

Foundational Quality Standards for Early Learning Programs Covered in this Learning Session

WAC 110-300-0110 Program based staff policies and training.

(1) An early learning provider must have and follow written policies for early learning program staff. Staff policies must include those listed in subsections (2) and (3) of this section and must be reviewed and approved by the department prior to issuing a provider's initial license. Providers must notify the department when substantial changes are made.

(2) Early learning program staff policies must include, but are not limited to:

- (a) All of the information in the parent or guardian handbook except fees;
- (b) Job descriptions, pay dates, and benefits;
- (c) Professional development expectations and plans;
- (d) Expectations for attendance and conduct;
- (e) Early learning program staff responsibilities for:
 - (i) Child supervision requirements, including preventing children's access to unlicensed space;
 - (ii) Child growth and development;
 - (iii) Developmentally appropriate curriculum;
 - (iv) Teacher-child interaction;
 - (v) Child protection, guidance, and discipline techniques;
 - (vi) Safe sleep practices, if applicable;
 - (vii) Food service practices;
 - (viii) Off-site field trips, if applicable;
 - (ix) Transporting children, if applicable;
 - (x) Health, safety, and sanitization procedures;
 - (xi) Medication management procedures;
 - (xii) Medical emergencies, fire, disaster evacuation and emergency preparedness plans;
 - (xiii) Mandatory reporting of suspected child abuse, neglect, and exploitation, per RCW [26.44.020](#) and [26.44.030](#) and all other reporting requirements;
 - (xiv) Implementation of child's individual health care or special needs plan;

- (xv) Following nonsmoking, vaping, alcohol and drug regulations;
 - (xvi) Overnight care, if applicable;
 - (xvii) Religious, equity and cultural responsiveness;
 - (xviii) Nondiscrimination;
 - (xviv) Planned daily activities and routines.
- (f) Staff responsibilities if the family home licensee, center director, assistant director, or program supervisor is absent from the early learning program;
- (g) A plan that includes how both administrative and child caretaking duties are met when a job requires such dual responsibilities; and
- (h) Observation, evaluation, and feedback policies.
- (3) An early learning provider must have and follow written policies requiring staff working, transitioning, or covering breaks with the same classroom or group of children to share applicable information with each other on a daily basis regarding:
- (a) A child's health needs, allergies and medication;
 - (b) Any change in a child's daily schedule;
 - (c) Significant educational or developmental information;
 - (d) Any communications from the family; and
 - (e) Information to be shared with the family.
- (4) An early learning provider must develop, deliver, and document the delivery of early learning staff training specific to the early learning program and premises.
- (a) Training topics must include:
 - (i) Staff policies listed in subsections (2) and (3) of this section;
 - (ii) Chapter [43.216](#) RCW; and
 - (iii) Chapters [110-300](#) and [110-06](#) WAC.
 - (b) Training must be updated with changes in program policies and state or federal regulations.¹

¹ [WSR 18-15-001, recodified as § 110-300-0110, filed 7/5/18, effective 7/5/18. Statutory Authority: RCW [43.215.070](#), [43.215.201](#) and chapter [42.56](#) RCW. WSR 18-14-079, § 170-300-0110, filed 6/30/18, effective 8/1/19.] Retrieved from <http://apps.leg.wa.gov/wac/default.aspx?cite=110-300-0110>, September 2018.

WAC 110-300-0111 Staff oversight.

(1) An early learning provider who oversees staff must:

- (a) Establish a work plan with clear expectations;
- (b) Be aware of what staff members are doing; and
- (c) Be available and able to respond in an emergency as needed to protect the health and safety of children in care.

(2) When the family home licensee, center director, assistant director, program supervisor, lead teacher, or assistant teacher is the only staff supervising an aide or volunteer, the aide or volunteer may be out of the supervisor's visual and auditory range only when the aide, volunteer or supervisor is attending to personal needs.²

WAC 110-300-0115 Staff records.

(1) An early learning provider must establish a records system for themselves, household members, staff, and volunteers that complies with the requirements of this chapter. Early learning program staff records must be:

- (a) Verified by the licensee, center director, assistant director, or program supervisor;
- (b) Entered and maintained in the electronic workforce registry, if applicable. Paper records may be discarded once entered into the electronic workforce registry and confirmed by the department;
- (c) Updated to delete staff names from the electronic workforce registry when no longer employed at the early learning program; and
- (d) Kept on-site or in the program's administrative office in a manner that allows the department to review the records.

(2) Records for each early learning provider and staff member must include:

- (a) First and last name;
- (b) Date of birth;
- (c) Job title;
- (d) First and last day of employment, if applicable;

² [WSR 18-15-001, recodified as § 110-300-0111, filed 7/5/18, effective 7/5/18. Statutory Authority: RCW 43.215.070, 43.215.201 and chapter 42.56 RCW. WSR 18-14-079, § 170-300-0111, filed 6/30/18, effective 8/1/19.] Retrieved from <http://apps.leg.wa.gov/wac/default.aspx?cite=110-300-0111>, September 2018.

- (e) Proof of professional credentials, requirements, and training for each early learning staff member, pursuant to WAC [110-300-0100](#) through [110-300-0110](#).
- (3) A licensee, center director, assistant director, or program supervisor must maintain the following records for each early learning provider and staff in a confidential manner. These records must be reviewable by the department and must include at a minimum:
- (a) A copy of current government issued photo identification;
 - (b) Emergency contact information;
 - (c) Completed employment application or resume;
 - (d) Annual observation, evaluation, and feedback information; and
 - (e) The licensee's Social Security number, federal EIN, or a written document stating the licensee does not possess either.³

WAC 110-300-0120 Providing for personal, professional, and health needs of staff.

- (1) A licensee must provide for the personal and professional needs of staff by:
- (a) Having a secure place to store personal belongings that is inaccessible to children;
 - (b) Having a readily accessible phone to use for emergency calls or to contact the parents of enrolled children; and
 - (c) Providing file and storage space for professional materials.
- (2) An early learning provider must be excluded from the early learning premises when that provider's illness or condition poses a risk of spreading a harmful disease or compromising the health and safety of others. The illnesses and conditions that require a staff member to be excluded are pursuant to WAC [110-300-0205](#).
- (3) If a staff person has not been vaccinated, or has not shown documented immunity to a vaccine preventable disease, that person may be required by the local health jurisdiction or the department to remain off-site during an outbreak of a contagious disease described in WAC [246-110-010](#), as now and hereafter amended.

³ [WSR 18-15-001, recodified as § 110-300-0115, filed 7/5/18, effective 7/5/18. Statutory Authority: RCW [43.215.070](#), [43.215.201](#) and chapter [42.56](#) RCW. WSR 18-14-079, § 170-300-0115, filed 6/30/18, effective 8/1/19.] Retrieved from <http://apps.leg.wa.gov/wac/default.aspx?cite=110-300-0115>, October 2018.

(4) An early learning program's health policy, pursuant to WAC [110-300-0500](#), must include provisions for excluding or separating staff with a contagious disease described in WAC [246-110-010](#), as now and hereafter amended.⁴

⁴ [WSR 18-15-001, recodified as § 110-300-0120, filed 7/5/18, effective 7/5/18. Statutory Authority: RCW [43.215.070](#), [43.215.201](#) and chapter [42.56](#) RCW. WSR 18-14-079, § 170-300-0120, filed 6/30/18, effective 8/1/19.] Retrieved from <http://apps.leg.wa.gov/wac/default.aspx?cite=110-300-0120>, October 2018.