

Standards Alignment – Program Administration and Oversight

Licensing Process – Application materials

Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-1250 Initial license application packet— Contents.</p> <p>(1) The individual seeking an initial license under this chapter is the license applicant.</p> <p>(2) A license applicant must submit a license application packet that includes:</p> <p>(a) A completed department application form and copy of the applicant's orientation certificate;</p> <p>(b) Copy of license applicant's current government issued photo identification;</p> <p>(c) Documentation of the license applicant's high school diploma or equivalent education under WAC 170-296A-1725;</p> <p>(d) Resume for the license applicant;</p> <p>(e) References from three individuals not related to the license applicant;</p> <p>(f)(i) Copy of license applicant's Social Security card pursuant to 42 U.S.C. 666 (a)(13) and RCW 26.23.150 regarding child support.</p> <p>(ii) If the license applicant does not have a Social Security card, the applicant must provide a sworn</p>	<p>WAC 170-295-0001 What gives the authority to the department to license child care and charge licensing fees?</p> <p>(1) The rules for child care centers are governed under chapter 43.215 RCW.</p> <p>(2) The rules establishing licensing fees are adopted under authority of RCW 43.215.255</p> <p>170-295-0060 What are the requirements for applying for a license to operate a child care center?</p> <p>(1) To apply or reapply for a license to operate a child care center you must:</p> <p>(a) Be twenty-one years of age or older;</p> <p>(b) The applicant, director and program supervisor must attend the orientation programs that we provide, arrange or approve;</p> <p>(c) Submit to us a completed and signed application for a child care center license or certification using our forms (with required attachments).</p> <p>(2) The application package must include the following attachments:</p>	<p>Adopted Permanent Rule 110-300-0400 Application materials.</p> <p>(1) After completing a department orientation, an applicant must submit a complete license application packet, pursuant to chapter 43.216 RCW. This requirement also applies to a change of ownership. A complete license application packet includes:</p> <p>(a) Professional and background information about the applicant:</p> <p>(i) A completed department application form for the type of license being applied for (center or family home);</p> <p>(ii) A copy of the applicant's orientation certificate (orientation must be taken within 12 months of license application);</p> <p>(iii) A Washington state business license or a tribal, county, or city business or occupation license, if applicable;</p> <p>(iv) Liability insurance, if applicable;</p> <p>(v) Certificate of Incorporation, partnership agreement, or similar business organization document, if applicable;</p> <p>(vi) The license fee;</p> <p>(vii) A copy of current government issued photo identification;</p> <p>(viii) A copy of Social Security card or sworn declaration stating that the applicant does not have one;</p>

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declaration stating that he or she does not have a Social Security card.

(g) Copy of the federal Internal Revenue Service letter showing the applicant's employer identification number (EIN) if the applicant plans to employ staff;

(h) Tuberculosis test results or required documentation for the license applicant, each staff person, and household members sixteen years old or older. See WAC [170-296A-1750](#);

(i) Copy of first-aid/CPR training and HIV/AIDS training certificates for the license applicant and each staff person required to complete such training as described in WAC [170-296A-1825](#) and [170-296A-1850](#);

(j) Copy of the license applicant's state food handler permit as described in WAC [170-296A-7675](#);

(k) Completed background clearance forms for the license applicant and each staff person, household members sixteen years old and older, and anyone sixteen years and older who may have unsupervised access to the children in care;

(l) A completed noncriminal background check application form for each assistant and volunteer fourteen to sixteen years of age, and

(a) The annual licensing fee. The fee is based on your licensed capacity, and is:

(i) For new licenses issued before July 1, 2011, or for licensees whose annual license fees are due before July 1, 2011, one hundred dollars per year for the first twelve children plus eight dollars for each additional child over the licensed capacity of twelve children; or

(ii) For new licenses issued after June 30, 2011, or for licensees whose annual license fees are due after June 30, 2011, one hundred twenty-five dollars per year for the first twelve children, plus twelve dollars for each additional child over the licensed capacity of twelve children;

(b) If the center is solely owned by you, a copy of your:

(i) Photo identification issued by a government entity; and

(ii) Social Security card that is valid for employment or verification of your employer identification number;

(c) If the center is owned by a corporation, verification of the corporation's employer identification number;

(d) An employment and education resume for:

(ix) Employer Identification Number (EIN) if applicant plans to hire staff; and

(x) Employment and education verification. For example, diploma, transcripts, or a sworn declaration stating that the applicant cannot verify education requirements.

(b) Information about the facility to be licensed:

(i) A floor plan, including use of proposed licensed and unlicensed space, with identified emergency exits and emergency exit pathways;

(ii) Certificate of Occupancy, if applicable;

(iii) Documentation, no more than three years old, from a licensed inspector, septic designer, or engineer that states the septic system and drain field are maintained and in working order, if applicable;

(iv) E. coli bacteria and nitrate testing results for well water that is no more than twelve months old, if applicable;

(v) A lead or arsenic evaluation agreement, for sites located in the Tacoma smelter plume (counties of King, Pierce, and Thurston); and

(vi) Lead and copper test results for drinking water.

(c) Program days and hours of operation, including closure dates and holiday observances;

(d) Information about early learning program staff:

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each individual age thirteen to sixteen residing in the home;

(m) Parent, staff and operation policies (handbooks). See WAC [170-296A-2350](#), [170-296A-2375](#), [170-296A-2400](#), and [170-296A-2425](#);

(n) Floor plan, including proposed:

(i) Licensed space;
 (ii) Licensed space usage;
 (iii) Evacuation routes and emergency exits;

(iv) Unlicensed space;
 (v) Licensed space used specifically for sleeping infants, if applicable; and

(vi) Licensed space used for sleeping children for overnight care, if applicable.

(o) Septic system inspection report if applicable under WAC [170-296A-1375](#);

(p) Well water testing report if applicable under WAC [170-296A-1400](#);

(q) Lead or arsenic evaluation agreement, only if the home is located in the Tacoma smelter plume under WAC [170-296A-1360](#); and

(r) The license fees and other fees under WAC [170-296A-1325](#).

(3) If there will be more than one individual whose name will appear on the license, each individual license

(i) The person responsible for the active management of the center; and

(ii) The program supervisor;

(e) Diploma or education transcript copies of the program supervisor;

(f) Three professional references each, for yourself, the director, and the program supervisor;

(g) Articles of incorporation if you choose to be incorporated;

(h) List of staff (form is provided in the application);

(i) Written parent communication (child care handbook);

(j) Copy of transportation insurance policy (liability and medical);

(k) In-service training program (for facilities employing more than five persons);

(l) A floor plan of the facility drawn to scale;

(m) A copy of your health care plan reviewed and signed by an advisory physician, physician's assistant, or registered nurse;

(n) A copy of your policies and procedures that you give to parents; and

(o) A copy of your occupancy permit.

(i) List of applicant and household members, and if applicable and known, staff persons and volunteers required to complete the background check process as outlined in chapter 110-06 WAC; and

(ii) Resume for applicant, Center Director, Assistant Director, Program Supervisor, and Family Home Lead Teacher, if applicable.

(2) An applicant must include the following policy documents with the application, which will be reviewed by the department and returned to the applicant:

(a) Parent and program policies;

(b) Staff policies;

(c) An emergency preparedness plan; and

(d) Health policies.

(3) An applicant must submit the completed application packet at least 90 calendar days prior to the planned opening of the early learning program. The department will inspect the early learning program space and approve all application submissions required in this chapter prior to issuing a license.

(a) The 90 calendar days begins when the department receives a complete application packet.

(b) Incomplete application packets will be returned to the applicant for completion.

(c) An applicant who is unable to successfully complete the application and licensing process within 90 calendar days may withdraw the application and reapply when

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<p>applicant must provide information required in subsection (2)(b) through (f) and (2)(h) through (k) of this section. WAC 170-296A-1275 Initial license application processing.</p> <p>(1) The department may take up to ninety days to process an initial license application. The ninety days begins when the license applicant's signed and dated license application packet, fees and background check forms have been received by the department.</p> <p>(2) If an incomplete application packet is submitted, the department will inform the license applicant of the deficiencies and provide a time frame for the applicant to provide the required information. If an application remains incomplete after ninety days the department may deny the license.</p>	<p>(3) You must submit to the department a completed background check form for all persons required to be authorized by DEL to care for or have unsupervised access to the children in care under chapter 170-06 WAC; and</p> <p>(4) You must submit your application and reapplication ninety or more calendar days before the date:</p> <p>(a) You expect to open your new center;</p> <p>(b) Your current license is scheduled to expire;</p> <p>(c) You expect to relocate your center;</p> <p>(d) You expect to change licensee; or</p> <p>(e) You expect a change in your license category.</p>	<p>the applicant is able to meet the licensing requirements. If the applicant has completed the steps of the application process within ninety days but an external barrier out of the applicant's control exists, the reapplication fee will be waived.</p> <p>(d) An applicant who is unable to meet the application requirements and has not withdrawn his or her application will be denied a license, pursuant to RCW 43.216.325.</p>
Licensing Process – License fees		
Family Home WAC	Center WAC	WAC 110-300
<p>Fees—When due. License Fees</p> <p>(1) The annual family home child care license fee is thirty dollars, or as otherwise set by the legislature;</p> <p>(2) The license fee is nonrefundable and is due:</p>	<p>WAC 170-295-0090 Initial and nonexpiring full licenses—Licensing fees</p> <p>(8) Fees are due with applications for initial licenses or</p>	<p>WAC 110-300-0401</p> <p>License fees.</p> <p>(1) The rules establishing licensing fees within this chapter are adopted pursuant to RCW 43.216.300.</p>

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<p>(a) With the license applicant's initial license application packet; and</p> <p>(b) Annually thereafter, thirty days prior to the anniversary date of the license.</p> <p>(3) Payment must be in the form of a check or money order.</p>	<p>continuations of a nonexpiring full license.</p> <p>(9) The department does not process an application or continuation until the applicant or licensee, as applicable, has paid the required fee.</p> <p>(10) Applicants or licensees can pay licensing fees for:</p> <p style="margin-left: 20px;">(a) A minimum of one year; or</p> <p style="margin-left: 20px;">(b) Multiple years.</p> <p>(11) Applicants and licensees pay their fees by mailing a check or money order for the required amount to the department.</p> <p>(12) If there is a change in a facility that places the facility in a different fee category, the department prorates the additional fee amount over the remainder of the license period.</p> <p>(13) If an applicant or licensee withdraws an application before the department denies or issues a license, the fee shall not be refunded.</p>	<p>(2) The license fee is nonrefundable and is due:</p> <p style="margin-left: 20px;">(a) With the early learning applicant's initial license application packet; and</p> <p style="margin-left: 20px;">(b) Annually thereafter, thirty calendar days prior to the anniversary date of the license.</p> <p>(3) Payment must be in the form of a check, credit or debit card, or money order.</p> <p>(4) The annual fee for family home early learning programs is thirty dollars, or as otherwise set by the legislature.</p> <p>(5) The annual fee for center early learning programs is one hundred twenty-five dollars for the first twelve children plus twelve dollars for each additional child, or as otherwise set by the legislature.</p>
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Licensing Process - Changing early learning program space or location

Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-1475 Moves.</p> <p>If the licensee moves the child care to a different residence than currently licensed, even if located on</p>		<p>WAC 110-300-0402</p> <p>Changing early learning program space or location.</p>

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the same premises, the department must inspect the new location and must approve that it meets the requirements of this chapter.

(1) The licensee must:

(a) Notify the department of a proposed move and the date the licensee plans to move;

(b) Submit an application before the move, as soon as the licensee plans to move and has an identified address, but not more than ninety days before moving; and

(c) Not operate more than two weeks following the move as provided by statute without a department inspection of the new location.

(2) If the licensee moves and does not notify the department, or submits an application after a move, the license becomes invalid and is closed by the department effective on the date of the move. If the license is closed, the licensee must submit a new application for licensure under [WAC 170-296A-1250](#) to reinstate the license.

WAC 170-296A-1300

Withdrawing an incomplete application

(1) If the license applicant is unable to successfully complete the licensing process within ninety days

(1) An early learning provider must notify the department prior to making a change to early learning program space that may impact the health, safety, or welfare of enrolled children. Such changes include, but are not limited to:

(a) Moving early learning programs to a different residence, building, or facility (even if the new location is on the same premises);

(b) An early learning program altering a planned use of space including, but not limited to, the ages of children served in a room or previously unlicensed areas;

(c) Modifying facilities in a way that requires a permit under the Washington state building code or by a local jurisdiction, such as remodeling or renovating early learning program space; and

(d) Changing outdoor play areas, such as adding or altering the type of surface or altering stationary climbing or play equipment.

(2) An early learning provider must submit to the department the new proposed floor plan prior to making changes under subsection (1)(a) through (c) of this section.

(3) An early learning provider planning a change under subsection (1)(a) of this section must also:

(a) Submit a complete application, pursuant to [WAC 110-300-0400](#), as soon as the provider plans to move and has an identified address, but not more than ninety calendar days before moving;

(b) Not significantly change or move a center early learning program until the department has first inspected the new location and determines it meets

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<p>the license applicant may withdraw the application and reapply when the applicant is able to meet licensing requirements.</p> <p>(2) A license applicant who has not withdrawn his or her incomplete application and is unable to meet the application requirements will be denied a license. See RCW 43.215.300.</p> <p>WAC 170-296A-1400</p> <p>(2) If there are no local health jurisdiction requirements for periodic water testing, the licensee must have the water tested for coliform bacteria and nitrates by the local public health authority or private testing laboratory certified to analyze drinking water samples under chapter 173-50 WAC:</p> <p>(a) Within six months prior to submitting an initial license application under WAC 170-296A-1250;</p>		<p>the requirements in this chapter and RCW 43.216.305; and</p> <p>(c) Not operate a family home early learning program for more than two weeks following the move before having the department inspect the new location, pursuant to RCW 43.216.305.</p>
Licensing Process – License and program location		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-1050</p> <p>The licensee.</p> <p>(1) (d) Responsible for the overall management of the licensed family child care home;</p> <p>(e) Responsible for complying with the standards in this chapter, chapter 43.215 RCW, chapter 170-06 WAC</p>	<p>WAC 170-295-0060</p> <p>What are the requirements for applying for a license to operate a child care center?</p> <p>(1) To apply or reapply for a license to operate a child care center you must:</p> <p>(a) Be twenty-one years of age or older;</p>	<p>Adopted Permanent Rule</p> <p>110-300-0410</p> <p>License and program location.</p> <p>(1) An applicant for a license under this chapter must be at least 18 years old.</p> <p>(2) A licensee refers to the individual or organization:</p> <p>(a) Whose name appears on a license issued by the department;</p>

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<p>DEL background check rules, and other applicable laws or rules; and</p> <p>(f) Responsible for training staff on the licensing standards in this chapter.</p> <p>(2) The licensee must comply with all requirements in this chapter, unless another code or ordinance is more restrictive. Local officials are responsible for enforcing city or county ordinances and codes, such as zoning, building or environmental health regulations.</p> <p>WAC 170-296A-1360 Lead and arsenic hazards—Tacoma smelter plume A license applicant who lives in the designated Tacoma smelter plume (counties of King, Pierce, and Thurston) must contact the state department of ecology (DOE) and complete a signed access agreement with DOE for further evaluation of the applicant's property and possible arsenic and lead soil sampling.</p> <p>WAC 170-296A-2750 House numbers The licensee must place house numbers or address where the numbers are legible and plainly visible from the street or road in front of the premises.</p> <p>WAC 170-296A-2800 Access for emergency vehicles</p>	<p>170-295-0150 Where can I locate my child care center or facility?</p> <p>(1) You must locate your child care center:</p> <p>(a) On an environmentally safe site;</p> <p>(b) In a neighborhood free of a condition detrimental to the child's welfare; and</p> <p>(c) In a location accessible to other services to carry out the program.</p> <p>(2) Your child care must be located in an area that is serviced by emergency fire, medical and police during the hours the children are in care.</p> <p>(3) The location of your site must be approved by the local planning department, your state fire marshal, and us.</p> <p>WAC 170-295-5020 (1) You must maintain the building, equipment and premises in a safe manner that protects the children from injury hazards including but not limited to:</p> <p>(k) Poison (such as cleaning supplies or lead-based paint);</p>	<p>(b) Responsible for complying with the standards in this chapter, chapter 43.216 RCW, chapter 110-06 WAC, and other applicable laws or rules;</p> <p>(c) Responsible for training early learning program staff on the Foundational Quality Standards in this chapter.</p> <p>(d) Who resides on the early learning program premises (family home child care only), pursuant to RCW 43.216.010.</p> <p>(3) Early learning program space must be located:</p> <p>(a) On a site free from known environmental hazards;</p> <p>(b) In an area where nonemergency services and utilities can serve the early learning program space; and</p> <p>(c) In an area served by emergency fire, medical, and police during the hours the early learning provider provides care to children.</p> <p>(4) An early learning provider must prevent enrolled children from being exposed to the following known hazards within and around the licensed premises:</p> <p>(a) Lead based paint;</p> <p>(b) Plumbing and fixtures containing lead or lead solders;</p> <p>(c) Asbestos;</p> <p>(d) Arsenic, lead, or copper in the soil or drinking water;</p> <p>(e) Toxic mold, and</p> <p>(f) Other identified toxins or hazards.</p>
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<p>The licensed family home child care must be accessible to emergency vehicles.</p> <p>WAC 170-296A-4000</p> <p>Lead, asbestos, arsenic, and other hazards</p> <p>The licensee must take action to prevent child exposure when the licensee becomes aware that any of the following are present in the indoor or outdoor licensed space:</p> <ol style="list-style-type: none"> (1) Lead based paints; (2) Plumbing containing lead or lead solders; (3) Asbestos; or (4) Arsenic or lead in the soil or drinking water; (5) Toxic mold; or (6) Other identified toxins or hazards. 		<ol style="list-style-type: none"> (5) An early learning provider must place address numbers or signage on the outside of the house or building that contains the early learning program space. The numbers or signage must be legible and plainly visible from the street or road serving the premises. (6) A license applicant planning to open an early learning program in the designated Tacoma smelter plume (counties or King, Pierce, and Thurston) must contact the state department of ecology (DOE) and complete and sign an access agreement with DOE to evaluate the applicant's property for possible arsenic and lead soil contamination.
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Licensing Process – Zoning, codes and ordinances

Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-1050 (2)</p> <p>The licensee must comply with all requirements in this chapter, unless another code or ordinance is more restrictive. Local officials are responsible for enforcing city or</p>	<p>WAC 170-295-0040</p> <p>Do I have to follow any other regulations or have any other inspections?</p> <p>(1) Prior to becoming licensed by us to operate a child care center, you must:</p>	<p>WAC 110-300-0415</p> <p>Zoning, codes, and ordinances.</p> <p>(1) The department adopts and incorporates by reference the Washington state building code (chapter 19.27 RCW), as now and hereafter amended.</p>

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county ordinances and codes, such as zoning, building or environmental health regulations.

170-296A-2525

Building codes.

A single-family residence used for licensed family home child care is considered a group R (residential), division 3 occupancy structure by the state building code adoption of the international residential code.

WAC 170-296A-2550

Requesting local fire department visit

(1) The licensee must request the local fire department to visit the home to become familiar with the facility and to assist in planning evacuation or emergency procedures.

(2) If the local fire department does not provide this service, the licensee must have written documentation on file that the request was made.

(a) Have a certificate of occupancy issued by your local building department; and

(b) Be inspected by the state fire marshal.

(2) In addition to the requirements of this chapter, you are also responsible for complying with any local building ordinances. Local officials are responsible for enforcing city ordinances and county codes, such as zoning and building regulations. You must contact your local building jurisdiction to determine if local ordinances are different than our standards. If you encounter conflicts or differing interpretations, contact us immediately.

(3) We must notify the local planning office of your intention to operate a child care center within the local jurisdiction.

(4) Other state agencies such as labor and industries, the Fire Marshal and the department of health have regulations that apply to child care centers. You are responsible to contact those agencies to obtain their regulations. The other agencies are responsible to monitor and enforce their regulations.

(2) Early learning program space must comply with the Washington state building code or local building code as enacted at the time of licensure. Facility modifications must comply with WAC [110-300-0402](#).

(3) Prior to licensing, an applicant must contact state, city, and local agencies that regulate the early learning program. An early learning provider must obtain regulations and comply with the direction given by such agencies. These agencies may include, but are not limited to, the Washington state department of labor and industries, the Washington state fire marshal, the Washington state department of health, and local health jurisdictions.

(4) Prior to licensing, a center early learning applicant must:

(a) Have a certificate of occupancy issued by the local building, planning, or zoning department, or a local equivalent if locality does not have the certificate of occupancy; and

(b) Be inspected and approved by the state fire marshal.

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Licensing Process – Prohibited substances		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-4025 Drugs and alcohol</p> <p>(1) The licensee, staff, volunteers, or household member must not, or allow other to:</p> <p>(a) Have or use illegal drugs on premises;</p> <p>(b) Consume alcohol during operating hours; or</p> <p>(c) Be under the influence of alcohol, illegal drugs or misused prescription drugs when working with or in the presence of children in care.</p> <p>(2) The licensee must keep and store all alcohol, including closed and open containers, inaccessible to children.</p> <p>WAC 170-296A-4050 No smoking</p> <p>(1) As required by chapter 70.160 RCW, the licensee must, under the following conditions, prohibit smoking by anyone during operating hours:</p> <p>(a) Inside the home;</p> <p>(b) In any outdoor or indoor licensed space;</p>	<p>WAC 170-295-6050: What substances are prohibited in the child care center or on the premises?</p> <p>(1) You, your staff, parents, and volunteers must not be under the influence of, consume, or possess an alcoholic beverage or illegal drug while on the child care premises or during work hours while you are responsible for children in care.</p> <p>(2) You, your staff, parents, and volunteers must not smoke:</p> <p>(a) Inside the center building;</p> <p>(b) While supervising children outdoors; or</p> <p>(c) In a motor vehicle while transporting children.</p> <p>(3) You, your staff, parents, and volunteers may smoke outdoors, off the premises and out of view of the children.</p>	<p>WAC 110-300-0420</p> <p>Prohibited substances.</p> <p>(1) Chapter 70.160 RCW prohibits smoking in public places and places of employment.</p> <p>(2) Pursuant to RCW 70.160.050, an early learning provider must:</p> <p>(a) Prohibit smoking, vaping, or similar activities in licensed indoor space, even during nonbusiness hours;</p> <p>(b) Prohibit smoking, vaping, or similar activities in licensed outdoor space unless:</p> <p>(i) Smoking, vaping or similar activities occurs during nonbusiness hours; or</p> <p>(ii) In an area for smoking or vaping tobacco products that is not a "public place" or "place of employment," as defined in RCW 70.160.020.</p> <p>(c) Prohibit smoking, vaping, or similar activities in motor vehicles used to transport enrolled children;</p> <p>(d) Prohibit smoking, vaping, or similar activities by any provider who is supervising children, including during field trips;</p> <p>(e) Prohibit smoking, vaping, or similar activities within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW 70.160.075; and</p> <p>(f) Post "no smoking or vaping" signs. Signs must be clearly visible and located at each building entrance used as part of the early learning program.</p>

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<p>(c) Within twenty-five feet from any entrance, exit, window, or ventilation intake of the home; or</p> <p>(d) In motor vehicles while transporting children.</p> <p>(2) The licensee must keep tobacco products, cigarettes and containers holding cigarette butts, cigar butts, or ashes inaccessible to the children.</p>		<p>(3) An early learning provider must:</p> <ul style="list-style-type: none"> (a) Prohibit any person from consuming or being under the influence of alcohol on licensed space during business hours; (b) Prohibit any person within licensed space from consuming or being under the influence of illegal drugs or prescription drugs to the extent that it interferes with the care for children as required by this chapter; (c) Store any tobacco or vapor products, or the packaging of tobacco or vapor products in a space that is inaccessible to children; (d) Prohibit children from accessing cigarette or cigar butts or ashes; (e) Store any cannabis or associated paraphernalia out of the licensed space and in a space that is inaccessible to children; and (f) Store alcohol in a space that is inaccessible to children (both opened and closed containers). <p>(4) A center early learning provider must prohibit any person from using, consuming, or being under the influence of cannabis in any form on licensed space.</p> <p>(5) A family home early learning provider must prohibit any person from using, consuming, or being under the influence of cannabis products in any form on licensed space during business hours.</p>
Licensing Process – Initial, non-expiring, and dual licenses and license modification		
Family Home WAC	Center WAC	WAC 110-300

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WAC 170-296A-1430

Initial license.

An applicant who demonstrates compliance with health and safety requirements of this chapter, but may not be in full compliance with all requirements, may be issued an initial license.

(1) An initial license is valid for six months from the date issued.

(2) At the department's discretion, an initial license may be extended for up to three additional six-month periods not to exceed a total of two years.

(3) The department may limit the number of children or ages of children that the licensee may care for (capacity) under an initial license based on the licensee's child care experience.

(4) The department must evaluate the licensee's ability to follow all of the rules contained in this chapter during the initial license period.

(5) The department may issue a nonexpiring full license to a licensee operating under an initial license who:

(a) Demonstrates full compliance with the health and safety requirements of this chapter at any

WAC 170-295-0090

Initial and nonexpiring full licenses—
Licensing fees.

The department may issue an initial license to centers that have not yet begun providing care, but are accepting applications for potential clients.

(1) The department may issue an initial license when an applicant can show that he or she is following the rules regarding the child's health and safety.

(2) The department may issue an initial license if an applicant has not yet opened for business, and so is not yet able to show that he or she is complying with the rules pertaining to:

- (a) Staff to child interactions;
- (b) Group size and staff to child ratios;
- (c) Behavior management and discipline;
- (d) Activity programs;
- (e) Child records and information; and
- (f) Other rules that require us to observe the facility's ability to comply with rules.

(3) Applicants must provide the department with a plan to comply with the rules listed in subsection (2)(a) through (f) of this section.

WAC 110-300-0425

Initial, nonexpiring, dual licenses, and license modification.

(1) The department may issue an initial license when an early learning program applicant demonstrates compliance with health and safety requirements of this chapter but may not be in full compliance with all requirements, pursuant to RCW [43.216.315](#).

(a) An initial license is valid for six months from the date issued.

(b) At the department's discretion, an initial license may be extended for up to three additional six-month periods, not to exceed a total of two years.

(c) The department must evaluate the early learning provider's ability to follow requirements contained in this chapter during the initial license period.

(2) The department may issue a nonexpiring license to a licensee operating under an initial license who demonstrates compliance with the requirements of this chapter during the period of initial licensure, pursuant to RCW [43.216.305](#).

(3) A licensee must submit annual compliance documents at least thirty calendar days prior to that provider's anniversary date. A provider's anniversary date is the date the first initial license was issued. Pursuant to RCW [43.216.305](#), the required annual compliance documents are:

(a) The annual nonrefundable license fee;

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time during the period of initial licensure;

(b) Demonstrates substantial compliance with other requirements of this chapter at any time; and

(c) Meets the requirements for a nonexpiring full license as provided in WAC [170-296A-1450](#)(1).

(6) The department must deny a nonexpiring full license to a licensee operating under an initial license who does not demonstrate the ability to comply with all the rules contained in this chapter during the period of initial licensure.

WAC 170-296A-1450

Nonexpiring full license

(1) To qualify for a nonexpiring full license, a licensee must submit the following to the department on an annual basis, at least thirty calendar days prior to the anniversary date of the license. The anniversary date is the date the licensee's first initial license is issued:

(a) The annual nonrefundable license fee as provided in WAC [170-296A-1325](#)(1);

(b) A declaration to the department on a department-approved form indicating:

The department must approve of that plan.

(4) The department may issue an initial license to an applicant for a period not to exceed six months, renewable for a period not to exceed two years.

(5) When a licensee has an initial license the department evaluates the licensee's ability to comply with all rules contained in this chapter prior to issuing a nonexpiring full license under WAC [170-295-0095](#).

(6) The department may issue a nonexpiring full license to a licensee operating under an initial license who:

(a) Demonstrates full compliance with the health and safety requirements of this chapter at any time during the period of initial licensure;

(b) Demonstrates substantial compliance with the other requirements of this chapter at any time during the period of initial licensure; and

(c) Meets the requirements for a nonexpiring full license as provided in WAC [170-295-0095](#).

(7) The department must deny a nonexpiring full license to a licensee

(b) A declaration on the department's form indicating:

(i) The intent to continue operating a licensed early learning program;

(ii) The intent to cease operation as a licensed early learning program;

(iii) A change in the early learning program's operational hours or dates; and

(iv) The intent to comply with all licensing rules.

(c) Documentation of completed background check applications as determined by the department's established schedule, pursuant to RCW [43.216.270](#)(2); and

(d) For each individual required to have a background check clearance, the early learning provider must verify current background checks or require the individual to submit a background check application at least thirty calendar days prior to the anniversary date.

(4) If a licensee fails to meet the requirements for continuing a nonexpiring license by their anniversary date, the licensee's current license expires. The early learning provider must submit a new application for licensure, pursuant to RCW [43.216.305](#)(3).

(5) Nothing about the nonexpiring license process in this section may interfere with the department's established monitoring practices, pursuant to RCW [43.216.305](#) (4)(a).

(6) A licensee has no right to an adjudicative proceeding (hearing) to appeal the expiration, nonrenewal, or noncontinuation of a nonexpiring license

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(i) The licensee's intent to continue operating a licensed family home child care; or

(ii) The licensee's intent to cease operation on a date certain.

(c) A declaration on a department-approved form that the licensee is in compliance with all department licensing rules; and

(d) Documentation of completed background check applications as determined by the department established schedule as provided in RCW [43.215.215](#) (2)(f). For each individual required to have a background check clearance, the licensee must verify a current background check clearance or submit a background check application at least thirty days prior to the license anniversary date.

(2) The requirements of subsection

(1) of this section must be met:

(a) Before a licensee operating under an initial license is issued a nonexpiring full license; and

(b) Every twelve months after issuance of a nonexpiring full license.

(3) If the licensee fails to meet the requirements in subsection (1) of this section for continuation of a nonexpiring full license, the license

operating under an initial license who does not demonstrate the ability to comply with all rules contained in this chapter during the period of initial licensure.

170-295-0095

Nonexpiring full license

(1) To qualify for a nonexpiring full license, a licensee must submit the following to the department on an annual basis thirty days prior to the anniversary date of the license. The anniversary date is the date the licensee's first initial license was issued:

(a) An annual nonrefundable licensing fee;

(b) A declaration to the department on a department-approved form indicating:

(i) The intent to continue operating a licensed child care program; or

(ii) The intent to cease operation on a date certain;

(c) A declaration on a department-approved form of compliance with all licensing rules; and

(d) Documentation of completed background check applications as determined by the department-established schedule. As provided in RCW [43.215.215](#) (2)(f), as amended

resulting from a failure to comply with the requirements of this section.

(7) A licensee must have department approval to hold dual licenses (for example: An early learning program license and another care giving license, certification, or similar authorization).

(8) If the department determines that a licensee is not meeting all applicable requirements and regulations:

(a) The department and licensee may agree to modify the child care license;

(b) The licensee may give up one of the licenses, certifications, or authorizations; or

(c) The department may suspend, deny, or revoke the early learning license, pursuant to RCW [43.216.325](#).

(9) An early learning provider must report within twenty-four hours:

(a) To the department and local authorities: A fire or other structural damage to the early learning program space or other parts of the premises;

(b) To the department:

(i) A retirement, termination, death, incapacity, or change of the program director, or program supervisor, or change of ownership or incorporation of a provider;

(ii) When a provider becomes aware of a charge or conviction against themselves, a staff person or, applicable household member, pursuant to WAC [110-06-0043](#);

(iii) When a provider becomes aware of an allegation or finding of abuse, neglect, maltreatment, or

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expires and the licensee must submit a new application for licensure.

(4) Nothing about the nonexpiring license process in this section may interfere with the department's established monitoring practice.

(5) A licensee has no right to an adjudicated proceeding (hearing) to appeal the expiration, nonrenewal, or noncontinuation of a nonexpiring full license as a result of the licensee's failure to comply with the requirements of this section.

WAC 170-296A-1600

Multiple licenses, certifications or authorizations

(1) The licensee must have department approval to have a department-issued child care license and another care giving license, certification or similar authorization.

(2) If the department determines that the health and safety needs of the children in licensed child care are not being met:

(a) The department and licensee may agree to a modification to the child care license;

(b) The licensee may give up one of the licenses, certifications or authorizations; or

by chapter 295 (2SHB 1903), Laws of 2011, the schedule for submission of a background check application shall be once every three years. For each individual required to have a background check clearance, the licensee must verify current background checks or submit a background check application at least thirty days prior to the anniversary date.

(2) The requirements in subsection (1) of this section must be met:

(a) Before a licensee operating under an initial license is issued a nonexpiring full license; and

(b) Every twelve months after issuance of a nonexpiring full license.

(3) If a licensee fails to meet the requirements in subsection (1) of this section for continuation of a nonexpiring full license, the license expires and the licensee must submit a new application for licensure.

(4) Nothing about the nonexpiring license process in this section may interfere with the department's established monitoring practice.

(5) A licensee has no right to an adjudicative proceeding (hearing) to

exploitation of a child or vulnerable adult made against themselves, a staff person, or a house hold member, if applicable;

(iv) A change in the number of household members living within a family home early learning program space. This includes individuals fourteen years old or older that move in or out of the home, or a resignation or termination, pursuant to RCW [43.216.390](#). A birth or death affecting the number of household members must be reported within twenty-four hours or at first opportunity; and

(v) Any changes in the early learning program hours of operation to include closure dates.

(10) Prior to increasing capacity of an early learning program, the licensee, center director, assistant director, or program supervisor must request and be approved to increase capacity by the department.

(11) Licensee, center director, assistant director, or program supervisor must have state fire marshal or department approval and comply with local building ordinances following a significant change under WAC [110-300-0402](#) (1)(a) through (c), if applicable.

(12) Licensee, center director, assistant director, or program supervisor must notify the department within thirty calendar days when liability insurance coverage under RCW [43.216.700](#) has lapsed or been terminated.

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(c) The department may suspend, deny or revoke the child care license.

WAC 170-296A-1525

Change in circumstances

(1) The licensee must report the following changes in the licensee's circumstances to the department within twenty-four hours, including:

(a) Household members, including individuals age sixteen or older moving into or out of the home;

(b) Fire or other structural damage to the licensed child care space or other parts of the premises; or

(c) Prior to making structural changes to the licensed space or changing licensed space usage. An updated floor plan must be submitted and approved by the department.

(2) Within twenty-four hours after a licensee becomes aware of a charge or conviction involving (a) the licensee; (b) a staff person; or (c) a household member, and the charge or conviction is a disqualifying crime under WAC [170-06-0120](#), the licensee must report to the department the fact that there is a charge or conviction involving a disqualifying crime against the

appeal the expiration, nonrenewal, or noncontinuation of a full nonexpiring license as a result of the licensee's failure to comply with the requirements of this section.

WAC 170-295-0055

Can I get a dual license?

We may either:

(1) Issue a child care center license to you having a license involving full-time care; or

(2) Permit simultaneous care for the child and adolescent or adult on the same premises if you:

(a) Demonstrate evidence that care of one client category will not interfere with the quality of services provided to another category of clients;

(b) Maintain the most stringent maximum capacity limitation for the clients categories concerned;

(c) Request and obtain a waiver permitting dual licensure; and

(d) Request and obtain a waiver to subsection (2)(b) of this section, if applicable.

170-295-7070

What circumstantial changes must I report to my licensor?

A child care center license is valid only for the address, person, and organization named on the license. You must promptly report to the

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licensee, staff person, or a household member.

(3) Within twenty-four hours after a licensee becomes aware of an allegation or finding made against (a) the licensee; (b) a staff person; or (c) a household member involving the abuse or neglect of a child or vulnerable adult, the licensee must report to the department the fact that there is an allegation of abuse or neglect of a child or vulnerable adult made against the licensee, staff person or household member.

licensor any major changes in administrative staff, program, or premises affecting the center's classification, delivery of safe, developmentally appropriate services, or continued eligibility for licensure. A major change includes the following:

- (1) Center's address, location, space or phone number;
- (2) Maximum number and age ranges of children you wish to serve compared to the current license specifications;
- (3) Number and qualifications of the center's staffing pattern that may affect staff capability to carry out the specified program, including:
 - (a) Change of ownership, chief executive, director, or program supervisor; and
 - (b) Death, retirement, or incapacity of the person licensed;
- (4) Name of the licensed corporation, or name by which the center is commonly known, or changes in the center's articles of incorporation and bylaws;
- (5) A fire, major structural change, or damage to the premises; and
- (6) Plans for major remodeling of the center, including planned use of

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	space not previously approved by the fire marshal's office or us.	
Licensing Process – Waiver from department rules		
Family Home WAC	Center WAC	WAC 110-300
<p>170-296A-1625 Exception to rule</p> <p>(1) The department cannot waive a requirement in state or federal law.</p> <p>(2) The department may approve an exception to a rule in this chapter.</p> <p>(3) An exception to rule request must be:</p> <p>(a) In writing on a department form;</p> <p>(b) Submitted by the licensor; and</p> <p>(c) Approved by the director or director's designee.</p> <p>(4) The department may approve an exception only for a specific purpose or child.</p> <p>(5) An exception is time limited and may not exceed the specific time period approved by the department.</p> <p>(6) If the exception request is approved, the licensee must post notice of the approved exception with other notices that must be posted for parent and public view, unless the exception is for a specific child.</p>	<p>170-295-0050 Can I get a waiver (exception) to the minimum licensing requirements or to licensing fees?</p> <p>(1) In an individual case we can, if we decide you have a good reason, waive a specific requirement and can approve an alternate method for you to achieve the specific requirement if you:</p> <p>(a) Submit the request in writing to us;</p> <p>(b) Explain in detail the reason you need the waiver; and</p> <p>(c) Can demonstrate that you have an alternative method of meeting the intent of the requirement.</p> <p>(2) If the waiver is approved, you must retain a copy of the written waiver approval on the child care premises.</p> <p>(3) We approve a waiver request if:</p> <p>(a) You have a good reason;</p> <p>(b) We determine that approval of the waiver request will not endanger the safety or welfare of the child or take away from the quality of your service;</p>	<p>WAC 110-300-0435</p> <p>Waiver from department rules—WAC.</p> <p>(1) The department cannot waive a requirement of state law (RCW) or federal law.</p> <p>(2) Pursuant to RCW 43.216.065, the department may approve a waiver from a rule in this chapter if it does not jeopardize the health, safety, or welfare of the children in care.</p> <p>(3) An early learning provider's request for a waiver from a rule in this chapter must be:</p> <p>(a) Submitted in writing on the department's form to the local licensing office;</p> <p>(b) Approved in writing by the department director or the director's designee prior to the early learning provider implementing the waiver from the rule; and</p> <p>(c) For a specific program need or child.</p> <p>(4) A granted waiver may be time specific or may remain in effect for as long as the early learning provider continues to comply with the conditions of the waiver. If the waiver from the rule is time limited, the provider must not exceed the time frame established by the department.</p>

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(7) The department's denial of an exception request is not subject to appeal under chapter [170-03 WAC](#).
WAC 170-296A-1650

Exception to rule—Alternate method of meeting a requirement

The department may approve an alternate method of achieving a specific requirement's intent as an exception to rule. The process for requesting and approving an exception is described in WAC [170-296A-1625](#) (3) through (5).

(1) The alternate method must not jeopardize the health, safety or welfare of the children in care.

(2) A copy of the department approved exception must be posted on the premises for parent and public view.

(c) The request and approval is for a specific purpose or child; and

(d) The waiver request is for a specific period of time, which must not go beyond the date the license expires.

(4) We can limit or restrict a license issued to you in combination with a waiver.

(5) Any person or agency can submit a request for a waiver of licensing fees. We may waive fees when collection of the fee would:

(a) Not be in the best interest of public health and safety;

(b) Be to the financial disadvantage of the state.

(6) To request a waiver to the requirements to pay a licensing fees, you must:

(a) Submit a sworn, notarized petition requesting a waiver of fees;

(b) Mail or deliver the petition to your local child care licensing office; and

(c) Submit any additional documentation that we may consider relevant to your request for a waiver.

(7) You have no appeal rights to the denial of a waiver request under chapters [34.05 RCW](#) and [170-03 WAC](#).

(5) The department may revoke a granted waiver if a licensing rule which was considered in granting the waiver is materially altered or amended.

Licensing Process – Variance from department rules

Family Home WAC

Center WAC

WAC 110-300

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No current standard	No current standard	<p>WAC 110-300-0436</p> <p>Variance from department rules—WAC.</p> <p>(1) The department cannot provide variance from a requirement in state (RCW) or federal law.</p> <p>(2) Upon written request of an applicant, licensee, center director, assistant director, or program supervisor, the department may grant a variance from a rule in this chapter if the proposed program alternative does not jeopardize the health, safety, or welfare of the children in care.</p> <p>(3) A request for variance from a rule in this chapter must be:</p> <ul style="list-style-type: none"> (a) Submitted in writing on the department's form to the local licensing office; (b) Approved in writing by the department director or the director's designee prior to the early learning provider implementing the variance from the rule; and (c) For a specific program approach or methodology. <p>(4) A granted variance may be time specific or may remain in effect for as long as the early learning provider continues to comply with the conditions of the variance. If the variance from the rule is time limited, the provider must not exceed the time frame established by the department.</p>
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		(5) The department may revoke a granted variance if a licensing rule which was considered in granting the variance is materially altered or amended.
Licensing Process – Facility Licensing Compliance Agreements, no referral status, probationary license, and provider rights		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-8000 Facility licensing compliance agreements At the department’s discretion, when a licensee is in violation of this chapter or chapter 43.215 RCW, a facility licensing compliance agreement may be issued in lieu of the department taking enforcement action. (1) The facility licensing compliance agreement contains: (a) A description of the violation and rule or law that was violated; (b) A statement from the licensee regarding the proposed plan to comply with the rule or law; (c) The date the violation must be corrected; (d) Information regarding other licensing action that may be imposed if compliance does not occur by the required date; and</p>	<p>WAC 170-295-0100 When can my license application be denied and when can my license be suspended or revoked? (1) If you do not meet the requirement is chapter 170-295 WAC we deny your license application or suspend or revoke your license. (2) If more than one person applies for a license or is licensed under this chapter to provide child care at the same facility: (a) We consider qualifications separately and together. (b) We deny the license application or suspend or revoke the license if one person fails to meet the minimum licensing requirements. (3) We must deny, suspend, or revoke your license if you: (a) Have been found to have abused, neglected, sexually exploited, abandoned a child or</p>	<p>WAC 110-300-0440 Facility licensing compliance agreements, nonreferral status, probationary license, and provider rights. (1) At the department's discretion, when an early learning provider is in violation of this chapter or chapter 43.216 RCW, a facility licensing compliance agreement (FLCA) may be issued in lieu of the department taking enforcement action. The FLCA must contain: (a) A description of the violation and the law or rule that was violated; (b) A proposed plan from the provider or a designee to comply with the law or rule; (c) The date the violation must be corrected, determined by: (i) The seriousness of the violation; (ii) The potential threat to the health, safety, and well-being of the children in care; and (iii) The number of times the early learning program has violated rules in this chapter or under chapter 43.216 RCW.</p>

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<p>(e) Signature of the licensor and licensee.</p> <p>(2) The licensee must return a copy of the completed facility license compliance agreement to the department by the date indicated when corrective action has been complete.</p> <p>(3) The licensee may request a supervisory review regarding the violation of rules or laws identified on the facility license compliance agreement.</p> <p>(4) A facility license compliance agreement is not subject to appeal under chapter 170-03 WAC. WAC 170-296A- 8010</p> <p>Nonreferral status</p> <p>In addition to or in lieu of an enforcement action under this chapter, the department may place a family home child care on nonreferral status as provided in RCW 43.215.300(4) WAC 170-296A-8025</p> <p>Time period for correcting a violation</p> <p>The length of time the licensee has to make the corrections depends on:</p> <p>(1) The seriousness of the violation;</p> <p>(2) The potential threat to the health, safety and well-being of the children in care; and</p> <p>(3) The number of times the licensee has violated rules in this</p>	<p>allowed such persons on the premises as defined in chapter 26.44 RCW;</p> <p>(b) Have been convicted of, or have charges pending for, crimes on the DEL director’s list under WAC 170-06-0120;</p> <p>(c) Have had a license denied, suspended, or revoked for the care of adults or children in this state or any other state. However, if you demonstrate by clear and convincing evidence that you have taken enough corrective action and rehabilitation to justify the public trust to operate the center according to the rules of this chapter, we consider issuing you a license;</p> <p>(d) Commit or allow illegal act to be committed on the licensed premises;</p> <p>(e) Allow children in your care to be abused, neglected, exploited, or treated with cruelty or indifference;</p> <p>(f) Use illegal drugs;</p> <p>(g) Use alcohol to the extent that it interferes with your ability to provide care for the children as required by this chapter;</p> <p>(h) Refuse to permit an authorized representative of the</p>	<p>(d) Information regarding other licensing action that may be imposed if compliance does not occur by the required date;</p> <p>(e) The signature of the department licensor and the licensee.</p> <p>(2) An early learning provider must return a copy of the completed FLCA to the department after corrective action has been completed and by the date indicated.</p> <p>(3) An early learning provider may request an internal review process regarding the violation of department rules pursuant to RCW 43.216.395.</p> <p>(4) In an enforcement action against an early learning program or provider, the provider has the right to:</p> <p>(a) Refuse to accept or sign a FLCA.</p> <p>(b) Refuse to agree to a probationary license.</p> <p>(5) If an early learning provider refuses a FLCA or probationary license, this may result in any of the following enforcement actions:</p> <p>(a) Modification of the license;</p> <p>(b) Noncontinuation of a nonexpiring license;</p> <p>(c) Suspension of the license;</p> <p>(d) Revocation of the license; or</p> <p>(e) Civil penalties.</p> <p>(6) The department may place an early learning provider on nonreferral status, pursuant to RCW 43.216.325(4), in addition to or in lieu of an enforcement action under this chapter.</p>
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<p>chapter or requirements under chapter 43.215 RCW.</p>	<p>department, state fire marshal, or state auditor’s office with official identification to:</p> <ul style="list-style-type: none"> (i) Inspect the premises; (ii) Access your records related to the centers operation; <p>or</p> <ul style="list-style-type: none"> (iii) Interview staff or children in care; <p>(i) Refuse to provide us a copy of your:</p> <ul style="list-style-type: none"> (i) Photo identification issued by a government entity; and (ii) Social Security card that is valid for employment or verification of your employer identification number. <p>(4) We may deny, suspend, or revoke your license if you:</p> <ul style="list-style-type: none"> (a) Try to get or keep a license by making false statements or leaving out important information on your application; (b) Do not provide enough staff in relation to the numbers, ages, or characteristics of children in care; (c) Allow a person who is not qualified by training, experience or temperament to care for or be in contact with children in care; (d) Fail to provide adequate supervision to children in care; 	<p>(7) A probationary license may be issued to an early learning provider or program operating under a nonexpiring license as part of a corrective action plan. Prior to issuing a probationary license, the department must refer the program or provider for technical assistance, pursuant to RCW 43.216.320(2).</p> <p>(8) A department decision to issue a probationary license is based on an early learning program or provider's:</p> <ul style="list-style-type: none"> (a) Negligent or intentional noncompliance with the licensing rules; (b) History of noncompliance with licensing rules; (c) Current noncompliance with licensing rules; (d) Fire safety inspection or health and sanitation inspection report that failed to gain approval; (e) Use of unauthorized space for child care; (f) Inadequate supervision of children; (g) Understaffing for the number of children in care; (h) Noncompliance with requirements addressing children's health, proper nutrition, discipline, emergency medical plan, sanitation or personal hygiene practices; and (i) Any other factors relevant to the specific situation and consistent with the intent or purpose of chapter 43.216 RCW. <p>(9) When the department issues a probationary license, the early learning provider must:</p> <ul style="list-style-type: none"> (a) Provide notice of the probationary license and a copy of the department's probationary licensing agreement to the parents or guardians of enrolled
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	<p>(e) Do not exercise fiscal responsibility and accountability while operating the center;</p> <p>(f) Knowingly allow an employee or volunteer on the premises that has made false statements on an application for employment or volunteer service;</p> <p>(g) Refuse to supply additional information requested by us;</p> <p>(h) Fail to pay fees when due;</p> <p>(i) Fail to comply with the minimum licensing requirements set forth in this chapter or any provision of chapter 43.215 RCW; or</p> <p>(j) Provide care on the premises for children of an age different from the ages for which the center is licensed.</p>	<p>children within five business days of receiving the probationary license;</p> <p>(b) Provide documentation to the department that parents or guardians of enrolled children have been notified within ten business days of receiving the probationary license;</p> <p>(c) Inform new parents or guardians of the probationary status before enrolling new children into care;</p> <p>(d) Return the early learning program's nonexpiring license to the department; and</p> <p>(e) Post documentation of the approved written probationary license as required by RCW 43.216.687.</p> <p>(10) Pursuant to RCW 43.216.689, an early learning provider must have inspection reports and notices of enforcement actions for the past three years readily available for review by the department, parents, and the public.</p>
Licensing Process – Civil penalties		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-8050 Civil monetary penalties (fines) A civil monetary penalty (fine) may be imposed when the licensee violates a rule in this chapter or a requirement in chapter 43.215 RCW. (1) A fine of one hundred fifty dollars per day may be imposed for each violation.</p>	<p>WAC 170-295-0110 Civil fines. (1) The department notifies licensees in writing of the department's intention to impose a civil fine. The department may use personal service, the department's licensor, or certified mail. The letter will include:</p>	

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<p>(2) The fine may be assessed and collect with interest for each day a violation occurs.</p> <p>(3) A fine may be imposed in addition to other action taken against the license including probation, suspension, revocation or denial of a license renewal.</p> <p>(4) At the department’s discretion, a fine may be withdrawn or reduced if the licensee comes into compliance during the notification period in WAC 170-296A-8075.</p> <p>(5) When a fine is assessed the licensee has the right to a hearing under chapter 170-03 WAC. The fine notice will include information about the licensee’s hearing rights and how to request a hearing. WAC 170-296A-8060</p> <p>When fines are levied The department may base a fine for violation of a rule under this chapter or a requirement in chapter 43.215 RCW, according to whether the licensee:</p> <p>(1) Has allowed the existence of any condition that creates a serious safety and health risk;</p> <p>(2) Or any staff person or household member uses corporal punishment or humiliating methods of control or discipline;</p>	<p>(a) A description of the violation and a quote of the law or rule that the licensee has failed to meet;</p> <p>(b) A statement of what the licensee must do to come into compliance;</p> <p>(c) The date by which the department requires compliance;</p> <p>(d) Information about the maximum allowable penalty the department can impose if the licensee does not come into compliance by the given date;</p> <p>(e) How the licensee can get technical assistance services provided by the department or by others; and</p> <p>(f) Information about how the licensee can request an extension to the date to be in compliance, if the department decides he or she has a good reason.</p> <p>(2) The length of time the department establishes for the licensee to come into compliance depends on:</p> <p>(a) The seriousness of the violation;</p> <p>(b) The potential threat to the health, safety and welfare of</p>	
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<p>(3) Or any staff person fails to provide the required supervision;</p> <p>(4) Fails to provide required light, ventilation, sanitation, food, water, or heating;</p> <p>(5) Provides care for more than the highest number of children permitted by the license; or</p> <p>(6) Repeatedly fails to follow the rules in this chapter or the requirements in chapter 43.215 RCW. As used in this section, "repeatedly" means a violation that has been the subject of a facility licensing compliance agreement that occurs more than once in a twelve-month time period.</p> <p>WAC 170-296A-8075 Fines – Payment period A fine must be paid within twenty-eight calendar days after the licensee receives the notice unless:</p> <p>(1) The department approves a payment plan if requested by the licensee; or</p> <p>(2) The licensee request a hearing as provided in RCW 43.215.307(3)</p> <p>WAC 170-296A-8100 Notice of fine – Posting The licensee must post the department letter notifying the licensee of a final notice of a civil penalty;</p> <p>(1) Immediately upon receipt;</p>	<p>children in the licensee’s care; or</p> <p>(c) If the licensee has had previous opportunities to correct the deficiency and has not done so.</p> <p>(3)The department uses the following criteria to determine if the department imposes a civil fine based on, but not limited to, these reasons:</p> <p>(a) The child care center has previously been subject to enforcement action for the same or similar type of violation for the same statute or rule; or</p> <p>(b) The child care center has previously been given notice of the same or similar type of violation of the same law or rule; or</p> <p>(c) The violation represents a potential threat to the health, safety, and/or welfare of children in care.</p> <p>(4)The department may impose a civil fine in addition to or at the same time as other disciplinary actions against a child care center. These include probation, suspension, or other action.</p>	
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(2) In the licensed space where it is clearly visible to parents and guardians; and

(3) For two weeks or until the violation causing the fine is corrected, whichever is longer.

WAC 170-296A-8125

Failure to pay a fine – Department action

If the licensee fails to pay a fine within twenty-eight calendar days after the fine assessment becomes final the department may suspend, revoke or not continue the license.

(5) A licensee must pay any civil fines no more than twenty-eight days after receiving the notice that he or she has a fine. The department may specify a later date.

(6) The department may waive the fine if the licensee's center comes into compliance during the notification period.

(7) A licensee must post the final notice of civil fine in a noticeable place in his or her center. The notice must remain posted until the department notifies the licensee that the department has received the payment.

(8) Each violation of a law or rule is a separate violation. The department may penalize each violation. The department may impose a penalty for each day the violation continues or as a flat amount of the maximum allowable penalty.

(9) If the licensee fails to pay a fine within ten days after the assessment becomes final, the department may suspend, revoke, or not continue his or her license.

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	<p>(10) Licensees have the right to a hearing when the department assesses a civil fine under RCW 43.215.307 and chapter 170-03 WAC.</p> <p>WAC 170-295-0120 How much can I be fined? We can impose a civil fine for the following:</p> <p>(1) If we determine that an agency or child care center is operating without a license we may assess a fine of two hundred fifty dollars per day for each day you provide unlicensed child care. A fine is effective and payable within thirty days of receipt of the notification.</p> <p>(2) We may impose a civil monetary fine of two hundred fifty dollars per violation per day for violation of any rules in chapter 170-295 WAC. We can assess and collect the fine with interest for each day that you fail to come into compliance.</p>	
Licensing Process – Enforcement actions, notice, and appeal		
Family Home WAC	Center WAC	WAC 110-300

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WAC 170-296A-8150

Denial, suspension, revocation, modification, or noncontinuation of a license.

A license may be denied, suspended, modified, revoked or not continued when the licensee fails to comply with the requirements in this chapter or any provisions of chapter 43.215 RCW.

WAC 170-296A-8175

Violations – Enforcement action

The department may deny, suspend, revoke, or not continue a license when:

- (1) The licensee is unable to provide the required care for the children in a way that promotes their health, safety and well-being;
- (2) The licensee is disqualified under chapter 170-06 WAC (DEL background check rules);
- (3) The licensee or household member has been found to have committed child abuse or child neglect;
- (4) The licensee has been found to allow staff or household members to commit child abuse or child neglect;
- (5) The licensee has a current charge or conviction for a disqualifying crime under WAC 170-06-0120;
- (6) There is an allegation of child

WAC 170-295-0140

Probationary licenses

- (1) The department may issue a probationary license to a licensee in accordance with the process provided in RCW 43.215.290, based on the following factors:
 - (a) The licensee’s willful or negligent failure to comply with the regulations;
 - (b) The licensee’s history of noncompliance with the regulations;
 - (c) How far the licensee deviates from the regulations;
 - (d) Evidence of the licensee’s good faith effort to comply with the regulations; and
 - (e) Any other factors relevant to the licensee’s unique situation.
- (2) The department may issue a probationary license to a licensee when the willful or negligent violation of the licensing requirements does not present an immediate threat to the health and well being of the children, but would be likely to do so if allowed to continue. The department may also issue civil fines or other sanctions in

WAC 110-300-0443

Enforcement actions, notice, and appeal.

- (1) Pursuant to RCW [43.216.325](#), the department is authorized to take enforcement actions when an early learning provider fails to comply with this chapter or chapter [43.216](#) RCW. Enforcement actions are taken pursuant to RCW [43.216.020](#), [43.216.065](#), and [43.216.250](#). Enforcement actions include civil monetary penalties (fines) and the denial, suspension, revocation, modification, or nonrenewal of a license.
- (2) An early learning provider subject to an enforcement action has the right to appeal by requesting an adjudicative proceeding (or "hearing") pursuant to chapter [110-03](#) WAC, DCYF hearing rules.
- (3) The department must issue a notice of violation to an early learning provider when taking enforcement actions. A notice of violation must be sent by certified mail or personal service and must include:
 - (a) The reason why the department is taking the action;
 - (b) The rules the provider failed to comply with;
 - (c) The provider's right to appeal enforcement actions; and
 - (d) How the provider may appeal and request a hearing.
- (4) Fines shall not exceed two hundred fifty dollars per day per violation for center early learning programs or one hundred fifty dollars per day per violation for family

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<p>abuse or neglect against the licensee, staff, or household member.</p> <p>(7) The licensee fails to report to DSHS children’s administration intake or law enforcement any instances of alleged child abuse or child neglect;</p> <p>(8) The licensee tries to obtain or keep a license by deceitful means, such as making false statements or leaving out important information on the application;</p> <p>(9) The licensee commits, permits or assists in an illegal act at the child care premises;</p> <p>(10) The licensee uses illegal drugs or alcohol in excess, or abuses prescription drugs;</p> <p>(11) The licensee knowingly allowed a staff or household member to make false statements on employment or background check application related to their suitability or competence to provide care;</p> <p>(12) The licensee fails to provide the required level of supervision for the children in care;</p> <p>(13) The licensee cares for more children than the maximum number stated on the license;</p> <p>(14) The licensee refuses to allow department authorized staff access during child care operating hours to:</p>	<p>this case. Such situations can include:</p> <p>(a) Substantiation that a child was abused or neglected while in the care of the center;</p> <p>(b) A fire safety inspection or health/sanitation inspection report that has been disapproved;</p> <p>(c) Use of unauthorized space for child care;</p> <p>(d) Inadequate supervision of children;</p> <p>(e) Under staffing for the number of children in care; and</p> <p>(f) Non compliance with requirements addressing children’s health, proper nutrition, discipline, emergency medical plan, sanitation and personal hygiene practices.</p> <p>(3) Licensees are required to notify parents when a probationary license is issued. The licensee must:</p> <p>(a) Notify in writing the parents or guardians of all children in care that the center is in probationary status. This notification must be within five working days of</p>	<p>home early learning programs, or as otherwise set by the legislature. Fines may be:</p> <p>(a) Assessed and collected with interest for each day a violation occurs;</p> <p>(b) Imposed in addition to other enforcement actions; and</p> <p>(c) Withdrawn or reduced if an early learning provider comes into compliance during the notification period.</p> <p>(5) An early learning provider must pay fines within twenty-eight calendar days after receiving a notice of violation unless:</p> <p>(a) The office of financial recovery establishes a payment plan for the provider; or</p> <p>(b) The provider requests a hearing, pursuant to chapter 110-03 WAC, DCYF hearing rules and RCW 43.216.335(3).</p> <p>(6) The department may suspend or revoke a license if an early learning provider fails to pay a fine within twenty-eight calendar days or becomes delinquent in making payments, pursuant to RCW 43.216.327 and 43.216.335. If a provider's license is due for annual compliance, the department may elect not to continue the license for failure to pay a fine.</p>
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<p>(a) Requested information;</p> <p>(b) The licensed space;</p> <p>(c) Child, staff or program files; or</p> <p>(d) Staff or children in care.</p> <p>(15) The licensee is unable to manage the property, fiscal responsibilities or staff in the facility;</p> <p>(16) The licensee cares for children outside the ages stated on the license;</p> <p>(17) A staff person or a household member residing in the licensed home is disqualified under chapter 170-06 WAC (DEL background check rules);</p> <p>(18) The licensee, staff person, or household member residing in the licensed home has a current charge or conviction for a crime described in WAC 170-06-0120;</p> <p>(19) A household member residing in the licensed home had a license to care for children or vulnerable adults denied or revoked;</p> <p>(20) The licensee does not provide the required number of qualified staff to care for the children in attendance; or</p> <p>(21) The department is in receipt of information that the licensee has</p>	<p>receiving notification of being placed on probationary status or being issued a probationary license. The department must approve the notification before the licensee sends it; and</p> <p>(b) Provide documentation to the department that parents or guardians of all children in care have been notified. The licensee must provide this documentation within ten working days of being notified that he or she has been issued a probationary license.</p> <p>(4) A probationary license may be issued for up to six months and may be extended at the department's discretion for an additional six months.</p>	
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failed to comply with any requirement described in WAC 170-296A-1420

WAC 170-296A-8225

Notice of license denial, suspension, revocation, or modification

- (1) The department notifies the licensee of the denial, suspension, revocation, or modification of the license by sending a certified letter or by personal service.
- (2) The letter contains information on what the licensee may do if the licensee disagrees with the decision to deny, suspend, revoke, or modify the license.
- (3) The licensee has a right to appeal the denial, suspension, revocation or modification of the license. The department notice will include information on hearing rights and how to request a hearing.

WAC 170-296A-8250

Probationary license

A probationary license may be issued to a licensee operating under a nonexpiring full license as part of a corrective action plan. The department refers the licensee for technical assistance as provided in

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RCW 43.215.290 prior to issuing a probationary license.

WAC 170-296A-8275

Probationary license – Cause

A department decision to issue a probationary license must be based on the following:

- (1) Negligent or intentional noncompliance with the licensing rules;
- (2) A history of noncompliance with the licensing rules;
- (3) Current noncompliance with the licensing rules; or
- (4) any other factors relevant to the specific situation and consistent with the intent or purpose of chapter 43.215 RCW

WAC 170-296A-8300

Issuing a probationary license

When the department issues a probationary license, the licensee must:

- (1) Provide the parents and guardians of enrolled children notice of the probationary license in a department approved format within five working days of the licensee receiving the probationary license;
- (2) Provide documentation to the department that parents or guardians of enrolled children have been notified;
- (3) Inform new parents or guardians

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about the probationary status before enrolling new children;

(4) Post documentation of the approved written probationary license as required by RCW 43.215.525; and

(5) Return the licensee's nonexpiring full license to the department.

WAC 170-296A-8325

Refusing a FLCA or probationary license.

(1) The licensee has the right to:

(a) Refuse or refuse to sign a facility licensing compliance agreement; or

(b) Refuse to agree to a probationary license.

(2) Refusing a facility license compliance agreement or probationary license may result in one of the following enforcement actions:

(a) Modification of the license;

(b) Noncontinuation of a nonexpiring full license;

(c) Suspension of the license;

or

(d) Revocation of the license

WAC 170-296A-8400

Hearing process

(1) Department notice of an enforcement action includes

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<p>information about the individual's or licensee's right to request an adjudicative proceeding (hearing) and how to request a hearing.</p> <p>The hearing process is governed by chapter 34.05 RCW Administrative Procedure Act, applicable sections of chapter 43.215 RCW department of early learning, and chapter 170-03 WAC, DEL hearing rules.</p>		
Records, Policies, Reporting and Posting – Parent or guardian handbook		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-2375 Parent/guardian policies (handbook) The licensee's written parent/guardian policies (handbook) must include:</p> <ol style="list-style-type: none"> 1. Hours of operation including closures and vacations; 2. Information on how children's records are kept current, including immunization records; 3. Enrollment and disenrollment process; 4. Parent/guardian access to their child during child care hours; Program philosophy (the licensee's view of child learning and development); 5. Typical daily schedule, including food and rest 	<p>WAC 170-295-2080 What must I communicate to parents?</p> <p>(1) You must have written documentation signed by the parent in each child's file that you have:</p> <ol style="list-style-type: none"> (a) Explained to the parent the centers policies and procedures; (b) Discussed the centers philosophy, program and facilities; (c) Advised the parent of the child's progress and issues relating to the child's care and individual practices concerning the child's special needs; and (d) Encouraged parent 	<p>WAC 110-300-0450</p> <p>Parent or guardian handbook and related policies.</p> <p>(1) An early learning provider must supply to each parent or guardian written policies regarding the early learning program. Each enrolled child's record must have signed documentation stating the parent or guardian reviewed the handbook and early learning program policies.</p> <p>(2) An early learning provider must have and follow formal written policies in either paper or electronic format, including:</p> <ol style="list-style-type: none"> (a) A nondiscrimination statement; (b) A family engagement and partnership communication plan; (c) A parent or guardian's permission for photography, videotaping, or surveillance of his or her child;

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<p>periods. See WAC 170-296A-6550;</p> <p>6. Communication plan with parents including:</p> <p>(a) How the parent or guardian may contact the licensee with questions or concerns; and</p> <p>(b) How the licensee will communicate the child's progress with the parent or guardian at least twice a year;</p> <p>(c) How the licensee will support parents regarding parenting;</p> <p>7. Written plan for any child's specific needs if applicable. See WAC 170-296A-0050;</p> <p>8. Fees and payment plans;</p> <p>9. Religious activities and how the parent's or guardians specific religious preferences are addresses;</p> <p>10. How holidays are recognized in the program;</p> <p>11. Confidentiality policy including when information may be shared. See WAC 170-296A-2025;</p> <p>12. Items that the licensee requires the parent or guardian to provide;</p> <p>13. Guidance and discipline policy. See WAC 170-296A-6050;</p>	<p>participation in center activities.</p> <p>(2) You must also give the parent the following written policy and procedure information:</p> <p>(a) Enrollment and admission requirements;</p> <p>(b) The fee and payment plan;</p> <p>(c) A typical activity schedule, including hours of operation;</p> <p>(d) Meals and snacks served, including guidelines on food brought from the child's home;</p> <p>(e) Permission for free access by the child's parent to all center areas used by the child;</p> <p>(f) Signing in and signing out requirements;</p> <p>(g) Child abuse reporting law requirements;</p> <p>(h) Behavior management and discipline;</p> <p>(i) Nondiscrimination statement;</p> <p>(j) Religious and cultural activities, if any;</p> <p>(k) Transportation and field trip arrangements;</p> <p>(l) Practices concerning an ill child;</p> <p>(m) Medication management;</p>	<p>(d) Alcohol, tobacco, cannabis use and prohibition of illegal drugs;</p> <p>(e) Curriculum philosophy on how children learn and develop, and how this philosophy is implemented;</p> <p>(f) Child guidance plan, which includes restraint policies and forbidding corporal punishment;</p> <p>(g) Expulsion policy;</p> <p>(h) Early learning program staff-to-child ratios and classroom types offered, if applicable;</p> <p>(i) If the early learning program offers any of the following, they must include a policy for each that applies to their program:</p> <p>(i) Care for children with specific or special needs;</p> <p>(ii) Infant and toddler care, covering:</p> <p>(A) Diapering;</p> <p>(B) Feeding;</p> <p>(C) Toilet training;</p> <p>(D) Child sleep pattern; and</p> <p>(E) Safe sleep requirements.</p> <p>(iii) Dual language learning;</p> <p>(iv) Religious and cultural activities, including how holidays will be celebrated;</p> <p>(v) Transportation and off-site field trips;</p> <p>(vi) Water activities;</p> <p>(vii) Overnight care; and</p> <p>(viii) How weapons on the premises are secured.</p> <p>(j) Program days and hours of operation, including closure dates and observed holidays;</p> <p>(k) Enrollment and disenrollment requirements;</p> <p>(l) Fees and payment plans;</p> <p>(m) Sign-in and sign-out requirements;</p> <p>(n) Information required for the child's record, including:</p>
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<p>14.If applicable, infant/toddler care including infant safe sleep practices, feeding, diapering and toilet training;</p> <p>15.Reporting suspected child abuse or neglect. See WAC 170-296A-6275;</p> <p>16.Food service practices. See WAC 170-296A-7125 through WAC 170-296A-7200 and 170-296A-7500 through 170-296A-7650;</p> <p>17.Off-site field trips requirements. See WAC 170-296A-2450;</p> <p>18.Transportation requirements. See WAC 170-296A-6475;</p> <p>19.Staffing plan. See WAC 170-296A-5600 and 170-296A-5775;</p> <p>20.Access to licensee’s and staff training and professional development records;</p> <p>21.Pet policies. See WAC 170-296A-4800;</p> <p>22.Health care and emergency preparedness policies including;</p> <p>(a)Emergency preparedness and evacuation plans. See WAC 170-296A-2825;</p> <p>(b) Injury or medical emergency response and</p>	<p>(n) Medical emergencies;</p> <p>(o) Disaster preparedness plans; and</p> <p>(p) If licensed for the care of an infant or toddler;</p> <p>(i) Diapering;</p> <p>(ii) Toilet training; and</p> <p>(iii) Feeding.</p>	<p>(i) The importance and plan for keeping the information current;</p> <p>(ii) A plan to keep the child's information confidential; and</p> <p>(iii) Who may legally access the child's information.</p> <p>(o) A kindergarten transition plan, if applicable;</p> <p>(p) What parents or guardians must supply for their child (for example: Extra clothing or diapers);</p> <p>(q) Permission for a parent or guardian's access to areas of the early learning program during business hours;</p> <p>(r) Termination of services policy;</p> <p>(s) Emergency preparedness plan;</p> <p>(t) The early learning provider and program staff's duty to report incidents including reporting suspected child abuse, neglect, sexual abuse, or maltreatment;</p> <p>(u) Policies regarding mixed age groups, if applicable (including when children may be in a mixed age group);</p> <p>(v) Description of where the parent or guardian may find and review the early learning program's:</p> <p>(i) Health policy;</p> <p>(ii) Staff policies, if applicable;</p> <p>(iii) Consistent care policy;</p> <p>(iv) Menus;</p> <p>(v) Liability insurance;</p> <p>(vi) Inspection reports and notices of enforcement actions, if applicable; and</p> <p>(vii) Other relevant program policies.</p>
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<p>reporting . See WAC 170-296A-3575, 170-296A-3600 and 170-296A-2275;</p> <p>(c) Medication management including storage and giving medications. See WAC 170-296A-3325;</p> <p>(d) Exclusion/removal policy of ill persons. See WAC 170-296A-3210;</p> <p>(e) Reporting of notifiable conditions to public health;</p> <p>(f) Immunization tracking. See WAC 170-296A-3250; and</p> <p>(g) Infection control methods, including:</p> <ul style="list-style-type: none">(i) Handwashing (WAC 170-296A-3625) and, if applicable, hand sanitizers (WAC 170-296A-3650;(ii) Cleaning and sanitizing, or cleaning and disinfecting procedures including the methods and products used. See WAC 170-296A-3850 through 170-296A-3925 and definitions in WAC 170-296A-0010; <p>23. Napping/sleeping;</p> <p>24. No smoking policy consistent with WAC 170-296A-4050;</p> <p>25. Drug and alcohol policy consistent with WAC 170-296A-4025;</p>		
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<p>26.If applicable, guns and weapons storage. See WAC 170-296A-4725; and</p> <p>27.If applicable, overnight care requirements. See WAC 170-296A-6850.</p>		
Records, Policies, Reporting and Posting – Attendance records		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-2125 Child attendance records – Staff to child ratio records. The licensee must also keep records of:</p> <ul style="list-style-type: none"> (1) Daily attendance for each child counted in capacity that includes the: <ul style="list-style-type: none"> (a) Child’s date of attendance; (b) Time the child arrives or returns to the child care, including signature of the person authorized by the child’s parent or guardian to sign the child in; and (c) Time the child leaves from the licensee’s care including signature of the person 	<p>WAC 170-295-7030 Attendance Records Licensees must keep daily attendance records.</p> <ul style="list-style-type: none"> (1) The parent or other person authorized by the parent to take the child to or from the center must: <ul style="list-style-type: none"> (a) sign in the child on arrival and sign out the child at departure, using their full signature and writing the time of arrival and departure; or (b) Record the child’s attendance using an electronic system if used by the licensee under WAC 170-295-7032; 	<p>WAC 110-300-0455 Attendance records.</p> <ul style="list-style-type: none"> (1) An early learning provider may keep a child in care up to a maximum of ten hours each day. If needed, the maximum time may be extended based upon the parent or guardian's work, an agreed upon alternate schedule, or travel to and from the early learning program. (2) An early learning provider must keep daily child attendance records, either in paper or electronic format, for each child (including the children of staff in the program). These records must be easily accessible and kept on-site or in the program's administrative office for department review. These records must clearly document: <ul style="list-style-type: none"> (a) The name of the child; (b) The date of care;

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<p>authorized by the child's parent or guardian to sign the child out; and</p> <p>(2) Names of staff being counted to meet the daily staff-to-child requirements.</p> <p>(3) Electronic attendance records if the child's attendance is recorded using an electronic system under WAC 170-296A-2126</p> <p>WAC 170-296A-2126; Electronic attendance records – Records retention</p> <p>(1) Licensees may use an electronic system to record attendance in lieu of a paper sign-in record.</p> <p>(2) If an electronic system is used to record attendance, it must record either an electronic signature, swipe card, personal identification number (PIN), biometric reader, or similar action by the parent or designee when signing the child in and out of the licensee's care.</p> <p>(3) The electronic system selected must ensure the authenticity, confidentiality, integrity, security, accessibility, and protection against repudiation of the</p>	<p>When the child leaves the center to attend school or participate in offsite activities as authorized by the parent, the licensee or staff must sign out the child, and sign in the child on return to the center; and</p> <p>(2) Paper and electronic attendance records and invoices for state subsidized children must be kept on the premises for at least five years after the child leaves the licensee's care as provided in WAC 170-295-7031.</p> <p>WAC 170-295-7032 Electronic attendance records – Records retention</p> <p>(1) Licensees may use an electronic system to record attendance in lieu of a paper sign-in record.</p> <p>(2) If an electronic system is used to record attendance, it must record either an electronic signature, swipe card, personal identification number (PIN), biometric reader, or similar action by the parent or designee when signing the</p>	<p>(c) Child arrival and departure times from the early learning program;</p> <p>(d) Signature or electronic signature of parent, guardian or other authorized person at the time of arrival and departure; and</p> <p>(e) A staff signature when a child leaves the early learning program to attend school or participate in off-site activities not offered by the early learning program.</p> <p>(3) An early learning provider must keep daily staff attendance records for each center classroom or family home program. These attendance records must be on paper or in an electronic format and clearly document:</p> <p>(a) The name of each staff member (including staff assigned to care for children with special needs and one-on-one care) and volunteers;</p> <p>(b) The number of children in each classroom or family home program;</p> <p>(c) The staff-to-child ratio;</p> <p>(d) The date; and</p> <p>(e) Start and end times of the assigned staff or volunteers.</p> <p>(4) If the attendance records are kept electronically, the electronic system must:</p> <p>(a) Record either an electronic signature, swipecard, personal identification number (PIN), biometric reader, or similar action by the parent or authorized person when signing the child in or out of care (or staff notation of who picked up or dropped off along with time in and out if authorized person does not have electronic signature, swipe card, PIN, biometric reader or similar action);</p>
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<p>electronic records, and must be able to:</p> <p>(a) Produce an authentic, verifiable written record for each transaction upon demand that complies with all legal and other requirements regarding the record's structure, content, and time of creation or receipt;</p> <p>(b) Authenticate (prove the identity of) the sender of the record and ensure that the electronic record has not been altered;</p> <p>(c) Uniquely identify each record;</p> <p>(d) Capture an electronic record for each transaction conducted;</p> <p>(e) Maintain the integrity of electronic records as captured or created so that they can be accessed, displayed, and managed as a unit;</p> <p>(f) Retain electronic records in an accessible form for their legal minimum retention period;</p> <p>(g) Search and retrieve electronic records in the normal course of business throughout their entire legal minimum retention period;</p>	<p>child in and out of the licensee's care.</p> <p>(3) The electronic system selected must ensure the authenticity, confidentiality, integrity, security, accessibility, and protection against repudiation of the electronic records, and must be able to:</p> <p>(a) Produce an authentic, verifiable written record for each transaction upon demand that complies with all legal and other requirements regarding the record's structure, content, and time of creation or receipt;</p> <p>(b) Authenticate (prove the identity of) the sender of the record and ensure that the electronic record has not been altered;</p> <p>(c) Uniquely identify each record;</p> <p>(d) Capture an electronic record for each transaction conducted;</p> <p>(e) Maintain the integrity of electronic records as captured</p>	<p>(b) Ensure the authenticity, confidentiality, integrity, security, accessibility, and protection against disproof of the electronic records;</p> <p>(c) Be able to produce an authentic, verifiable and uniquely identified written record for each transaction;</p> <p>(d) Be able to authenticate (prove the identity of) the sender of the record and ensure that the electronic record has not been altered;</p> <p>(e) Be able to capture an electronic record for each transaction conducted;</p> <p>(f) Be able to retain the electronic record in an accessible form for their legal minimum retention period;</p> <p>(g) Be able to search and retrieve electronic records in the normal course of business; and</p> <p>(h) Be able to perform in an accurate, reliable, and consistent manner in the normal course of business.</p> <p>(5) Electronic attendance records must contain information necessary to reproduce the entire electronic record and associated signatures in a form that permits a person viewing or printing the entire electronic record to verify:</p> <p>(a) The contents of the electronic record;</p> <p>(b) The person signing the electronic record; and</p> <p>(c) The date signatures were executed.</p>
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<p>(h) Produce authentic copies of electronic records and supply them in useable formats including hard copies, for business purposes and all public access purposes;</p> <p>(i) Develop an approach to maintain the authenticity and integrity of electronically signed electronic records;</p> <p>(j) Ensure that the electronic system performs in an accurate, reliable, and consistent manner in the normal course of business; and</p> <p>(k) Limit system access to authorized individuals and for authorized purposes, and maintain physical and environmental security controls.</p> <p>(4) Electronic attendance records must contain all of the information necessary to reproduce the entire electronic record and associated signatures in a form that permits:</p> <p>(a) The contents of the electronic record;</p> <p>(b) The method used to sign the electronic record, if applicable;</p>	<p>or created so that they can be accessed, displayed, and managed as a unit;</p> <p>(f) Retain electronic records in an accessible form for their legal minimum retention period;</p> <p>(g) Search and retrieve electronic records in the normal course of business throughout their entire legal minimum retention period;</p> <p>(h) Produce authentic copies of electronic records and supply them in useable formats including hard copies, for business purposes and all public access purposes;</p> <p>(i) Develop an approach to maintain the authenticity and integrity of electronically signed electronic records;</p> <p>(j) Ensure that the electronic system performs in an accurate, reliable, and consistent manner in the normal course of business; and</p> <p>(k) Limit system access to authorized individuals and for authorized purposes, and maintain physical and environmental security controls.</p>	
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<p>(c) The person signing the electronic record; and (d) The date when the signature was executed.</p> <p>(5) As used in this section: “Electronic record” means a record generated, communicated, received, or stored by electronic means for use in an information system or for transmission from one information system to another. “Electronic signature” means a signature in electronic form attached to or logically associated with an electronic record including, but not limited to, a digital signature. An electronic signature is a paperless way to sign a document using an electronic sound, symbol, or process, attaching to or logically associated with a record and executed or adopted by a person with the intent to sign the record. “Sign” includes signing by physical signature, if available, or electronic signature.</p>	<p>(4) Electronic attendance records must contain all of the information necessary to reproduce the entire electronic record and associated signatures in a form that permits:</p> <ul style="list-style-type: none">(a) The contents of the electronic record;(b) The method used to sign the electronic record, if applicable;(c) The person signing the electronic record; and(d) The date when the signature was executed. <p>As used in this section: “Electronic record” means a record generated, communicated, received, or stored by electronic means for use in an information system or for transmission from one information system to another. “Electronic signature” means a signature in electronic form attached to or logically associated with an electronic record including, but not limited to, a digital signature. An electronic signature is a paperless way to sign a document using an electronic sound, symbol, or process, attaching to or logically associated with a record and</p>	
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	<p>executed or adopted by a person with the intent to sign the record. "Sign" includes signing by physical signature, if available, or electronic signature.</p> <p>Center 170-295-2020 How long can a child be at the center? The child may remain in care a maximum of ten hours or less each day. If needed, you may extend the time based upon the parent's typical work schedule and travel from and to the center.</p>	
Records, Policies, Reporting and Posting – Child records		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-2025 Child records—Confidentiality.</p> <p>(1) The licensee must maintain records for all children in a confidential manner.</p> <p>(2) Each enrolled child's health record must be available to staff when needed for medical administration or emergencies.</p> <p>(3) A child's parent or guardian must be allowed access to all records for their child.</p> <p>WAC 170-296A-2050 Child records—Contents.</p> <p>(1) The licensee must have an enrollment record for every child who is enrolled and counted in</p>	<p>WAC 170-295-7010 Information to be kept in the child's individual file.</p> <p>(1) Licensees must keep current organized confidential records and information about each child in care on the premises as provided in WAC 170-295-7031, and must make sure that each child's record contains, at a minimum:</p> <p>(a) Completed enrollment application signed by the parent;</p> <p>(b) Name, birth date, dates of enrollment and termination, and other identifying information;</p>	<p>WAC 110-300-0460</p> <p>Child records.</p> <p>(1) An early learning provider must keep current individualized enrollment and health records for all enrolled children, including children of staff, updated annually or more often as health records are updated.</p> <p>(a) A child's record must be kept in a confidential manner but in an area easily accessible to staff.</p> <p>(b) A child's parent or guardian must be allowed access to all of his or her own child's records.</p> <p>(2) Each child's enrollment record must include the following:</p>

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capacity. Each child's enrollment record must include the following:

- (a) Beginning enrollment date;
- (b) End of enrollment date for children no longer in the licensee's care;
- (c) The child's birth date;
- (d)(i) The child's current immunization record, on a DOH child immunization status form or comparable form completed by a health care professional; or
- (ii) A medical exemption form signed by a health care professional; or
- (iii) A religious, philosophical, or personal exemption form or similar statement signed by the child's parent or guardian.
- (e) The child's known allergies;
- (f) Names of persons authorized to pick up the child;
- (g) Emergency contacts. If no emergency contact is available, a written emergency contact plan may be accepted;
- (h) Parent or guardian information including name, phone numbers, home address, and other contact information for reaching the family while the child is in care;
- (i) Medical and dental care provider names and contact information, if the child has

- (c) Name, address, and home and business telephone number of the parent and other person to be contacted in case of an emergency;
- (d) Health history;
- (e) Individual plan of care when needed for chronic health conditions and life threatening medical conditions;
- (f) Written consent from the parent for the licensee to seek and approve medical care in an emergency situation, a court order waiving the right of informed consent, or the parent's alternate plans for emergency medical and surgical care if the parent cannot be reached;
- (g) Information on how to contact the parents, especially in emergencies;
- (h) Instructions from the parent or health care providers related to medications, specific food or feeding requirements, allergies, treatments, and special equipment or health care needs if necessary;
- (i) Written records of any illness or injury that occurs during child care hours and the treatment provided; and
- (j) Written records of any medications given while the child is at child care.

- (a) The child's birth date;
- (b) An enrolled child's parent or phone numbers, address, and contact information for reaching the family while the child is in care;
- (c) Emergency contact information. If no emergency contact is available, a written and signed emergency contact plan may be accepted;
- (d) Names and phone numbers of persons authorized to pickup enrolled children;
- (e) A plan for special or individual needs of the child, if applicable, including parent or guardian signature, pursuant to WAC [110-300-0300](#);
- (f) Signed parent or guardian permissions, pursuant to WAC [110-300-0450](#) as applicable for:
 - (i) Field trips;
 - (ii) Transportation;
 - (iii) Bathing;
 - (iv) Water activities including swimming pools or other bodies of water; and
 - (v) Photo, video, or surveillance activity.
- (g) The beginning and end enrollment date for children no longer in the early learning program's care;
- (h) A parent or guardian approved plan for use of physical restraint and documentation of parental or guardian notification;
- (i) Expulsion information, documentation, and steps taken to avoid expulsion;
- (j) Termination of services documentation and communication; and
- (k) Notification of child developmental screening information given to the child's parent or guardian, if applicable.

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providers. If the child has no medical or dental provider, the licensee and parent or guardian must have a written plan for medical or dental injury or incident; and

(j) Consent to seek medical care and treatment of minor child in the event of injury or illness, signed by the child's parent or guardian.

(2) If applicable, a child's records must include:

(a) Injury/incident reports (see WAC [170-296A-3575](#) and [170-296A-3600](#));

(b) Medication authorization and administration log (see WAC [170-296A-3375](#));

(c) Plan for special or individual needs of the child (see WAC [170-296A-0050](#)); or

(d) Documentation of use of physical restraint (see WAC [170-296A-6250](#)).

(3) The child's records must include signed parent permissions (see WAC [170-296A-6400](#)) as applicable for:

(a) Field trips;
(b) Picture taking;
(c) Transportation; and
(d) Visiting health professionals providing services to the child at the family home child care.

(2) Licensees must include the following authorizations in each child's record:

(a) Name, address, and telephone number of the person authorized to remove the child from the center;

(b) Written parental consent for transportation to and from school; and

(c) Written parental consent for transportation provided by the center to and from field trips, including field trip location, date of trip, departure and arrival times and any other additional information on which the parent may need to be advised.

(3) Licensees may use any health history form that the licensee chooses as long as it includes:

(a) The date of the child's last physical exam or the date the child was last seen by a health care provider for reasons other than immunizations;

(b) Allergies, expected symptoms, and method of treatment if necessary;

(c) Health and developmental concerns or issues;

(d) Any life threatening medical condition that requires an individual health plan;

(e) A list of current medications used by the child;

(3) Each child's health record and the information described in subsection (2)(a) through (e) of this section must be available to staff for medical administration or emergencies.

(4) A health record is required for every child who is enrolled and counted in an early learning program's capacity. A health record must include:

(a) An immunization record, pursuant to WAC [110-300-0210](#)(1);

(b) The child's health history including any known health conditions and the child's individual care plan, if applicable;

(c) A medication authorization and administration log, pursuant to WAC [110-300-0215](#), if applicable;

(d) Documentation of special medical procedure training by parent or guardian, if applicable;

(e) Medical and dental care provider names and contact information or what facility the parent or guardian would prefer for treatment;

(f) Dates of the child's last physical exam and dental exam, if available;

(g) Consent to seek medical care and treatment of the child in the event of injury or illness, signed by the child's parent or guardian;

(h) Signed parent or guardian permission for visiting health professionals who provide direct services to children at the early learning program;

(i) An incident or injury report that includes:
(i) The date and description of the child's incident or injury;

(ii) Treatment provided to the child while in care;

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	<p>(f) Name, address, and phone number of the child's health care provider; and</p> <p>(g) Name, address, and phone number of the child's dentist, if the child has a dentist.</p> <p>(4) The individual records, including the certificate of immunization status, must be kept on the premises:</p> <p>(a) For each child currently in care; and</p> <p>(b) For five years after the child leaves enrollment in the licensee's care.</p>	<p>(iii) The names of the early learning program staff providing the treatment; and</p> <p>(iv) Evidence that a copy of the incident or injury report was given to the child's parent or guardian.</p> <p>(j) Documentation that a provider reported food poisoning or contagious diseases to the local health jurisdiction or the department of health, if applicable.</p>
Records, Policies, Reporting and Posting – Retaining facility and program records		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-2000 Recordkeeping—Records available to the department.</p> <p>The licensee must keep all records required in this chapter for a minimum of five years:</p> <p>(1) Current records, including records from the previous twelve months, must be kept in the licensed space as defined in WAC 170-296A-0010 and be available for the department's review.</p> <p>(2) Records older than twelve months to five years old must be provided to the department within</p>	<p>WAC 170-295-7031 Recordkeeping—Records available to the department.</p> <p>The licensee must keep all records required in this chapter for a minimum of five years:</p> <p>(1) Current records (including records from the previous twelve months) must be kept in the licensed space and be available for the department's review.</p> <p>(2) Records older than twelve months to five years old must be provided to the department within two weeks of the date of the department's written request.</p>	<p>Adopted Permanent Rule 110-300-0465 Retaining facility and program records.</p> <p>(1) An early learning provider must keep the records required in this chapter for a minimum of three years unless otherwise indicated.</p> <p>(2) Attendance records must be kept for a minimum of five years.</p> <p>(3) Facility and program records from the previous twelve months must be easily accessible and kept on-site or in the program's administrative office for department or other state agency's review.</p>

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two weeks of the date of the department's written request.

- (4) Records older than twelve months must be provided within two weeks of a written request by the department.
- (5) An early learning provider must keep the following records available for department review:
 - (a) The parent or guardian handbook;
 - (b) Furniture, sleep, and play equipment forms and specifications;
 - (c) Chromated copper arsenate test results, if applicable;
 - (d) Annual fire inspection by qualified fire professional, if applicable;
 - (e) Annual inspection of chimney, wood stove and fireplace, if applicable;
 - (f) Monthly inspection to identify fire hazards and elimination of such hazards;
 - (g) Monthly testing of smoke and carbon monoxide detectors;
 - (h) Monthly fire extinguisher inspection and annual maintenance;
 - (i) Food temperature logs pursuant to CACFP, if applicable;
 - (j) Child incident and illness logs;
 - (k) Vaccination records for pets or animals housed at the early learning program;
 - (l) Lead and copper testing results;
 - (m) Private well and septic systems inspection and testing results, if applicable;
 - (n) Cleaning log for large area rugs or carpets;
 - (o) Pesticide use (seven years);
 - (p) Car insurance policy, if applicable;
 - (q) Monthly site visit from child care health consultant, if applicable;

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		<ul style="list-style-type: none"> (r) Tacoma smelter inspection results; (s) Curriculum planning schedule; (t) Strengthening families program self-assessment or an equivalent assessment; (u) Documents from department visits (inspections, monitoring, compliance agreements, and safety plans); and (v) Waivers or variances from department rules, if applicable.
Records, Policies, Reporting and Posting – Emergency preparedness plan		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-2825 Fire evacuation plan.</p> <p>(1) If there is a fire in the home during child care operating hours, the licensee's and staff's first responsibility is to evacuate the children in care to a safe place outside the home.</p> <p>(2) The licensee must develop a written fire evacuation plan and post it at a place that is clearly visible to the staff, parents and guardians. The evacuation plan must be evaluated annually and updated as needed.</p> <p>(3) The evacuation plan must include:</p> <p>(a) An evacuation floor plan that identifies emergency exit pathways, emergency exit doors, and emergency exit windows;</p> <p>(b) Method(s) to be used for sounding an alarm;</p>	<p>WAC 170-295-5030 What do I need to include in my disaster plan?</p> <p>(1) You must develop and implement a disaster plan designed for response to fire, natural disasters and other emergencies. The plan must address what you are going to do if there is a disaster and parents are not able to get to their children for two or three days.</p> <p>(2) The fire plan must follow the requirements in chapter 212-12 WAC or the state fire marshal requirements.</p> <p>(3) In areas where local emergency plans are in place, such as school district emergency plan, centers may follow those procedures and actions in developing their own plan.</p> <p>(4) The disaster plan must be:</p>	<p>WAC 110-300-0470</p> <p>Emergency preparedness plan.</p> <p>(1) An early learning provider must have and follow a written emergency preparedness plan. The plan must be reviewed and approved by the department prior to when changes are made. Emergency preparedness plans must:</p> <p>(a) Be designed to respond to fire, natural disasters, and other emergencies that might affect the early learning program;</p> <p>(b) Be specific to the early learning program and able to be implemented during hours of operation;</p> <p>(c) Address what the provider would do if he or she has an emergency and children may be left unsupervised;</p> <p>(d) Address what the early learning program must do if parents are not able to get to their children for up to three days;</p> <p>(e) Must follow requirements in chapter 212-12 WAC, Fire marshal standards, as now or hereafter</p>

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<p>(c) Actions to be taken by the person discovering the fire;</p> <p>(d) How the licensee and staff will evacuate all children, especially children who cannot walk;</p> <p>(e) Calling 911 after evacuating the children;</p> <p>(f) How the licensee and staff will account for all of the children in attendance;</p> <p>(g) Where children and staff will gather away from the building pending arrival of the fire department or emergency response; and</p> <p>(h) How the licensee will inform parents or guardians and arrange pick up of children if needed.</p> <p>WAC 170-296A-2850</p> <p>(1) The licensee must have a written disaster plan for emergencies other than fire. The plan must be reviewed annually and updated as needed.</p> <p>(2) The written disaster plan must cover at minimum the following:</p> <p>(a) For disasters that may require evacuation:</p> <p>(i) How the licensee and staff will evacuate all children, especially those who cannot walk.</p> <p>(ii) What to take when evacuating the children, including:</p> <p>(A) First aid kit;</p> <p>(B) Child medication records; and</p>	<p>(a) Specific to the child care center;</p> <p>(b) Relevant to the types of disasters that might occur in the location of your child care center;</p> <p>(c) Able to be implemented during hours of operation; and</p> <p>(d) Posted in every classroom for easy access by parents and staff.</p> <p>(5) Your disaster plan must identify:</p> <p>(a) The designated position of the person (example: Director, lead teacher, program supervisor, etc.) who is responsible for each part of the plan;</p> <p>(b) Procedures for accounting for all children and staff during and after the emergency;</p> <p>(c) How you evacuate the premises, if necessary, and the meeting location after evacuation;</p> <p>(d) How you care for children with special needs during and after the disaster;</p> <p>(e) How you provide for children until parents are able to pick them up;</p>	<p>amended and the state fire marshal's office requirements if a center early learning program;</p> <p>(f) Be reviewed at program orientation, annually with all early learning program staff with documented signatures, and when the plan is updated; and</p> <p>(g) Be reviewed with parents or guardians when a child is enrolled and when the plan is updated.</p> <p>(2) The written emergency preparedness plan must cover at a minimum:</p> <p>(a) Disaster plans, including fires that may require evacuation:</p> <p>(i) An evacuation floor plan that identifies room numbers or names of rooms, emergency exit pathways, emergency exit doors, and emergency exit windows for family-home based programs as described in WAC 51-51-0326;</p> <p>(ii) Methods to be used for sounding an alarm and calling 911;</p> <p>(iii) Actions to be taken by a person discovering an emergency;</p> <p>(iv) How the early learning provider will evacuate children, especially those who cannot walk independently. This may include infant evacuation cribs (for center early learning programs), children with disabilities, functional needs requirements, or other special needs;</p> <p>(v) Where the alternate evacuation location is;</p> <p>(vi) What to take when evacuating children, including:</p> <p>(A) First-aid kit(s);</p> <p>(B) Copies of emergency contact information;</p> <p>(C) Child medication records; and</p>
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<p>(C) If applicable, individual children's medication;</p> <p>(iii) Where to go; and</p> <p>(iv) How the licensee and staff will account for all of the children in attendance.</p> <p>(b) Earthquake procedures including:</p> <p>(i) What the licensee and staff will do during an earthquake;</p> <p>(ii) How the licensee and staff will account for all of the children in attendance; and</p> <p>(iii) After an earthquake, how the licensee will assess whether the licensed space is safe for the children;</p> <p>(c) Lockdown of the facility or shelter-in-place, including:</p> <p>(i) How doors and windows will be secured if needed; and</p> <p>(ii) Where children will stay safely inside the facility; and</p> <p>(d) How parents and guardians will be contacted after the emergency situation is over.</p> <p>(3) The licensee must keep on the premises a three-day supply of food, water, and medications required by individual children for use in a disaster, lockdown, or shelter-in-place incident.</p> <p>(4) As used in this section, "lockdown" or "shelter-in-place"</p>	<p>(f) How you contact parents or how parents can contact the child care center; and</p> <p>(g) Transportation arrangements, if necessary.</p> <p>(6) Your written records must include a disaster plan, with signatures and dates of persons completing the disaster plan review on-site. The disaster plan must be read, reviewed and signed by:</p> <p>(a) The director and staff annually; and</p> <p>(b) Parents when children are enrolled.</p> <p>(7) In addition to the requirements for fire drills and training set forth by the state fire marshal in chapter 212-12 WAC, you must:</p> <p>(a) Document staff education and training of the disaster plan;</p> <p>(b) Conduct and document quarterly disaster drills for children and staff (you do not have to conduct a drill quarterly for each</p>	<p>(D) Individual children's medication, if applicable.</p> <p>(vii) How the provider will maintain the required staff-to-child ratio and account for all children;</p> <p>(viii) How parents or guardians will be able to contact the early learning program; and</p> <p>(ix) How children will be reunited with their parents or guardians after the event.</p> <p>(b) Earthquake procedures including:</p> <p>(i) What a provider will do during an earthquake;</p> <p>(ii) How a provider will account for all children; and</p> <p>(iii) How a provider will coordinate with local or state officials to determine if the licensed space is safe for children after an earthquake.</p> <p>(c) Public safety related lockdown scenarios where an individual at or near an early learning program is harming or attempting to harm others with or without a weapon. This plan must include lockdown of the early learning program or shelter-in-place steps including:</p> <p>(i) How doors and windows will be secured to prevent access, if needed; and</p> <p>(ii) Where children will safely stay inside the early learning program.</p> <p>(d) How parents or guardians will be contacted after the emergency ends.</p> <p>(3) An early learning provider must keep on the premises a three day supply of food, water, and life-sustaining medication for the licensed capacity of children and current staff for use in case of an emergency.</p>
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means to remain inside the family home child care when police or an official emergency response agency notifies the licensee or primary staff person in charge that it is unsafe to leave the facility or be outdoors during an emergency situation.

WAC 170-296A-2900 Emergency drills.

The licensee and staff must practice emergency drills with the children as follows:

- (1) Fire/evacuation drill: Once each calendar month;
- (2) Earthquake drill: Once every three calendar months; and
- (3) Lockdown/shelter-in-place drill: Once annually.

WAC 170-296A-2925 Record of emergency drills.

The licensee must keep records of emergency drills performed, and post the records as required in WAC [170-296A-2175](#). Records must include:

- (1) The date and time the drill took place;
- (2) Staff who participated;
- (3) Number of children who participated;
- (4) Length of drill; and

potential disaster - just one drill per quarter);

(c) Keep written documentation of the drills on-site; and

(d) Debrief and evaluate the plan in writing after each disaster incident or drill.

(8) You must keep the twelve month record indicating the date and time you conducted the required monthly fire evacuation drills on-site for the current year plus the previous calendar year.

(4) An early learning provider must practice and record emergency drills with staff and children as follows:

- (a) Fire and evacuation drill once each calendar month;
- (b) Earthquake, lockdown, or shelter-in-place drill once every three calendar months;
- (c) Emergency drills must be conducted with a variety of staff and at different times of the day, including in the evening and during overnight hours for early learning programs that care for children during those hours; and
- (d) Drills must be recorded on a department form and include:
 - (i) The date and time of the drill;
 - (ii) The number of children and staff who participated;
 - (iii) The length of the drill; and
 - (iv) Notes about how the drill went and how it may be improved.

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

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<p>(5) Notes about how the drill went and improvements, if any, that need to be made.</p>		
Records, Policies, Reporting and Posting – Duty to protect children and report incidents		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-2200 Reporting incidents to 911 (emergency services) The licensee or primary staff person must call 911 and report to emergency services the following:</p> <ul style="list-style-type: none"> (1) A child missing from care, as soon as the licensee or staff realized the child is missing; (2) Medical emergency (injury or illness) that requires immediate professional medical care; (3) Giving a child too much of any oral, inhaled or injected medication, or a child taking or receiving another child's medication; (4) Fire and other emergencies; (5) Poisoning or suspected poisoning; or (6) Other incidents requiring emergency response. <p>WAC 170-296A-2225 Reporting incidents to Washington poison center The licensee or primary staff person must report to Washington poison</p>	<p>WAC 170-295-6040 What are the requirements regarding child abuse and neglect?</p> <ul style="list-style-type: none"> (1) You and your staff must protect the child in care from child abuse, neglect, or exploitation, as required under chapter 26.44 RCW. (2) You must immediately report an instance when you or the staff have reason to suspect that child physical, sexual, or emotional abuse, child neglect, or child exploitation as defined in chapter 26.44 RCW has occurred. This report must be made to children's administration central intake. (3) If there is immediate danger to a child you must also make a report to local law enforcement. <p>WAC 170-295-7060 What injuries and illnesses or child abuse and neglect must I report?</p>	<p>WAC 110-300-0475 Duty to protect children and report incidents.</p> <p>(1) Pursuant to RCW 26.44.030, when an early learning provider has reasonable cause to believe that a child has suffered abuse or neglect, that provider must report such incident, or cause a report to be made, to the proper law enforcement agency or the department. "Abuse or neglect" has the same meaning here as in RCW 26.44.020.</p> <p>(2) If early learning provider know or has reason to know that an act, event, or occurrence described in subsections (2)(a) through (2)(f) of this section, the early learning provider must report by telephone to the individuals, department, and other listed government agencies the action, event, or occurrence.</p> <p style="padding-left: 40px;">(a) Law enforcement or the department at the first opportunity, but in no case longer than forty-eight hours:</p> <ul style="list-style-type: none"> (i) The death of a child while in the early learning program's care or the death from injury or illness that may have occurred while the child was in care; (ii) A child's attempted suicide or talk about attempting suicide;

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<p>center, after calling 911, and follow any instructions of the poison center:</p> <ul style="list-style-type: none"> (1) Any poisoning or suspected poisoning; (2) A child receiving too much of any oral, inhaled or injected medication; or (3) A child taking or receiving another child's medication. <p>WAC 170-296A-2275</p> <p>Other incident reporting to the department:</p> <ul style="list-style-type: none"> (1) The licensee must report to the department any incidents or changes as required under WAC 170-296A-2200, or 170-296A-2225, 170-296A-2250, 170-296A-2300, and 170-296A-2325. (2) The licensee or another person must report to the department within twenty-four hours: <ul style="list-style-type: none"> (a) The licensee's emergency absence, serious illness or incapacity of the licensee, staff or member of the household, if the licensee: <ul style="list-style-type: none"> (i) has a reasonable expectation the absence, illness, or incapacity will affect the licensee's ability to provide child care; and 	<p>You or your staff must report immediately;</p> <ul style="list-style-type: none"> (1) A death or serious injury or illness that requires medical treatment or hospitalization of a child in care must be reported by telephone and in writing to the parent, licensor, and child's social worker, if the child has a social worker; (2) Any instance when you or your staff have reason to suspect the occurrence of any physical, sexual, or emotional child abuse or child neglect child endangerment, or child exploitation as required under described in chapter 26.44 RCW. You may make a report by calling the statewide number at 1-800-562-5624 or 1-866-ENDHARM; and (3) An occurrence of food poisoning or reportable contagious disease, as required by the state board of health to the local public health department and to the licensor, by telephone. 	<ul style="list-style-type: none"> (iii) Any suspected physical, sexual or emotional child abuse; (iv) Any suspected child neglect, child endangerment, or child exploitation; (v) A child's disclosure of sexual or physical abuse; or (vi) Inappropriate sexual contact between two or more children. <p>(b) Emergency services (911) immediately, and to the department within twenty-four hours:</p> <ul style="list-style-type: none"> (i) A child missing from care, triggered as soon as staff realizes the child is missing; (ii) A medical emergency that requires immediate professional medical care; (iii) A child who is given too much of any oral, inhaled, or injected medication; (iv) A child who took or received another child's medication; (v) A fire or other emergency; (vi) Poisoning or suspected poisoning; or (vii) Other dangers or incidents requiring emergency response. <p>(c) Washington poison center immediately after calling 911, and to the department within twenty-four hours:</p> <ul style="list-style-type: none"> (i) A poisoning or suspected poisoning; (ii) A child who is given too much of any oral, inhaled, or injected medication; or (iii) A child who took or received another child's medication; (iv) The provider must follow any directions provided by Washington poison center. (d) The local health jurisdiction or the department of health immediately, and to the
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<p>(ii) Is going to continue to provide care.</p> <p>(b) For the licensee, staff, volunteer or household member age fourteen or older, any:</p> <p>(i) Pending charge or conviction for a crime listed in WAC 170-06-0120;</p> <p>(ii) Allegation or finding of child abuse or neglect under chapter 26.44 RCW or chapter 388-15 WAC;</p> <p>(iii) Allegation or finding of abuse or neglect of a vulnerable adult under chapter 74.34 RCW; or</p> <p>(iv) Pending charge, conviction, or negative action from outside Washington state consistent with or the same crime listed in WAC 170-06-0120, or "negative action" as defined in RCW 43.215.010</p> <p>WAC 170-296A-2300 Reporting to DSHS children's administration intake.</p> <p>(1) The licensee and each staff person are required to report the following to DSHS children's administration intake-child protective services (CPS) or law enforcement</p>		<p>department within twenty-four hours about an occurrence of food poisoning or reportable contagious disease as defined in chapter 246-110 WAC, as now or hereafter amended;</p> <p>(e) The department at the first opportunity, but in no case longer than twenty-four hours, upon knowledge of any person required by chapter 110-06 WAC to have a change in their background check history due to:</p> <p>(i) A pending charge or conviction for a crime listed in chapter 110-06 WAC;</p> <p>(ii) An allegation or finding of child abuse, neglect, maltreatment or exploitation under chapter 26.44 RCW or chapter 388-15 WAC;</p> <p>(iii) An allegation or finding of abuse or neglect of a vulnerable adult under chapter 74.34 RCW; or</p> <p>(iii) A pending charge or conviction of a crime listed in the director's list in chapter 110-06 WAC from outside Washington state, or a "negative action" as defined in RCW 43.216.010;</p> <p>(f) A child's parent or guardian as soon as possible, but no later than the release of the child at the end of the day, and to the department within twenty-four hours, about using physical restraint on a child as described in WAC 110-300-0335.</p> <p>(3) In addition to reporting to the department by phone or email, an early learning provider must submit a written incident report of the following on a department form within twenty-four hours:</p>
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<p>within forty-eight hours as required under RCW 26.44.030, and to the department:</p> <p>(a) Any suspected child abuse or neglect;</p> <p>(b) A child’s disclosure of sexual or physical abuse;</p> <p>(c) Inappropriate sexual contact between two or more children; or</p> <p>(d) A child’s attempted suicide or talk about attempting suicide.</p> <p>(2) The licensee or primary staff person must immediately report to CPS or law enforcement and the department the death of a child while in the licensee’s care or from injury or illness that may have occurred while the child was in the licensee’s care.</p> <p>WAC 170-296A-2325 Reporting notifiable condition to health department:</p> <p>(1) In the event a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition as defined in chapter 246-101 WAC, the licensee</p>		<p>(a) Situations that required an emergency response from emergency services (911), Washington poison center, or department of health;</p> <p>(b) Situations that occur while children are in care that may put children at risk including, but not limited to, inappropriate sexual touching, neglect, physical abuse, maltreatment, or exploitation; and</p> <p>(c) A serious injury to a child in care.</p> <p>(4) An early learning provider must immediately report to the parent or guardian:</p> <p>(a) Their child's death, serious injury, need for emergency or poison services; or</p> <p>(b) An incident involving their child that was reported to the local health jurisdiction or the department of health.</p>
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<p>must report the diagnosis to the local health jurisdiction or the state department of health.</p> <p>(2) Contact the local health jurisdiction for the list of notifiable conditions and reporting requirements.</p> <p>(3) A person excluded from the family home by the health department or local health officer on the basis of such a diagnosis may not return to the family home until approved to do so by the local health officer.</p>		
Records, Policies, Reporting and Posting – Transportation and off-site activity policy		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-6475 Transportation</p> <p>When transporting children the licensee, staff, and volunteers must:</p> <p>(1) Follow RCW 46.61.687 and other applicable law regarding child restraints and car seats;</p> <p>(2) Carry in the vehicle all items required under WAC 170-296A-6450 and a current copy of each child's completed enrollment form;</p> <p>(3) Maintain the vehicle in safe operating condition;</p> <p>(4) Have a current driver's license;</p>	<p>What do I need to transport the children on offsite trips?</p> <p>(1) You may transport a child or permit the child to travel offsite only with written parental consent. The purpose may be to attend school, participate in supervised field trips, or engage in other supervised offsite activities.</p> <p>(2) The parent consent may be:</p> <p>(a) For a specific date or trip; or</p> <p>(b) A blanket authorization describing the full range of</p>	<p>WAC 110-300-0480</p> <p>Transportation and off-site activity policy.</p> <p>(1) An early learning provider must have and follow a transportation and off-site activity policy for personal or public transportation service, or nonmotorized travel offered to children in care.</p> <p>(a) The transportation and off-site activity policy must include routine trips, which must not exceed two hours per day for any individual child.</p> <p>(b) Written parent or guardian authorization to transport the parent or guardian's child. The written authorization must be:</p>

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- (5) Have a current insurance policy that covers the driver, the vehicle, and all occupants;
- (6) Take attendance each time children are getting in or getting out of the vehicle;
- (7) Never leave children unattended in the vehicle; and
- (8) Maintain required staff-to-child ratio and capacity.

WAC 170-296A- 6500

Using public transportation
The licensee may transport children using public transportation, provided that children are supervised at all times and required staff-to-child ratios are maintained. The licensee or staff must not allow or send children on public transportation unsupervised.

WAC 170-296A-6525

Transporting children – Limited periods.

The licensee must not transport or allow the transport of children in care for periods of more that two hours per day on a regular and ongoing basis.

trips the child may take. If you use a blanket authorization, you must notify the parent in writing at least twenty-four hours in advance about any specific trip.

- (3) When transportation is provided by the center for children in care:
 - (a) The driver must have a valid Washington state driver’s license to operate the type of vehicle being driven;
 - (b) The number of passengers cannot exceed the seating capacity of the vehicle;
 - (c) Either the center owner or the driver must have liability and medical insurance; and
 - (d) the driver, parent volunteer, or staff supervising the children being transported in each vehicle must have written documentation on file of current CPR and first-aid training.
- (4) When you transport children, the vehicle used must:
 - (a) Have a current license

- (i) A specific event, date, and anticipated travel time;
 - (ii) A specific type of trip (for example, transporting to and from school, or transporting to and from a field trip); or
 - (iii) A full range of trips a child may take while in the early learning provider's care.
 - (c) Written notices to parents or guardians, to be given at least twenty-four hours before field trips are taken.
- (2) During travel to an off-site activity, an early learning provider must:
- (a) Have the health history, appropriate medication (if applicable), emergency information, and emergency medical authorization forms accessible for each child being transported;
 - (b) Have a phone to call for emergency help;
 - (c) Have a complete first-aid kit;
 - (d) Maintain the staff-to-child ratio, mixed groupings, and active supervision requirements;
 - (e) Have at least one staff member currently certified in first aid and CPR supervise children;
 - (f) Take attendance using a roll call or other method that assures all children are accounted for each time children begin and end travel to an off-site activity, and every time children enter and exit a vehicle; and
 - (g) Never leave children unattended in the vehicle.
- (3) When an early learning provider supplies the vehicle to transport children in care, the program and provider must:

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	<p>and registration according to Washington state transportation laws;</p> <p>(b) Be maintained in good repair and safe operating condition; and</p> <p>(c) Be equipped with:</p> <p style="padding-left: 20px;">(i) At least one first-aid kit that meets the requirements of WAC 170-295-5010;</p> <p style="padding-left: 20px;">(ii) Vehicle emergency reflective triangles or other devices to alert other drivers of an emergency;</p> <p style="padding-left: 20px;">(iii) the health history and emergency information for each child in the vehicle; and</p> <p style="padding-left: 20px;">(iv) A method to call for emergency help.</p> <p>(5) You must meet the child passenger restraint system requirements in RCW 46.61.687 when transporting children. Contact your local state patrol office for more information.</p> <p>(6) When you transport children, you must maintain the staff-to-child ratio established for the youngest child in the group; and</p>	<p>(a) Follow chapter 46.61 RCW, Rules of the road, and other applicable laws regarding child restraints and car seats;</p> <p>(b) Assure that the number of passengers does not exceed the seating capacity of the vehicle;</p> <p>(c) Maintain the vehicle in good repair and safe operating condition;</p> <p>(d) Maintain the vehicle temperature at a comfortable level to children;</p> <p>(e) Assure the vehicle has a current license and registration as required by Washington state transportation laws;</p> <p>(f) Assure the vehicle has emergency reflective triangles or other devices to alert other drivers of an emergency;</p> <p>(g) Assure the driver has a valid driver's license for the type of vehicle being driven and a safe driving record for at least the last five years;</p> <p>(h) Prevent any driver with a known condition that would compromise driving, supervision, or evacuation capabilities from operating program vehicles; and</p> <p>(i) Have a current insurance policy that covers the driver, the vehicle, and all occupants.</p>
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(7) Staff or driver must not leave the children unattended in the motor vehicle.

Records, Policies, Reporting and Posting –Termination of services policy

Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-2375 The licensee's written parent/guardian policies (handbook) must include: (3) Enrollment and disenrollment process;</p>	<p>No Current Standard for Termination</p>	<p>WAC 110-300-0485 Termination of services policy. An early learning provider may terminate a child's services due to that child's parent or guardian's inability to meet the expectations and requirements of the early learning program. Expectations and requirements of the program may include unpaid bills, continual late arrivals, or a parent, guardian or family member's inappropriate or unsafe behavior in or near early learning program space.</p>

Records, Policies, Reporting and Posting –Expulsion policy

Family Home WAC	Center WAC	WAC 110-300
		<p>WAC 110-300-0486 Expulsion policy. (1) An early learning provider must have and follow an expulsion policy, pursuant to WAC 110-300-0340. (2) An expulsion policy must: (a) Provide examples of behavior that could lead to expulsion from the early learning program;</p>

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		<p>(b) Detail steps the provider takes to avoid expelling a child including, but not limited to, environmental and staffing changes;</p> <p>(c) Detail how the provider communicates to the parent or guardian of a child the steps taken under (b) of this subsection; and</p> <p>(d) Include information that may benefit an expelled child including, but not limited to, community based resources.</p>
Records, Policies, Reporting and Posting –Child restraint policy		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-6200 Physical restraint—Prohibited uses or methods. The licensee, staff, or household members must not use:</p> <p>(1) Physical restraint as a form of punishment or discipline;</p> <p>(2) Mechanical restraints including, but not limited to, handcuffs and belt restraints;</p> <p>(3) Locked time-out or isolation space;</p> <p>(4) Bonds, ties, tape, or straps to restrain a child; or</p> <p>(5) Physical restraint techniques that restrict breathing or inflict pain. These include, but are not limited to:</p> <p>(a) Restriction of body movement by placing pressure on joints, chest, heart, or vital organs;</p> <p>(b) Sleeper holds, which are holds used by law enforcement officers to subdue a person;</p>	<p>WAC 170-295-2040 (5) Prevent and prohibit any person on the premises from using cruel, unusual, hazardous, frightening, or humiliating discipline, including but not limited to:</p> <p>(c) The use of a physical restraint method injurious to the child, locked time-out room, or closet for disciplinary purposes; and</p>	<p>WAC 110-300-0490 Child restraint policy.</p> <p>(1) An early learning provider must have and follow a child restraint policy that contains behavior management and practices, pursuant to WAC 110-300-0335.</p> <p>(2) A restraint policy must be:</p> <p style="margin-left: 20px;">(a) Appropriate for children's developmental level, abilities, and language skills;</p> <p style="margin-left: 20px;">(b) Directly related to the child's behavior; and</p> <p style="margin-left: 20px;">(c) Designed to be consistent, fair, and positive.</p> <p>(3) Family home licensees, center directors, assistant directors, program supervisors, lead teachers and other appropriate staff members must be trained annually in the program's child restraint policy.</p> <p>(4) Only trained staff may restrain a child in care in accordance with WAC 110-300-0335.</p>

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(c) Arm twisting;
(d) Pulling hair;
(e) Choking or putting arms around the throat; or
(f) Chemical restraint such as mace or pepper spray.
WAC 170-296A-6225
Physical restraint—Holding method allowed.
When a child's behavior makes it necessary for his or her own or other's protection, the licensee or primary staff person may restrain the child, by holding the child as gently as possible.
A child must not be physically restrained longer than necessary to control the situation.

WAC 170-296A-6250
Notice and documenting use of physical restraint
(1) If physical restraint is used, the licensee must within twenty-four hours:
(a) Report the use of physical restraint to the child's parent or guardian and the department as required under WAC [170-296A-2250](#);
(b) Assess any incident of physical restraint to determine if the decision to use physical restraint and its application were appropriate; and

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<p>(c) Document the incident in the child's file, including what happened before, during and after the child was restrained.</p> <p>(2) The licensee must develop a safety plan with the licensor if required by the department.</p>		
Records, Policies, Reporting and Posting – Consistent care policy		
Family Home WAC	Center WAC	WAC 110-300
<p>No Current Standard for Relationship-Based Policy</p>	<p>No Current Standard for Relationship-Based Policy</p>	<p>WAC 110-300-0495</p> <p>Consistent care policy.</p> <p>(1) An early learning program must have and follow a policy that promotes the consistent care of children.</p> <p>(2) When possible, an early learning provider must be assigned to work with a consistent group of children for much of the day with a goal of building long-term, trusting relationships.</p>
Records, Policies, Reporting and Posting – Health policy		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-3200 Health plan.</p> <p>The licensee must have a written health plan. The health plan must include:</p> <p>(1) Contagious disease procedures and exclusion of ill persons under WAC 170-296A-3210;</p>	<p>WAC 170-295-2060</p> <p>In addition to meeting the other requirements of chapter 170-295 WAC, if you offer child care during evening and nighttime hours, you must:</p> <p>(1) Adapt the program, equipment, and staffing pattern to meet the physical and emotional needs of the</p>	<p>WAC 110-300-0500</p> <p>Health policy.</p> <p>(1) An early learning provider must have and follow a written health policy reviewed and approved by the department that includes the topics listed in subsection (2) of this section. The health policy must be reviewed and approved by the department when changes are made, and as otherwise necessary.</p>

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<p>(2) Immunization tracking under WAC 170-296A-3250 through 170-296A-3300;</p> <p>(3) Medication management under WAC 170-296A-3315 through 170-296A-3550;</p> <p>(4) Injury treatment under WAC 170-296A-3575 through 170-296A-3600;</p> <p>(5) Handwashing and hand sanitizers under WAC 170-296A-3625 through 170-296A-3675;</p> <p>(6) Caring for children with special health needs under WAC 170-296A-0050;</p> <p>(7) Cleaning, sanitizing, and disinfecting procedures;</p> <p>(8) A bloodborne pathogens plan under WAC 170-296A-1850; and</p> <p>(9) Notifying the health department when a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition as required under WAC 170-296A-2325.</p> <p>170-296A-3315</p> <p>(3) If the licensee chooses not to give any medications to children in care, the licensee must inform parents in the parent/guardian handbook.</p> <p>(4) If the licensee or primary staff person decides not to give a specific medication to a child after having</p>	<p>child away from home at night such as:</p> <p>(c) Make arrangements for personal hygiene including tooth brushing;</p> <p>170-295-3010</p> <p>What kind of health policies and procedures must I have?</p> <p>(1) You must have written health policies and procedures that are:</p> <p>(a) Written in a clear and easily understood manner;</p> <p>(b) Shared with all new staff during orientation;</p> <p>(c) Posted for staff and families to review; and</p> <p>(d) Reviewed, signed and dated by a physician, a physician's assistant or registered nurse when you change your policies and procedures or type of care that you provide, or at least every three years when you are due for relicensing. (For example, if you go from caring for children from twelve months and older to caring for infants, you must update your health policies and procedures and have them reviewed and signed.)</p> <p>(2) Your health policies and procedures must have information on how you plan to:</p> <p>(a) Provide general cleaning of areas including, but not limited to,</p>	<p>(2) An early learning program's health policy must meet the requirements of this chapter including, but not limited to:</p> <p>(a) A prevention of exposure to blood and body fluids plan;</p> <p>(b) Meals, snacks, and food services including guidelines for food allergies and food brought from home;</p> <p>(c) Handwashing and hand sanitizer use;</p> <p>(d) Observing children for signs of illness daily;</p> <p>(e) Exclusion and return of ill children, staff, or any other person in the program space;</p> <p>(f) Contagious disease notification;</p> <p>(g) Medical emergencies, injury treatment and reporting;</p> <p>(h) Immunization tracking;</p> <p>(i) Medication management, storage, administration and documentation;</p> <p>(j) Care for pets and animals that have access to licensed space and the health risks of interacting with pets and animals;</p> <p>(k) How general cleaning will be provided and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and disinfected;</p> <p>(l) Pest control policies;</p> <p>(m) Caring for children with special needs or health needs, including allergies, as listed in the child's record; and</p> <p>(n) Dental hygiene practices and education.</p>
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received written permission by the child's parent or guardian, the licensee or primary staff person must immediately notify the parent or guardian of the decision to not give the medication.

(5) The licensee must make reasonable accommodations and give medication if a child has a condition where the Americans with Disabilities Act (ADA) would apply.

bathrooms, floors, walls, and doorknobs;

(b) Clean and sanitize areas including, but not limited to, food contact surfaces, kitchen equipment, diapering areas, toys, toileting equipment and areas, equipment that might be shared with several children such as sleep mats, cribs or high chairs;

(c) Prevent, manage and report contagious diseases;

(d) Handle minor injuries such as nosebleeds, scrapes and bruises;

(e) Provide first aid;

(f) Screen children daily for illnesses;

(g) Notify parents that children have been exposed to infectious diseases and parasites;

(h) Handle minor illnesses;

(i) Handle major injuries and medical emergencies that require emergency medical treatment or hospitalization;

(j) Manage medication;

(k) Assist with handwashing and general hygiene including diapering and toileting;

(l) Handle food;

(m) Provide nutritious meals and snacks;

(n) Respond during any disasters;

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- (o) Care for children that may have special needs;
 - (p) Care for infants and obtain infant nurse consultation (if licensed for four or more infants); and
 - (q) Follow the infant safe sleep practices in WAC [170-295-4110](#).
- (3) Your health policies and procedures must have information on when you plan to:
- (a) Require ill children to stay home and for how long;
 - (b) Allow the ill child to return; and
 - (c) Call a parent to pick up their child and how you will care for the child until the parent arrives.

WAC 170-295-3050

Am I required to give medications to the children in my care?

If a child has a condition where the Americans with Disabilities Act (ADA) would apply you must make reasonable accommodation and give the medication.

170-295-3120

You must keep a confidential, written record in the child's file of:

- (1) Child's full name, date, time, name of medication and amount given (indicate if self-administered);

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	<p>(2) Initial of staff person giving medication or observing the child taking the medication with a corresponding signature on the medication record to validate the initials; and</p> <p>(3) Provide a written explanation why a medication that should have been given was not given.</p>	
Records, Policies, Reporting and Posting – Postings		
Family Home WAC	Center WAC	WAC 110-300
<p>WAC 170-296A-2175 Materials that must be posted. The following must be posted in the licensed space during operating hours and clearly visible to parents, guardians and staff:</p> <p>(1) A statement of the licensee’s philosophy of child development;</p> <p>(2) Emergency information, including:</p> <p style="padding-left: 20px;">(a) 911 or emergency services number;</p> <p style="padding-left: 20px;">(b) Name of the licensee, telephone number(s), emergency contact information, address and directions from the nearest arterial street or nearest cross street to the licensed home;</p> <p style="padding-left: 20px;">(c) Washington poison center toll-free phone number; and</p> <p style="padding-left: 20px;">(d) DSHS children’s administration intake (child</p>	<p>WAC 170-295-6010 What are the regulations regarding discrimination?</p> <p>(1) Child care centers are defined by state and federal law as places of public accommodation and must not discriminate in employment practices and client services on the basis of race, creed, color, national origin, marital status, gender, sexual orientation, class, age, religion, or disability.</p> <p>(2) You must:</p> <p style="padding-left: 20px;">(a) Post a nondiscrimination poster where families and staff can easily read it;</p> <p style="padding-left: 20px;">(b) Have a written nondiscrimination policy; and</p> <p style="padding-left: 20px;">(c) Comply with the requirements of the Americans with Disabilities Act.</p>	<p>WAC 110-300-0505</p> <p>Postings.</p> <p>(1) Postings listed in subsection (2) of this section that are part of an early learning program must be clearly visible to parents, guardians, and early learning program staff.</p> <p>(2) Postings on early learning premises must include:</p> <p style="padding-left: 20px;">(a) The child care license, pursuant to WAC 110-300-0010;</p> <p style="padding-left: 20px;">(b) Floor plan with emergency routes and exits identified in each child care area, pursuant to WAC 110-300-0400 (1)(b)(i) and 110-300-0470 (2)(a)(i);</p> <p style="padding-left: 20px;">(c) Dietary restrictions, known allergies, and nutrition requirements, if applicable, in a location easily accessible for staff but not available to those who are not parents or guardians of the enrolled child, pursuant to WAC 110-300-0186(8);</p>

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<p>protective services) toll-free telephone number;</p> <p>(3) Emergency preparedness plan and drills with the following information:</p> <p style="padding-left: 40px;">(a) Dates and times of previous drills;</p> <p style="padding-left: 40px;">(b) Procedure for sounding alarm;</p> <p style="padding-left: 40px;">(c) Monthly smoke detector check, and carbon monoxide detector check if carbon monoxide detectors are required under WAC 170-296A-2950;</p> <p style="padding-left: 40px;">(d) Floor plan with escape routes and emergency exits identified; and</p> <p style="padding-left: 40px;">(e) Emergency medical information or explanation of where that information can be found.</p> <p>(4) Child care licensing information including:</p> <p style="padding-left: 40px;">(a) The current department-issued child care license;</p> <p style="padding-left: 40px;">(b) If applicable, a copy of current department-approved exceptions to the rules;</p> <p>(5) If applicable, notice of any current or pending department enforcement action. Notice must be posted:</p> <p style="padding-left: 40px;">(a) Immediately upon receipt; and</p>	<p>WAC 170-295- 7080</p> <p>Materials that must be posted.</p> <p>Licensees must post the following items so that they are clearly visible to the parent and staff:</p> <p>(1) The center’s child care license issued under this chapter;</p> <p>(2) A schedule of regular duty hours with the names of staff;</p> <p>(3) A typical activity schedule, including operating hours and scheduled mealtimes;</p> <p>(4) Meal and snack menus for the month;</p> <p>(5) Fire safety record and evacuation plans and procedures, including a diagram of exiting routes;</p> <p>(6) Emergency telephone numbers near the telephone;</p> <p>(7) Nondiscrimination poster;</p> <p>(8) for the staff, the licensee must post:</p> <p style="padding-left: 40px;">(a) Dietary restrictions and nutrition requirements for particular children;</p> <p style="padding-left: 40px;">(b) Handwashing practices;</p> <p style="padding-left: 40px;">(c) Diaper changing procedure, if applicable;</p> <p style="padding-left: 40px;">(d) Disaster preparedness plan; and</p>	<p>(d) Handwashing practices at each handwashing sink, pursuant to WAC 110-300-0200(1);</p> <p>(e) If applicable, diaper changing or stand-up diapering procedure at each diapering station, pursuant to WAC 110-300-0220 and 110-300-0221 (1)(d);</p> <p>(f) Pesticide treatment, if applicable, pursuant to RCW 43.216.280 and 17.21.410 (1)(d);</p> <p>(g) Emergency numbers and information including, but not limited to:</p> <p style="padding-left: 40px;">(i) 911 or emergency services number;</p> <p style="padding-left: 40px;">(ii) Name, address and directions from the nearest arterial street or nearest cross street to the facility;</p> <p style="padding-left: 40px;">(iii) The department's toll-free number;</p> <p style="padding-left: 40px;">(iv) Washington poison center toll-free number; and</p> <p style="padding-left: 40px;">(v) The department's child protective services.</p> <p>(h) The location of emergency medical information for children and staff;</p> <p>(i) A notice of any current or pending enforcement action, including probationary licenses pursuant to RCW 43.216.687. Notice must be posted:</p> <p style="padding-left: 40px;">(i) Immediately upon receipt; and</p> <p style="padding-left: 40px;">(ii) For at least two weeks or until the violation causing the enforcement action is corrected, whichever is longer.</p> <p>(j) A notice of safe sleep violation in the licensed space as required by WAC 110-300-0291(2), if applicable;</p> <p>(k) "No smoking" and "no vaping" signs, pursuant to WAC 110-300-0420 (2)(f);</p>
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<p>(b) For at least two weeks or until the violation causing the enforcement action is corrected, whichever is longer;</p> <p>(6) A notice stating that additional information about the child care license is available upon request to the licensee. This information includes:</p> <p>(a) Copies of department monitoring checklists;</p> <p>(b) If applicable, any facility licensing compliance agreements (FLCA);</p> <p>(c) If applicable, copy of any enforcement action taken by the department for the previous three years; and</p> <p>(d) If applicable, notice that the licensee does not have liability insurance coverage, or the coverage has lapsed or been terminated. See RCW 43.215.535</p> <p>(7) A statement of how the licensee will communicate with parent or guardian on their child’s development and parent support; and</p> <p>(8) A typical daily schedule as described in WAC 170-296A-6550</p>	<p>(e) Center policies and procedures</p> <p>(9) The licensee must post a notification advising parents that the licensee is required to keep a file on-site for their review containing copies of the most recent child care monitoring checklist and facility licensing compliance agreement (FLCA) for any deficiencies noted.</p>	<p>(l) A copy of a department approved waiver or variance from a rule of this chapter, if applicable. Waivers or variances must be posted for parent or guardian view when related to the overall program (not related to any specific child), and as long as the waiver or variance is approved;</p> <p>(m) Insurance coverage, or a lapse or termination of such coverage if applicable, pursuant to RCW 43.216.700; and</p> <p>(n) Any other information listed in RCW 43.216.687.</p>
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