

WAC 170-297-1710

170-297-1710. Program director.

(1) The licensee must serve as or employ a program director who is responsible for the overall management of the child care program and operation.

(2) The program director must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of the children in care.

(3) The program director must:

(a) Be at least twenty-one years of age;

(b) Have two years' experience in management, supervision, or leadership;

(c) Attend a department orientation within six months of employment or assuming the position;

(d) Have a TB test as required under WAC 170-297-1750;

(e) Have a background clearance as required under chapter 170-06 WAC;

(f) Have current CPR and first-aid certification as required under WAC 170-297-1825;

(g) Complete HIV/AIDS training and annual bloodborne pathogens training as required under WAC 170-297-1850;

(h) Have a high school diploma or equivalent;

(i) Have a minimum of forty-five college credits (or thirty college credits and one hundred fifty training hours)

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in approved school-age credits as specified in the Washington state guidelines for determining related degree and approved credits; and

(j) Have completed twenty hours of STARS training or possess an exemption.

(4) A program director must be on the premises as needed.

(5) When the program director is not on-site the program director must leave a competent, designated staff person in charge. This staff person must meet the qualifications of a site coordinator and may also serve as child care staff when that role does not interfere with management and supervisory responsibilities.

WAC 170-297-1715

170-297-1715. Site coordinator.

(1) A child care program may employ a site coordinator responsible for being on-site with children, program planning, and program implementation. The site coordinator must provide regular supervision of staff and volunteers.

(2) The site coordinator must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of the children in care.

(3) Site coordinator staff must:

(a) Be twenty-one years of age;

(b) Have two years management experience in a related field;

(c) Attend a department orientation within six months of employment or assuming the position;

(d) Have a high school diploma or equivalent;

(e) Have completed thirty college credits in approved school-age credits as specified in the Washington state

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guidelines for determining related degree and approved credits, or twenty college credits and one hundred clock hours of related community training;

(f) Have completed twenty hours of STARS training or possess an exemption;

(g) Complete ongoing training hours as required under WAC 170-297-1800;

(h) Develop an individual training plan;

(i) Have a food worker card, if applicable; and

(j) Attend an agency orientation as required under WAC 170-297-5800.

(4) A site coordinator must be on the premises for the majority of hours that care is provided each day. If temporarily absent from the program, the site coordinator must leave a competent, designated staff person in charge who meets the qualifications of a site coordinator.

(5) The site coordinator may also serve as child care staff when the role does not interfere with management and supervisory responsibilities.

WAC 170-297-1720

170-297-1720. Lead teachers.

(1) Lead teachers may be employed to be in charge of a child or a group of children.

(2) The lead teacher must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of the children in care.

(3) Lead teachers must:

(a) Be eighteen years of age or older;

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- (b) Have one year experience in school-age care;
- (c) Have a TB test as required under WAC 170-297-1750;
- (d) Have a background clearance as required under chapter 170-06 WAC;
- (e) Have current CPR and first-aid certification as required under WAC 170-297-1825;
- (f) Complete HIV/AIDS training and annual bloodborne pathogens training as required under WAC 170-297-1850;
- (g) Have a high school diploma or equivalent;
- (h) Complete twenty hours of STARS training within three months of assuming the position of lead teacher;
- (i) Complete ongoing training hours as required under WAC 170-297-1800;
- (j) Have a food worker card, if applicable; and**
- (k) Attend an agency orientation as required under WAC 170-297-5800.

(4) Lead teachers are counted in the staff-to-child ratio.

(5) When the site coordinator is off-site or unavailable, lead teachers may assume the duties of site coordinator when they meet the site coordinator minimum qualifications, and may also serve as child care staff when the role does not interfere with management and supervisory responsibilities.

WAC 170-297-1730

170-297-1730. Program assistants.

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(1) Program assistants may be employed to assist in program and curriculum under the direction of a lead teacher or higher.

(2) Program assistants under eighteen years of age must not be left in charge of a group of children and may care for children only under direct, visual or auditory supervision by a lead teacher or higher.

(3) Program assistants eighteen years of age or older may have sole responsibility for a child or group of children for a brief period of time when there is a staff person on the premises who meets the lead teacher qualifications.

(4) Program assistants must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of the children in care.

(5) Program assistants must:

(a) Be sixteen years of age or older;

(b) Have a TB test as required under WAC 170-297-1750;

(c) Have a background clearance as required under chapter 170-06 WAC;

(d) Have current CPR and first-aid training as required under WAC 170-297-1825;

(e) Complete HIV/AIDS training and annual bloodborne pathogens training as required under WAC 170-297-1850;

(f) Have a food worker card, if applicable; and

(g) Attend an agency orientation as required under WAC 170-297-5800.

(6) Program assistants are counted in the staff-to-child ratio.

WAC 170-297-1735

170-297-1735. Volunteers.

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(1) The licensee may utilize volunteers who assist in the program under the direct supervision of the program implementation staff.

(2) The volunteers must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of the children in care.

(3) The volunteer must:

(a) Be sixteen years of age or older;

(b) Have a background check as required under chapter 170-06 WAC;

(c) Attend an agency orientation as required under WAC 170-297-5800;

(d) Have an employment application on file; and

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

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

(a) CPR and first-aid certification;

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

(c) TB test.

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

WAC 170-297-1745

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170-297-1745. Staff meetings.

Staff meetings must be conducted no less than twice per calendar year for planning and program operation. Written documentation of the staff meetings, including content and attendees of each meeting, must be kept on file.

WAC 170-297-1750

170-297-1750. Tuberculosis.

(1) Each staff person must provide documentation signed by a licensed health care professional of tuberculosis (TB) testing or treatment consisting of:

(a) A negative Mantoux test (also known as a tuberculin skin test (TST)) or negative interferon gamma release assay (IGRA) completed within twelve months before license application or employment; or

(b) A previous or current positive TST or positive IGRA with documentation within the previous twelve months:

(i) Of a chest X ray with negative results; or

(ii) Showing that the individual is receiving or has received therapy for active or latent TB disease and is cleared to safely work in a child care setting. As used in this section, 'latent TB' means when a person is infected with the TB germ but has not developed active TB disease.

(2) A TB test or chest X ray may not be required if it is against the health care provider's advice. Documentation that includes a health screening must be signed by the health care professional and submitted that indicates the TB test or chest X ray is not necessary.

WAC 170-297-1775

170-297-1775. Basic twenty hour STARS training.

(1) Prior to working unsupervised with children the director, site coordinator, and lead teacher must register in MERIT.

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(2) The director, site coordinator, and lead teacher must complete the basic twenty hours of STARS training

within three months of assuming the position.

(3) If the director, site coordinator, or lead teacher qualifies for an exemption to the STARS training requirement, he or she must request an exemption to the requirement within ten days of assuming the position.

WAC 170-297-1800

170-297-1800. Ongoing training.

(1) The director, site coordinator and lead teachers must complete a minimum of ten hours of STARS ongoing training yearly.

(2) Any staff that exceeds the ten-hour ongoing training requirement in any year may carry over up to five hours of ongoing training toward meeting the next year's requirement.

(3) The training may include:

(a) Staff person's choice of training; and

(b) Department directed training.

(4) The program director and on-site coordinator must take five hours of training each year in program management and administration for the first two years in these positions.

WAC 170-297-1820

170-297-1820. Program provided training.

The program staff must be provided with the following training:

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- (1) Child/adolescent growth and development;
- (2) Learning environment and curriculum;
- (3) Child observation and assessment;
- (4) Families, communities, and schools;
- (5) Safety and wellness;
- (6) Interactions with children/youth;
- (7) Program planning and development;
- (8) Professional development and leadership;
- (9) Cultural competency and responsiveness;
- (10) Youth empowerment; and
- (11) Other training as appropriate.

WAC 170-297-1825

170-297-1825. First-aid and cardiopulmonary resuscitation (CPR) certification.

- (1) Each staff person must have a current first-aid and cardiopulmonary resuscitation (CPR) certification as established by the expiration date of the document.

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

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

(a) Be certified by the American Red Cross, American Heart Association, American Safety and Health Institute, or other nationally recognized certification approved by the department;

(b) Include child and adult CPR; and

(c) Include a hands-on component.

WAC 170-297-1850

170-297-1850. HIV/AIDS training-Bloodborne pathogens plan.

(1) Each staff person must complete a one-time training approved by DOH under chapter 70.24 RCW on the prevention and transmission of HIV/AIDS (human immunodeficiency virus/acquired immunodeficiency syndrome).

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

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

(b) Procedures for cleaning up bodily fluid spills (blood, feces, nasal or eye discharge, saliva, urine, or vomit), including the use of gloves, proper cleaning and disinfecting of contaminated items, disposal of waste materials, and handwashing.

(3) Staff must be trained in the bloodborne pathogens exposure control plan annually and the licensee must document this training in individual personnel files.

WAC 170-297-1925

170-297-1925. Assistants and volunteers-Supervision.

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- (1) The licensee or designee is responsible for supervision of program staff.

- (2) The licensee or designee must be aware of what staff are doing and available and able to respond if the need arises to protect the health and safety of the children.

- (3) When supervising assistants and volunteers, the licensee or designee must be within visual or auditory range of an assistant or volunteer.

WAC 170-297-2000

170-297-2000. Recordkeeping-Records available to the department.

The licensee must keep all records required in this chapter for a minimum of five years:

- (1) All records from the previous twelve months must be kept in the licensed space as defined in WAC 170-297-0010 and be available immediately for the department's review.

- (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.

WAC 170-297-2025

170-297-2025. Child records-Confidentiality.

- (1) Records for all children must be kept in a confidential manner.

- (2) Each enrolled child's health record must be available to staff when needed for medical administration or emergencies.

- (3) A child's parent or guardian must be allowed access to all records for their child.

WAC 170-297-2050

170-297-2050. Child records-Contents.

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(1) An enrollment record is required for every child who is enrolled and counted in capacity. Each child's enrollment record must include the following:

(a) The child's 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 certificate of immunization status (CIS) form signed by the parent or guardian; or

(ii) A DOH certificate of exemption (COE) form signed by the parent for religious, philosophical, or personal exemption; or

(iii) A DOH certificate of exemption (COE) form signed by the parent and a health care professional for a medical exemption;

(e) The child's health history that includes:

(i) Known health conditions such as allergies, asthma, and diabetes;

(ii) Date of last physical exam; and

(iii) Date of last dental exam;

(f) Names, phone numbers, and addresses 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;

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(h) Parent or guardian information including name, phone numbers, address, and 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 providers. If the child has no medical or dental provider, the parent or guardian must provide a written plan for medical or dental injury or incident; and

(j) 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.

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

(a) Injury/incident reports (see WAC 170-297-3575 and 170-297-3600);

(b) A medication authorization and administration log (see WAC 170-297-3375);

(c) A plan for special or individual needs of the child (see WAC 170-297-0050); and

(d) Documentation of use of physical restraint (see WAC 170-297-6250).

(3) The child's records must include signed parent permissions (see WAC 170-297-6400) as applicable for:

(a) Field trips;

(b) Transportation; and

(c) Visiting health professionals providing services to the child at the child care program site.

WAC 170-297-2075

170-297-2075. Staff records.

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Records for each staff person must include documentation of:

- (1) Current first aid, child and adult CPR training certification;
- (2) Bloodborne pathogens training certification;
- (3) HIV/AIDS training certification;
- (4) TB test results or documentation as required under WAC 170-297-1750;

(5) Current state food worker card for staff if required under WAC 170-297-7675;

- (6) Completed background check form if applicable under WAC 170-297-1200 and a copy of the department-issued authorization letter;
- (7) Copy of a current government issued picture identification;
- (8) Emergency contact information;
- (9) Completed application form or resume for staff when hired;
- (10) Documentation for staff of:
 - (a) Twenty hour basic STARS training;
 - (b) Ongoing training completed; and
 - (c) Registration in MERIT;

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(11) Record of training provided to staff and volunteers.

WAC 170-297-2125

170-297-2125. Child attendance records-Staff-to-child ratio records.

The following records must also be kept on file:

(1) Daily attendance for each child counted in capacity that includes the:

(a) Child's dates of attendance;

(b) Time the child arrives or returns to the child care facility, including the signature of the person authorized by the child's parent or guardian to sign the child in; and

(c) Time the child leaves the child care facility including signature of the authorized person to sign the child out.

Staff must sign a child in/out where the parent or guardian has given specific written permission that would allow that child to leave the facility.

(2) Names of staff being counted to meet the daily staff-to-child ratio requirements.

WAC 170-297-2150

170-297-2150. Facility records.

The following facility records must be kept:

(1) Fire extinguisher annual maintenance or receipts indicating annual purchase of new fire extinguisher(s), under WAC 170-297-3000;

(2) Septic system inspection and maintenance, if required under WAC 170-297-1375;

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- (3) Water testing results if required under WAC 170-297-1400;
- (4) Emergency preparedness evacuation drill records under WAC 170-297-2925;
- (5) Documents from any department visits, inspections, or monitoring checklists; and
- (6) As applicable, compliance agreements or safety plans between the licensee and the department.

WAC 170-297-2175

170-297-2175. Materials that must be posted.

The following must be posted in the licensed space during operating hours and clearly visible to the parents, guardians, volunteers, and staff:

- (1) A statement of the child care program philosophy of child development;
- (2) Emergency information posted adjacent to the telephone, including:
 - (a) 911 or emergency services number;
 - (b) Name of the child care program, telephone number(s), address, and directions from the nearest major arterial street or nearest cross street to the child care program;
 - (c) Washington poison center toll-free phone number; and
 - (d) DSHS children's administration intake (child protective services) toll-free telephone number;
- (3) Emergency preparedness plan and drills posted near each emergency exit door with the following information:
 - (a) Dates and times of previous drills;

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(b) Procedure for sounding alarm;

(c) Monthly smoke detector check;

(d) Annual fire extinguisher check;

(e) Floor plan, with emergency exits and emergency exit pathways identified; and

(f) Emergency medical information or explanation of where that information can be found;

(4) Child care licensing information, including:

(a) The current department-issued child care license;

(b) Staff names and work hours; and

(c) If applicable, a copy of current department-approved exceptions to the rules;

(5) Food menus;

(6) If applicable, notice of any current or pending department enforcement action. Notice must be posted:

(a) Immediately upon receipt; and

(b) For at least two weeks or until the violation causing the enforcement action is corrected, whichever is longer;

(7) Notice that the licensee does not have the liability insurance coverage required under WAC 170-297-1350, or that the coverage is lapsed or terminated, if applicable;

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(8) A notice stating that additional information about the child care license is available upon request. This information must include:

(a) Copies of department monitoring checklists;

(b) If applicable, any facility licensing compliance agreements (FLCA); and

(c) If applicable, a copy of any enforcement action taken by the department for the previous three years;

(9) A typical daily schedule as described in WAC 170-297-6575; and

(10) Current lesson plans.

WAC 170-297-2200

170-297-2200. Reporting incidents to 911 (emergency services).

The following must be reported immediately to 911 emergency services by the licensee or designee:

(1) A child missing from care, as soon as the staff realizes the child is missing;

(2) Medical emergency (injury or illness) that requires immediate professional medical care;

(3) Incorrect administration of any medication, except nonprescription topical creams or ointments;

(4) Overdose of any oral, inhaled or injected medication;

(5) Fire and other emergencies;

(6) Poisoning or suspected poisoning; and

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(7) Other incidents requiring emergency response.

WAC 170-297-2225

170-297-2225. Reporting incidents to Washington poison center.

The licensee or designee must immediately report the following to the Washington poison center, after calling 911, and must follow any instructions from the poison center:

- (1) Any poisoning or suspected poisoning;
- (2) A child receiving too much of any oral, inhaled or injected medication; and
- (3) A child taking or receiving another child's medication.

WAC 170-297-2250

170-297-2250. Reporting incidents to a child's parent or guardian and the department.

(1) The licensee or designee must report to a child's parent or guardian and the department:

(a) Immediately:

- (i) Any incident reported under WAC 170-297-2200, after calling 911;
- (ii) Any incident reported under WAC 170-297-2225, after calling 911 and Washington poison center;
- (iii) A child's demonstrated acts, gestures or behaviors that may cause serious intentional harm to self, others or property; and
- (iv) Use of physical restraint on a child;

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(b) Within twenty-four hours:

(i) Injury or other health concern to a child that does not require professional medical treatment (report to parent only);

(ii) Change in child care staff that may impact child care staffing;

(iii) Change in the program phone number or e-mail; and

(iv) Child's exposure to a reportable contagious disease from the list in WAC 246-110-010.

(2) The licensee must notify the department when liability insurance coverage terminates within thirty days of termination.

(3) The licensee must give a child's parent or guardian written notice when liability insurance coverage lapses or is terminated within thirty days of lapse or termination.

WAC 170-297-2275

170-297-2275. Other incident reporting to the department.

(1) The licensee or designee must report to the department any of the incidents or changes as required under WAC 170-297-2200, or 170-297-2225, 170-297-2250, 170-297-2300, and 170-297-2325.

(2) Regarding the licensee, staff, or volunteers, the licensee or designee must report to the department within twenty-four hours any:

(a) Pending charge or conviction for a crime listed in WAC 170-06-0120;

(b) Allegation or finding of child abuse or neglect under chapter 26.44 or 74.15 RCW;

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(c) Allegation or finding of abuse or neglect of a vulnerable adult under chapter 74.34 RCW; or

(d) Pending charge, conviction, or negative action from outside Washington state consistent with or the same crime listed in WAC 170-06-0120, or the definition of 'negative action' as defined in RCW 43.215.010.

WAC 170-297-2300

170-297-2300. Reporting to DSHS children's administration intake.

The licensee or designee is required to report the following to DSHS children's administration intake-child protective services (CPS) or law enforcement as required under RCW 26.44.030, and to the licensor:

- (1) Any suspected child abuse or neglect;
- (2) A child's disclosure of sexual or physical abuse;
- (3) Inappropriate sexual contact between two or more children;
- (4) A child's attempted suicide or talk about attempting suicide; and
- (5) Death of a child while in care or from injury or illness that may have occurred while the child was in care.

WAC 170-297-2325

170-297-2325. Notifiable conditions.

- (1) The licensee or designee must report a staff person, volunteer, or child diagnosed with a notifiable condition as defined in chapter 246-101 WAC to the local health jurisdiction or the state department of health.
- (2) Contact the local health jurisdiction for the list of notifiable conditions and reporting requirements.
- (3) A person must be excluded from the program when diagnosed with a notifiable condition and must not return to the program until approved to do so by the local health officer.

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WAC 170-297-2350

170-297-2350. Policies.

- (1) The child care program must have written policies for:
 - (a) Parents and guardians, also known as the parent handbook;
 - (b) Program and staff.
- (2) All policies must be submitted to the department.

WAC 170-297-2375

Green,
Burgundy,
& Gray

170-297-2375. Parent/guardian policies (handbook).

The written parent/guardian policies (handbook) must include:

- (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) Access to children during child care hours;
- (5) Program philosophy (the program's view of child learning and development);
- (6) Typical daily schedule, including sample curriculum;

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(7) The program's policy on use of media such as movies, television, computers and music, in child learning and development;

(8) Communication plan with parents/guardians including:

(a) How the parent or guardian may contact the child care program staff with questions or concerns;

(b) How the child care program staff will communicate the child's progress with the parent or guardian at least twice a year; and

(c) How the child care program staff will work with parents to support the child;

(9) Written plan for any child's specific needs, if applicable;

(10) Fee and payment plans;

(11) Nondiscrimination statement, including Americans with Disabilities Act statement;

(12) Cultural awareness activities;

(13) Religious activities and how families' specific religious preferences are addressed;

(14) How holidays are recognized in the program;

(15) Confidentiality policy, including when information may be shared. See WAC 170-297-2025;

(16) Items that the licensee requires the parent or guardian to provide;

(17) Guidance and discipline policy. See WAC 170-297-6050;

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(18) Reporting suspected child abuse or neglect;

(19) Food service practices, including:

(a) Meal and snack schedule;

(b) How child food preferences are addressed; and

(c) Guidelines on food brought from the child's home;

(20) Off-site field trips requirements. See WAC 170-297-2450;

(21) Transportation requirements. See WAC 170-297-6475;

(22) Staffing plan;

(23) Access to staff training and professional development records;

(24) Health care and emergency preparedness policies including:

(a) Emergency preparedness and evacuation plans. See WAC 170-297-2825 and 170-297-2850;

(b) Injury or medical emergency response and reporting;

(c) Medication management including storage and dispensing. See WAC 170-297-3325;

(d) Exclusion/removal policy of ill persons. See WAC 170-297-3210;

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(e) Reporting of notifiable conditions to public health;

(f) Immunization tracking. See WAC 170-297-3250; and

(g) Infection control methods, including:

(i) Handwashing (WAC 170-297-3625) and, if applicable, hand sanitizers (WAC 170-297-3650); and

(ii) Cleaning and sanitizing procedures including the sanitizing method and products used. See WAC 170-297-3850 through 170-297-3925;

~~(25) Nonsmoking policy. See WAC 170-297-4050;~~

(26) Drug and alcohol policy. See WAC 170-297-4025; and

(27) A signature page with parent/guardian signature documenting that the parent/guardian has received the handbook policies. The signature page must be kept on file on the premises.

WAC 170-297-2400

170-297-2400. Program/operations policies.

(1) The child care program must have written program/operations policies that include:

(a) All information in the parent/guardian handbook under WAC 170-297-2375;

(b) Plans to keep required program/staff records current;

(c) Child supervision requirements;

(d) Mandatory reporting requirement of suspected child abuse and neglect and other incidents under WAC 170-

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297-2300;

(e) A plan for off-site field trips;

(f) A plan for transporting children;

(g) Medical emergency, fire, disaster and evacuation responsibilities;

(h) Guidance and discipline responsibilities; and

(i) A plan for staff to include:

(i) Staff responsibilities;

(ii) Staff training;

(iii) Staff expectations; and

(iv) Professional development.

(2) Program/operations policies may be integrated with staff policies required under WAC 170-297-2425 in a single written policy document.

WAC 170-297-2425

170-297-2425. Staff policies.

(1) The child care program must have written staff policies and provide training on the policies to all staff and volunteers. Staff policies must include:

(a) All the information in the parent/guardian handbook under WAC 170-297-2375, except fees;

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(b) A plan for keeping staff records current including:

(i) Completed background check forms and department clearance letters;

(ii) First-aid and CPR certification;

(iii) TB test results;

(iv) Required training and professional development for staff persons; and

(v) Training that the licensee must provide to staff;

(c) Job descriptions;

(d) Staff responsibilities for:

(i) Child supervision requirements;

(ii) Guidance/discipline techniques;

(iii) Food service practices;

(iv) Off-site field trips;

(v) Transporting children;

(vi) Health, safety and sanitization procedures;

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(vii) Medical emergencies, fire, disaster and evacuations; and

(viii) Mandatory reporting of suspected child abuse and neglect.

(2) The licensee or designee must keep documentation of all staff training on policies.

(3) Staff policies may be integrated with program/operations policies required under WAC 170-297-2400 in a single written policy document.

WAC 170-297-2450

170-297-2450. Off-site activity policy.

A written policy for off-site activities is required and must include:

(1) Parent notification and permissions. See WAC 170-297-6400;

(2) Supervision plan;

(3) Transportation plan. See WAC 170-297-6475;

(4) Emergency procedures including bringing each child's:

(a) Emergency contact information;

(b) Medical records;

(c) Individual medications for children who have them; and

(d) Medication administration log;

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(5) Medication management;

(6) A policy for maintaining a complete first-aid kit; and

(7) A policy for charging of fees, if any.

WAC 170-297-2575

170-297-2575. Combustible and flammable materials.

(1) The licensee must not allow combustible materials (including, but not limited to, lint, or rags soaked in grease, oils, or solvent) to accumulate; these items must be removed from the building or stored in a closed metal container.

(2) The licensee must store items labeled 'flammable,' in areas that are inaccessible to children and away from exits.

WAC 170-297-2600

170-297-2600. Furnaces and other heating devices.

(1) The licensee must keep paper, rubbish, or combustible materials at least three feet away from any furnace, fireplace, or other heating device.

(2) Furnaces must be inaccessible to the children, isolated, enclosed or protected.

(3) Any appliance or heating device that has a hot surface capable of burning a child must be made inaccessible to the children in care during operating hours when the appliance or device is in use or is still hot after use.

WAC 170-297-2625

170-297-2625. Electrical motors.

The licensee must keep electrical motors on appliances free of accumulated dust or lint.

WAC 170-297-2675

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170-297-2675. Open flame devices, candles, matches and lighters.

- (1) The licensee must not use or allow the use of open flame devices in the licensed space or any space accessible to the children during operating hours.
- (2) The licensee must not use or allow the use of candles during operating hours.
- (3) The licensee must keep matches and lighters inaccessible to children.

WAC 170-297-2700

170-297-2700. Emergency flashlight.

The licensee must have a working flashlight available for use as an emergency light source. The licensee must have extra batteries if the flashlight is powered by batteries.

WAC 170-297-2725

170-297-2725. Portable heaters and generators.

- (1) The licensee must not use or allow the use of portable heaters or fuel-powered generators in any area inside of licensed space during operating hours.
- (2) When a portable fuel-powered generator is in use:
 - (a) The generator must be placed at least fifteen feet from buildings, windows, doors, ventilation intakes, or other places where exhaust fumes may be vented into the licensed space; and
 - (b) Appliances must be plugged directly into the generator or to a heavy duty outdoor-rated extension cord that is plugged into the generator.

WAC 170-297-2775

170-297-2775. Telephone.

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- (1) The licensee must have a working telephone in the licensed space.
- (2) The licensee must have a telephone readily available with sufficient backup power to function for at least five hours in the event of an electrical power outage.

WAC 170-297-2825

170-297-2825. Fire evacuation plan.

- (1) If there is a fire during child care operating hours, the licensee's and program staff's first responsibility is to evacuate the children to a safe place outside.
- (2) The licensee or designee must develop a written fire evacuation plan and post it at a place that is clearly visible to the staff, parents, guardians, and volunteers. The evacuation plan must be evaluated annually and updated as needed.
- (3) The evacuation plan must include:
 - (a) An evacuation floor plan that identifies emergency exit pathways, emergency exit doors, and emergency exit windows;
 - (b) Method(s) to be used for sounding an alarm;
 - (c) Actions to be taken by the person discovering the fire;
 - (d) A written description of how the licensee or program staff will evacuate all children, including nonambulatory children;
 - (e) Calling 911 after evacuating the children;
 - (f) How the licensee or program staff will account for all of the children in attendance;

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(g) Where children and program staff will gather away from the building pending arrival of the fire department or emergency response; and

(h) How the licensee or designee will inform parents or guardians and arrange pick up of children if needed.

WAC 170-297-2850

170-297-2850. Disaster plan.

(1) The licensee must have a written disaster plan for emergencies other than fire. The plan must be:

(a) Reviewed by the licensee annually and updated as needed;

(b) Reviewed by program staff annually or when updated, with signature documentation of review; and

(c) Reviewed with parents or guardians when a child is enrolled, and when the plan is updated.

(2) The written disaster plan must cover at minimum the following:

(a) For disasters that may require evacuation:

(i) How the licensee or program staff will evacuate all children, especially those who are nonambulatory;

(ii) What to take when evacuating the children, including:

(A) First-aid kit;

(B) Child medication records; and

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(C) If applicable, individual children's medication;

(iii) Where to go;

(iv) How the licensee and program staff will account for all of the children in attendance; and

(v) How the children will be reunited with their parents or guardians after the event;

(b) Earthquake procedures including:

(i) What the licensee or program staff will do during an earthquake;

(ii) How the licensee or program staff will account for all of the children in attendance; and

(iii) After an earthquake, how the licensee or designee will assess whether the licensed space is safe for the children;

(c) Lockdown of the facility or shelter-in-place, including:

(i) How doors and windows will be secured if needed; and

(ii) Where children will stay safely inside the facility; and

(d) How parents and guardians will be contacted after the emergency situation is over.

(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.

(4) As used in this section, 'lockdown' means to remain inside the child care facility when police or an official emergency response agency notifies the licensee or program staff that it is unsafe to leave the facility or be outdoors during an emergency situation.

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(5) As used in this section, 'shelter-in-place' means an identified neighborhood location that the licensee or program staff must take the children to during an emergency situation.

WAC 170-297-2875

170-297-2875. Fire, disaster training for staff and volunteers.

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

(a) All elements of the fire, evacuation and disaster plans;

(b) Operation of the fire extinguishers;

(c) How to test the smoke detectors and carbon monoxide detectors and replace detector batteries, if required; and

(d) Program staff responsibilities in the event of a fire or disaster.

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

WAC 170-297-2900

170-297-2900. Emergency drills.

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

(1) Fire/evacuation drill: Once each calendar month;

(2) Earthquake or lockdown/shelter-in-place drill: Once every three calendar months; and

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(3) Emergency drills must be conducted during different times of the day.

WAC 170-297-2925

170-297-2925. Record of emergency drills.

The licensee or designee must keep records of emergency drills performed and post the records as required in WAC 170-297-2175. Records must include:

(1) The date and time the drill took place;

(2) Program staff who participated;

(3) Number of children who participated;

(4) Length of drill; and

(5) Notes about how the drill went and improvements, if any, that need to be made.

WAC 170-297-2975

170-297-2975. Additional method to sound an alarm.

The licensee must have an additional method to sound an alarm that is used only in a fire, emergency situation, or drill.

WAC 170-297-3000

170-297-3000. Fire extinguishers.

(1) The licensee must have working fire extinguishers, readily available. A fire extinguisher must be:

(a) Located on each level of the licensed premises used for child care; and

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(b) Mounted:

(i) Within seventy-five feet of an exit; and

(ii) Along the path of an exit.

(2) A fire extinguisher may be mounted in a closed unlocked closet. There must be:

(a) A sign on the closet door to indicate that a fire extinguisher is mounted inside; and

(b) No obstructions blocking access to the closet.

(3) The licensee must have documentation on file of annual:

(a) Fire extinguisher maintenance; or

(b) Proof of purchasing new extinguishers.