: none"> (a) Establish a work plan with clear expectations; (b) Be aware of what staff members are doing; <p>and</p>

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volunteer sixteen years old or older, and must be available and able to respond.

(3) The licensee or primary staff person must be within visual and auditory range of an assistant or volunteer fourteen years to sixteen years old, and must be available and able to respond. When the licensee or primary staff person is the only supervisor, the assistant or volunteer may be in visual or auditory range for brief periods of time while the licensee or primary staff person attends to their personal needs on the premises.

WAC 170- 296A-5750

Supervising staff

(12) When the licensee or primary staff person is supervising staff, be:

(a) Aware of what staff are doing; and

(b) Available and able to respond if the need arises to protect the health and safety of children in care.

(13) See WAC 170-296A-1925 for additional supervision requirements for assistants and volunteers.

WAC 170-296A-2350

Policies

(1) The licensee must have written policies for:

(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 family home licensee, center director, assistant 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.

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<p>(b) Program and staff. (2) The licensee must submit all policies and revisions of policies to the department.</p> <p>WAC 170-296A-2400 Program/operations policies In addition to parent policies and procedures required under WAC 170-296A-2375, the licensee must have written program/operations policies that include:</p> <p>(10) Plan for staff (when applicable) to include:</p> <p>(a) Staff responsibilities; (b) Staff training; (c) Staff expectations; and (d) Professional development.</p> <p>WAC 170-296A-2425 Staff policies If the licensee hires staff or uses volunteers, the licensee must have written staff policies and provide training on the policies to all staff and volunteers. Staff policies must include:</p> <p>(1) All the information in the parent/guardian handbook under WAC 170-296A-2375, except fees; (2) Plan for keeping staff records current including: (3) Job description; (4) Staff responsibilities for: (a) Child supervision requirements;</p>		
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<p>(b) Guidance/discipline techniques; (c) Food service practices; (d) Off-site field trips; (e) Transporting children; (f) Preventing children's access to unlicensed space; (g) Health, safety and sanitization procedures; (h) Medical emergencies, fire, disaster and evacuations; (i) Mandatory reporting of suspected child abuse and neglect; (j) Overnight care, if applicable; and (k) Staff responsibilities if the licensee is absent from the child care operation.</p> <p>(5) The licensee must keep documentation of all staff training on policies.</p>		
Staff records		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-2075</p> <p>Licensee and staff records.</p> <p>Records on file for the licensee and each staff person must include documentation of:</p> <p>(1) Current first aid and infant, child and adult CPR training certification; (2) HIV/AIDS training certification;</p>	<p>WAC 170-295-7050</p> <p>What personnel records and policies must I have?</p> <p>(1) Each employee and volunteer who has unsupervised access to a child in care must complete the following forms on or before their date of hire:</p> <p>(a) An application for employment on a form prescribed</p>	<p>WAC 110-300-0115</p> <p>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>

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<p>(3) TB test results or documentation as required under WAC 170-296A-1750;</p> <p>(4) Current state food handler permit for the licensee, and for other staff if required under WAC 170-296A-7675(3);</p> <p>(5) Completed background check form, or noncriminal background check form if applicable under WAC 170-296A-1225, and copy of the department-issued authorization;</p> <p>(6) Copy of a current government issued picture identification;</p> <p>(7) Emergency contact information;</p> <p>(8) Completed application form or resume for staff when hired;</p> <p>(9) Documentation for the licensee's and primary staff person only of:</p> <p style="padding-left: 20px;">(a) Basic STARS training;</p> <p style="padding-left: 20px;">(b) Ongoing training completed that includes department approved infant safe sleep if applicable; and</p> <p style="padding-left: 20px;">(c) Registration in MERIT.</p> <p>(10) Record of training provided by the licensee to staff and volunteers that includes infant safe sleep if applicable; and</p> <p>(11) Resume for the licensee only. WAC 170-296A-2100</p> <p>Required records for household members.</p>	<p>by us, or on a comparable form approved by the department; and</p> <p style="padding-left: 20px;">(b) A background check form.</p> <p>(6) You must maintain a system of record keeping for personnel. In addition to the other requirements in this chapter, you must keep the following information on file on the premises for yourself, each staff person and volunteer:</p> <p style="padding-left: 20px;">(a) An employment application, including work and education history;</p> <p style="padding-left: 20px;">(b) Documentation that a background check form was submitted;</p> <p style="padding-left: 20px;">(c) A copy of the department notification of background clearance authorization;</p> <p style="padding-left: 20px;">(d) Written documentation of trainings and meetings such as but not limited to:</p> <p style="padding-left: 40px;">(i) Orientation;</p> <p style="padding-left: 40px;">(ii) Ongoing trainings to include infant safe sleep training when licensed to care for infants;</p> <p style="padding-left: 40px;">(iii) Bloodborne pathogen training (including HIV/AIDS);</p> <p style="padding-left: 40px;">(iv) CPR/first aid;</p> <p style="padding-left: 40px;">(v) Food handler's cards (if applicable);</p> <p style="padding-left: 40px;">(vi) STARS;</p> <p style="padding-left: 40px;">(vii) Staff meetings; and</p> <p style="padding-left: 40px;">(viii) Child abuse and neglect.</p>	<p style="padding-left: 20px;">(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 style="padding-left: 20px;">(c) Updated to delete staff names from the electronic workforce registry when no longer employed at the early learning program; and</p> <p style="padding-left: 20px;">(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 style="padding-left: 20px;">(a) First and last name;</p> <p style="padding-left: 20px;">(b) Date of birth;</p> <p style="padding-left: 20px;">(c) Job title;</p> <p style="padding-left: 20px;">(d) First and last day of employment, if applicable;</p> <p style="padding-left: 20px;">(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 style="padding-left: 20px;">(a) A copy of current government issued photo identification;</p> <p style="padding-left: 20px;">(b) Emergency contact information;</p> <p style="padding-left: 20px;">(c) Completed employment application or resume;</p>
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The licensee must keep the following records for household members:

(1) Completed background check form and the department-issued clearance under chapter [170-06 WAC](#) for each individual sixteen years old and older;

(2) The department-issued clearance for household members age thirteen to sixteen years old under [WAC 170-296A-1225](#); and

(3) TB test results or documentation under [WAC 170-296A-1750](#) for:

(a) Household members sixteen years old or older; and

(b) Any household member fourteen to sixteen years old who is an assistant or volunteer.

[WAC 170-296A-2425](#)

Staff policies

If the licensee hires staff or uses volunteers, the licensee must have written

(2) Plan for keeping staff records current including:

(a) Completed background check forms and department clearances;

(b) First aid and CPR certification;

(c) TB test results;

(d) Required training and professional development for primary staff persons; and

(e) Documentation of the results of tuberculosis (TB) testing by the Mantoux skin test prior to starting work.

(7) You must keep the following information on file for the owner of the facility:

(a) If the center is solely owned by you:

(i) A photocopy of your Social Security card that is valid for employment or verification of your employer identification number (EIN); and

(ii) A photocopy of your photo identification issued by a government entity.

(b) If the center is owned by a corporation, verification of the corporation's EIN.

(8) Training documentation must include a certificate, card, or form with a copy placed in each individual employees file that contains the:

(a) Topic presented;

(b) Number of clock hours;

(c) Date and names of persons attending; and

(d) Signature and organization of the person conducting the training.

(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 documents (center early learning programs only).

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<p>(e) Training that the licensee must provide to staff that includes infant safe sleep if applicable;</p> <p>(5) The licensee must keep documentation of all staff training on policies.</p>		
Providing for personal, professional, and health needs of staff		
Family Home WAC	Center WAC	WAC 110-300
No current WAC	No current WAC	<p>WAC 110-300-0120</p> <p>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> <ul style="list-style-type: none"> (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; and (c) Providing file and storage space for professional materials. <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</p>

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		<p>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 or shown proof of immunity to measles, mumps, or rubella must not be allowed on the center early learning premises except as provided in subsection (3)(a) and (3)(b).</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 he or she has received the measles, mumps, and rubella vaccines, 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>(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 RCQ 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</p>
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		<p>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>
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