

## Foundational Quality Standards for Early Learning Programs

### **WAC 110-300-0455 Attendance records.**

- (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:
  - (a) The name of the child;
  - (b) The date of care;
  - (c) Child arrival and departure times from the early learning program;
  - (d) Signature or electronic signature of parent, guardian or other authorized person at the time of arrival and departure; and
  - (e) A staff signature when a child leaves the early learning program to attend school or participate in off-site activities not offered by the early learning program.
- (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:
  - (a) The name of each staff member (including staff assigned to care for children with special needs and one-on-one care) and volunteers;
  - (b) The number of children in each classroom or family home program;
  - (c) The staff-to-child ratio;
  - (d) The date; and
  - (e) Start and end times of the assigned staff or volunteers.
- (4) If the attendance records are kept electronically, the electronic system must:
  - (a) Record either an electronic signature, swipecard, personal identification number (PIN), biometric reader, or similar action by the parent or authorized person when signing the child in or out of care (or staff notation of who picked up or dropped off along with time in and out if authorized person does not have electronic signature, swipe card, PIN, biometric reader or similar action);
  - (b) Ensure the authenticity, confidentiality, integrity, security, accessibility, and protection against disproof of the electronic records;
  - (c) Be able to produce an authentic, verifiable and uniquely identified written record for each transaction;
  - (d) Be able to authenticate (prove the identity of) the sender of the record and ensure that the electronic record has not been altered;
  - (e) Be able to capture an electronic record for each transaction conducted;

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- (f) Be able to retain the electronic record in an accessible form for their legal minimum retention period;
- (g) Be able to search and retrieve electronic records in the normal course of business; and
- (h) Be able to perform in an accurate, reliable, and consistent manner in the normal course of business.

(5) Electronic attendance records must contain information necessary to reproduce the entire electronic record and associated signatures in a form that permits a person viewing or printing the entire electronic record to verify:

- (a) The contents of the electronic record;
- (b) The person signing the electronic record; and
- (c) The date signatures were executed.

**WAC 110-300-0460 Child records.**

(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.

- (a) A child's record must be kept in a confidential manner but in an area easily accessible to staff.
- (b) A child's parent or guardian must be allowed access to all of his or her own child's records.

(2) Each child's enrollment record must include the following:

- (a) The child's birth date;
- (b) An enrolled child's parent or 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.

(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;
  - (iii) The names of the early learning program staff providing the treatment; and
  - (iv) Evidence that a copy of the incident or injury report was given to the child's parent or guardian.
- (j) Documentation that a provider reported food poisoning or contagious diseases to the local health jurisdiction or the department of health, if applicable.

**WAC 110-300-0465 Retaining facility and program records.**

(1) An early learning provider must keep all records required in this chapter for a minimum of three years unless otherwise indicated.

(2) Attendance records must be kept for a minimum of five years.

(3) Facility and program records from the previous twelve months must be easily accessible and kept on-site or in the program's administrative office for department or other state agency's review.

(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 provider 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;
- (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.