



School-Age Child Care Monitoring Checklist (Example)

Note: DCYF uses different “checklists” to inspect school-age child care premises. This is an example of a monitoring checklist, which is used after a provider becomes fully licensed. A monitoring checklist is tailored to the specifics of each individual school-age child care center program by only including the regulations applicable to that program. This example monitoring checklist does not include any changes that occur after July 2022.

INSPECTION TYPE:		INSPECTION DATE:	
I. PROVIDER INFORMATION			
PROVIDER NAME:		PROVIDER ID:	
DOING BUSINESS AS:		CAPACITY:	
PRIMARY CONTACT PERSON:		AGE RANGE:	
FACILITY TYPE:	LICENSING TYPE:	LICENSE STATUS:	REFERRAL STATUS:
II. WORKER ASSIGNMENT			
LICENSOR:	EMAIL ADDRESS:	TELEPHONE NUMBER:	
LICENSING SUPERVISOR:	EMAIL ADDRESS:	TELEPHONE NUMBER:	
III. DAYS AND HOURS OF OPERATION			
DAYS OF OPERATION:		HOURS OF OPERATION:	

DEFINITIONS

Variance (V): an official approval by the department to allow an early learning program to achieve the outcome of a rule or rules in this chapter in an alternative way than described due to the needs of a unique or specific program approach or methodology.

Waiver (W): an official approval by the department allowing an early learning provider not to meet or satisfy a rule in this chapter due to specific needs of the program or an enrolled child.

Key Indicators (KI): Regulations that predict further compliance in each section and if non-compliant will instruct the licensor to inspect all regulations in that section.

Risk Level Classification:

IMMEDIATE CONCERN (I): Rules of immediate concern are requirements developed by the department to protect the health and safety of children against substantial risk of injury, illness, or death. The provider must correct any violation of rules of immediate concern as soon as possible, but in no case later than the next business day.

SERIOUS CONCERN (S): Rules of serious concern are requirements developed by the department to protect the health and safety of children against substantial risk of injury or illness. The provider must

correct any violation of rules of serious concern as soon as possible, but in no case later than five business days from the date of non-compliance.

SHORT TERM CONCERN (S): Rules of short term concern are requirements developed by the department to protect the health and safety of children against the risk of injury or illness that is likely to occur if a provider fails to comply over a short period of time. The provider must correct any violation of rules of short term concern as soon as possible. The provider must demonstrate compliance to the department within 10 business days from the date of non-compliance.

LONG TERM CONCERN (L): Rules of long term concern are requirements developed by the department to protect the health and safety of children against the potential risk of injury or illness that is likely to occur if a provider fails to comply over an extended period of time. The provider must agree to correct any violation of rules of long term concern as soon as possible. The provider must demonstrate compliance to the department within 20 business days from the date of non-compliance.

Space and Furnishings		
WAC/RCW	Description	Code
110-301-0135(2)(a)	Furniture and equipment must be: (a) Maintained in a safe working condition;	
110-301-0145(5)	Bouncing equipment including, but not limited to, trampolines, rebounders, and inflatable equipment must be inaccessible and locked. This requirement does not apply to bounce balls designed to be used by individual children.	
110-301-0145(9)	For any program that does not operate on public or private school premises, fences, barriers, and gates must be in good condition, have no gap through which a sphere with a diameter of three and one-half inches can pass, and have a minimum height of forty-eight inches or conform in height to applicable local codes.	
110-301-0146(1)	This section is applicable to any program that does not operate on public or private school premises. Playground equipment and surfacing used by a school-age provider must comply with applicable CPSC guidelines including, but not limited to, installing, arranging, designing, constructing, and maintaining outdoor play equipment and surfacing.	
110-301-0146(1)(a)(b)	This section is applicable to any program that does not operate on public or private school premises. (a) Climbing play equipment must not be placed on or above concrete, asphalt, packed soil, lumber, or similar hard surfaces; and(b) The ground under swings and play equipment must be covered by a shock absorbing material (grass alone is not an acceptable) such as: (i) Pea gravel at least nine inches deep; (ii) Playground wood chips at least nine inches deep; (iii) Shredded recycled rubber at least six inches deep; or (iv) Any material that has a certificate of compliance, label, or documentation stating it meets ASTM standards F1292.	

110-301-0147(1)	A school-age provider must observe weather conditions and other possible hazards to take appropriate action for child health and safety. Conditions that pose a health or safety risk may include, but are not limited to: (a) Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority; (b) Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority; (c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger; (d) Earthquake; (e) Air quality emergency ordered by a local or state authority on air quality or public health; (f) Lockdown notification ordered by a public safety authority; and (g) Other similar incidents.	
110-301-0148(3)	Any herbicide or pesticide must be applied pursuant to the product manufacturer's directions. The product must not be applied while children are present. Children must not apply the product, or have access to the garden during the manufacturer's prescribed waiting period following application.	

Activities		
WAC/RCW	Description	Code
110-301-0150(1)(c)	School-age materials must be: (c)Accommodating to a range of abilities of children in care;	
110-301-0150(1)(h)	School-age materials must be: (h) Removed from the school-age program space once an item has been recalled by CPSC.	

Safety		
WAC/RCW	Description	Code
110-301-0165(2)(a)	A school-age provider must take steps to prevent hazards to children including, but not limited to: (a)Ensuring firearms, guns, weapons, and ammunition are not on the premises of a school-age program; and	
110-301-0165(2)(b)	A school-age provider must take steps to prevent hazards to children including, but not limited to: (b)For any program that does not operate on public or private school premises, eliminating and not using in the licensed space, pursuant to RCW 43.216.380, any window blinds or other window coverings with pull cords or inner cords capable of forming a loop and posing risk of strangulation to children. (i) Window blinds and other window coverings that have been manufactured or properly retrofitted in a manner that eliminates the formation of loops posing a risk of strangulation are allowed; and (ii) A window covering must not be secured to the frame of a window or door used as an emergency exit in a way that would prevent the window or door from opening easily;	

110-301-0165(3)(a)	A school-age provider must take measures intended to prevent other hazards to children in care in school-age program space including, but not limited to: (a) Cuts, abrasions, and punctures. Equipment, materials, and other objects on the premises that have splintered edges, sharp edges, points, protruding nails, bolts, or other dangers must be repaired, removed, or made inaccessible to children;	
110-301-0165(3)(b)	A school-age provider must take measures intended to prevent other hazards to children in care in school-age program space including, but not limited to: (b) Burns. Equipment, materials, or products that may be hot enough to injure a child must be made inaccessible to children;	
110-301-0165(3)(c)	A school-age provider must take measures intended to prevent other hazards to children in care in school-age program space including, but not limited to: (c) Sheering, crushing, or pinching. Broken or cracked equipment, materials, and objects must be repaired, removed, or made inaccessible to children;	
110-301-0165(3)(d)	A school-age provider must take measures intended to prevent other hazards to children in care in school-age program space including, but not limited to: (d) Entrapment. Spare or secondary freezers and refrigerators, washers, dryers, large compost bins, and other entrapment dangers must be inaccessible to children unless being actively supervised;	
110-301-0165(3)(f)	A school-age provider must take measures intended to prevent other hazards to children in care in school-age program space including, but not limited to: (f) Falling objects. Large objects that pose a risk of falling or tipping must be securely anchored. Large objects include, but are not limited to, televisions, dressers, bookshelves, wall cabinets, sideboards or hutches, and wall units; and	
110-301-0165(3)(g)	A school-age provider must take measures intended to prevent other hazards to children in care in school-age program space including, but not limited to: (g) Equipment in poor condition. Equipment in poor condition (loose parts, rusty parts, flaking paint, or other dangers) must be repaired, removed, or made inaccessible to children.	
110-301-0165(4)(b)(i)	To ensure a safe environment for children in care, a school-age provider must comply with the following requirements: (b) Stairway safety. (i) There must not be clutter or obstructions in the stairway; than thirty-eight inches on at least one side of the stairway;	
110-301-0165(4)(b)(ii)	To ensure a safe environment for children in care, a school-age provider must comply with the following requirements: (ii) For any program that does not operate on public or private school premises, all stairways (indoor and outdoor), not including play structures, must meet local building codes	

	pursuant to RCW 43.216.340. (A) Open stairways with no walls on either side must have handrails with slats (balusters) that prevent a child from falling off either side of the stairway. (B) Stairways with a wall on only one side must have a handrail with slats (balusters) on the side without the wall that prevents a child from falling off the stairway. (C) Stairways with a wall on both sides must have a handrail no higher than thirty-eight inches on at least one side of the stairway;	
110-301-0165(4)(e)	To ensure a safe environment for children in care, a school-age provider must comply with the following requirements: (e) Licensed space lighting. For any program that does not operate on public or private school premises, school-age program space must have natural or artificial light that provides appropriate illumination for school-age program activities and supervision. A provider must comply with all light fixture manufacturers' installation and use requirements. A provider must also ensure compliance with the following requirements: (i) Light fixtures must have shatter-resistant covers or light bulbs; (ii) Lights or light fixtures used indoors must be designed for indoor use only; (iii) Free standing lamps must be attached or secured to prevent tipping; and (iv) Halogen lamps and bulbs are prohibited.	—
110-301-0165(4)(f)	To ensure a safe environment for children in care, a school-age provider must comply with the following requirements: (f) safe water temperature. For any program that does not operate on public or private school premises, all water accessible to enrolled children must not be hotter than 120 degrees Fahrenheit; and	—
110-301-0165(4)(g)	To ensure a safe environment for children in care, a school-age provider must comply with the following requirements: (g) Platforms and decks. For any program that does not operate on public or private school premises, all platforms and decks used for school-age program activities must meet local building codes pursuant to RCW 43.216.340. This does not include play equipment. All platforms and decks with a drop zone of more than eighteen inches must have guardrails in sections without steps.	—
110-301-0165(5)(a)	To ensure a safe environment for children in care, a school-age provider must comply with the following electrical requirements: (a) Electrical cords must be in good working condition, not torn or frayed, and not have any exposed wires;	—
110-301-0165(5)(b)	To ensure a safe environment for children in care, a school-age provider must comply with the following electrical requirements: (b) Electrical cords must be plugged directly into a wall outlet or a power strip with surge protector;	—
110-301-0165(5)(c)	To ensure a safe environment for children in care, a school-age provider must comply with the following electrical requirements: (c) Extension	—

	cords may only be used for a brief, temporary purpose and must not replace direct wiring;	
110-301-0165(5)(d)	To ensure a safe environment for children in care, a school-age provider must comply with the following electrical requirements: (d) Electrical devices accessible to children must not be plugged into an electrical outlet near a water source such as sink, tub, water table, or swimming pool; and	___
110-301-0165(5)(e)	To ensure a safe environment for children in care, a school-age provider must comply with the following electrical requirements: (e) For any program that does not operate on public or private premises, outlets near sinks, tubs, toilets, or other water sources must be inaccessible to children or be tamper-resistant and equipped with a ground fault circuit interrupter (GFCI) outlet type.	___
110-301-0166(3)(a)	To ensure a safe exit from the premises during an emergency, the school-age provider must comply with the following requirements: (a) Exit doors must not be partially or entirely blocked;	___
110-301-0166(3)(b)	To ensure a safe exit from the premises during an emergency, the school-age provider must comply with the following requirements: (b) For any program that does not operate on public or private school premises, emergency exit doors must remain unlocked from the inside, but may be locked from the outside while the school-age program is open. The door handle must be of the type that can be opened from the inside without the use of a key, tools, or special knowledge, and must automatically unlock when the knob or handle is turned; and	___
110-301-0166(3)(c)	To ensure a safe exit from the premises during an emergency, the early learning provider must comply with the following requirements: (c) Exit doors that are not designated as an emergency exit door may be locked during operating hours. For any program that does not operate on public or private school premises, locking interior doors in school-age program space must be designed to be unlocked from either side. An unlocking device must be readily available.	___
110-301-0170(2)	For any program that does not operate on public or private school premises, a school-age provider must arrange for a fire safety inspection annually. A provider must arrange a fire safety inspection with a local government agency. If a local government agency is not available to conduct a fire safety inspection, a provider must inspect for fire safety using the state fire marshal form.	___
110-301-0170(3)(a)	To ensure a safe environment for children in care, a school age provider must comply with the following fire safety requirements: (a) Combustible materials. For any program that does not operate on public or private	___

	school premises, combustible materials: (i) Must be properly discarded pursuant to local jurisdictions, removed from the premises, or properly stored in closed plastic or metal containers specifically designed to hold such combustible materials; (ii) Stored in a closed plastic or metal container must be inaccessible to children in care; and (iii) Include, but are not limited to, lint, gasoline, natural gas, diesel, fuel, propane, rags soaked in combustible materials, oils, chemicals, or solvents.	
110-301-0170(3)(b)(i)	To ensure a safe environment for children in care, a school-age provider must comply with the following fire safety requirements: (b) Furnaces and other heating devices. (i) An appliance or heating device that has a surface capable of burning a child or reaching 110 degrees Fahrenheit must be inaccessible to children in care unless a program activity involves such an appliance or device and children are being actively supervised;	—
110-301-0170(3)(b)(ii)(iii)	To ensure a safe environment for children in care, a school-age provider must comply with the following fire safety requirements:(ii) For any program that does not operate on public or private school premises, paper, rubbish, or other combustible materials must be at least three feet from furnaces, fireplaces, or other heating devices; and (iii) For any program that does not operate on public or private school premises, furnaces and other heating devices must be inaccessible to children in care.	—
110-301-0170(3)(d)	To ensure a safe environment for children in care, a school-age provider must comply with the following fire safety requirements: (d) Open flame devices, candles, matches and lighters. (i) Except for the use of a gas kitchen range, open flame devices must not be used in school-age program space or any other space accessible to children in care during operating hours; (ii) Candles must not be used during operating hours; (iii) Matches and lighters must be inaccessible to children.	—
110-301-0170(3)(e)	To ensure a safe environment for children in care, a school-age provider must comply with the following fire safety requirements: (e) Portable heaters and generators. Portable heaters or fuel powered generators must not be used inside school-age program space during operating hours. (i) In case of an emergency, a generator may be used but must be placed at least twenty feet from buildings, windows, doors, ventilation intakes, or other places where exhaust fumes may be vented into the premises or school-age program space; and (ii) Appliances must be plugged directly into a generator or into a heavy duty outdoor-rated extension cord that is plugged into a generator.	—
110-301-0170(3)(f)	To ensure a safe environment for children in care, a school-age provider must comply with the following fire safety requirements: (f) Fire alarms and smoke and carbon monoxide detectors. (i) For any program that does	—

	not operate on public or private school premises, a school-age program must have and maintain at least one smoke detector per floor, unless exempt under WAC 51-50-0907; and (ii) For any program that does not operate on public or private school premises, a school-age program must have and maintain carbon monoxide detectors, unless exempt under WAC 51-50-0915.	
110-301-0170(3)(h)	To ensure a safe environment for children in care, a school-age provider must comply with the following fire safety requirements: (h) Extinguishers. For any program that does not operate on public or private school premises, a school-age provider must have and maintain working fire extinguishers that are marked with a minimum rating of 2A:10 BC. (i) Fire extinguishers must be located pursuant to the state building code chapter 51-54A WAC, and must be readily available for use in case of an emergency; (ii) Fire extinguishers must be located on each level of the school-age program space used by children and mounted within seventy-five feet of an exit next to the path of the exit; and (iii) If a fire extinguisher is mounted in a closet, there must be a sign indicating the location of the extinguisher and obstructions must not block access to the closet.	
110-301-0170(3)(i)	To ensure a safe environment for children in care, a school-age provider must comply with the following fire safety requirements: (i) Monthly inspections. For any program that does not operate on public or private school premises, a school-age provider must involve staff responsible for different groups of children or individual classrooms during monthly inspections. At least once per month, a provider must inspect the premises to identify possible fire hazards and eliminate any hazards found, including but not limited to: (i) Fire extinguishers; (ii) Smoke detectors; (iii) Alternate alarms; and (iv) Emergency lighting.	
110-301-0175(1)	To prevent injury or drowning and ensure the health and safety of children, a school-age provider must comply with the requirements described in this section. (1) Filtered wading pools must be inaccessible to children when not in use. Wading pools that do not have a filtering system are not permitted in the school-age program space.	
110-301-0175(2)	Bodies of water not located in school-age program space, but that are in close proximity, must be made inaccessible to children in care, and the school-age program must have a written plan approved by the department.	
110-301-0175(4)	For any program that does not operate on public or private school premises, the following bodies of water must be inaccessible to children in care by using a physical barrier with a locking mechanism in compliance with WAC 246-260-031(4): (a) Swimming pools when not being used as part of the school-age program; (b) Ponds, lakes, storm retention ponds, ditches,	

	fountains, fish ponds, landscape pools or similar bodies of water; and (c) Uncovered wells, septic tanks, wastewater, wastewater tanks, below grade storage tanks, farm manure ponds or other similar hazards.	
110-301-0175(5)	Hot tubs and similar equipment must be made inaccessible by using a physical barrier with a locking mechanism.	
110-301-0175(7)	For any program that does not operate on public or private school premises, a school-age provider must comply with the following requirements when using a swimming pool on the premises as part of the school-age program: (a) Audible alarms must be on all doors, screens, and gates in licensed areas that lead to a swimming pool. The alarm must be sufficient to warn staff when children enter the outdoor area and could access the swimming pool; (b) Swimming pools must be maintained according to manufacturer specifications; (c) Swimming pools must be cleaned and sanitized according to manufacturer instructions, chapter 246-260 WAC, and DOH or local health jurisdiction guidelines; and (d) A swimming pool must not be used if the main drain cover is missing.	

Cleaning and Sanitation		
WAC/RCW	Description	Code
110-301-0241(1)(a)	A school-age provider must develop and follow a cleaning schedule that includes: (a) Food preparation areas, tables and chairs, and food service counters, which must be cleaned and sanitized before and after each meal and snack with single use paper towels or one-time use wiping cloths;	
110-301-0241(1)(c)	A school-age provider must develop and follow a cleaning schedule that includes: (c) Furniture and equipment, which must be cleaned monthly or more often as needed.	
110-301-0241(1)(d)	A school-age provider must develop and follow a cleaning schedule that includes: (d) Toys, which must be cleaned and sanitized as follows: (i) Weekly or more often as needed; and (ii) When a toy comes into contact with a child's mouth or bodily fluids it must be removed from use until it can be cleaned and sanitized prior to reuse;	
110-301-0241(4)	Toileting areas including, but not limited to, toilets, counters, sinks, and floors must be cleaned and disinfected daily or more often as needed.	
110-301-0250(2)	For any program that does not operate on public or private school premises, pursuant to WAC 110-301-0146(2), playground design must not: (a) Interfere with access to or the operation of a private septic system, including a private septic system's drain field and tanks; or (b) Be located	

	or placed in a way that impacts the private septic system's drain field or tanks as determined by local officials.	
110-301-0255(2)(f)	For any school-age program that does not operate on public or private school premises, a provider must take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Pest control steps must include: (f) Application. Pesticide must be applied to school-age program space when children are not present. When pesticide is applied, the school-age provider must comply with chapter 17.21 RCW.	___
110-301-0260(1)(a)(b)	A school-age provider must ensure all poisonous or dangerous substances including, but not limited to fuels, solvents, oils, laundry, dishwasher, other detergents, sanitizing products, and disinfectants are stored: (a) In a location that is inaccessible to children; (b) Separate and apart from food preparation areas, food items, and food supplies;	___
110-301-0260(1)(c)(d)	A school-age provider must ensure all poisonous or dangerous substances including, but not limited to fuels, solvents, oils, laundry, dishwasher, other detergents, sanitizing products, and disinfectants are stored: (c) In their original containers or clearly labeled with the name of the product and the word "poison" or "toxic" if not in the original container; (d) In compliance with the manufacturer's directions (including not storing products near heat sources).	___
110-301-0260(2)	Saws, power tools, lawn mowers, and other maintenance and janitorial equipment must be inaccessible to children.	___
110-301-0260(3)	Storage areas and storage rooms must be inaccessible to children.	___
110-301-0260(4)(a)	For any program that does not operate on public or private school premises, storage areas and storage rooms must: (a) Have moisture resistant and easily cleanable floors;	___
110-301-0260(4)(b)	For any program that does not operate on public or private school premises, storage areas and storage rooms must: (b) Have a designated maintenance or janitorial utility sink, or another method to dispose of wastewater (kitchen sinks must not be used for disposal of wastewater); and	___
110-301-0260(4)(c)	For any program that does not operate on public or private school premises, storage areas and storage rooms must: (c) Be kept clean and sanitary.	___
110-301-0260(5)	For any program that does not operate on public or private school premises, storage areas and rooms that contain chemicals, utility sinks, or wet mops must be ventilated to the outdoors with an exterior window or mechanical ventilation to prevent the buildup of odors, fumes, or other hazards.	___

Learning Supports		
WAC/RCW	Description	Code
110-301-0300(1)(a)	A school-age provider must develop an individual care plan for each child with special needs. Plans and documentation required under this section must: (a) Meet the requirements of this section;	

Emotional Support and Classroom Organization		
WAC/RCW	Description	Code
110-301-0325(1)	When communicating or interacting with children, a school-age provider must maintain a climate for healthy, culturally responsive child development such as: (a) Using a calm and respectful tone of voice; (b) Using positive language to explain what children can do and give descriptive feedback; (c) Having relaxed conversations with children by listening and responding to what they say. Adult conversations must not dominate the overall sound of the group; (d) Greeting children upon arrival and departure at the school-age program; (e) Using facial expressions such as smiling, laughing, and enthusiasm to match a child's mood; (f) Using physical proximity in a culturally responsive way to speak to children at their eye level and with warm physical contact, including but not limited to, gently touching a hand or shoulder, and sitting next to a child while communicating; (g) Validating children's feelings and show tolerance for mistakes; (h) Being responsive and listening to children's requests and questions, encouraging children to share experiences, ideas, and feelings; (i) Observing children in order to learn about their families, cultures, individual interests, ideas, questions, and theories; (j) Modeling and teaching emotional skills such as recognizing feelings, expressing them appropriately, accepting others feelings, and controlling impulses to act out feelings; (k) Representing the diversity found in the school-age program and society, including gender, age, language, and abilities, while being respectful of cultural traditions, values, religion and beliefs of enrolled families; and (l) Interacting with staff and other adults in a positive, respectful manner.	
110-301-0325(2)	A school-age provider must encourage positive interactions between and among children with techniques such as: (a) Giving children several chances a day to interact with each other while playing or completing routine tasks; (b) Modeling social skills; (c) Encouraging socially isolated children to find friends; (d) Helping children understand feelings of others; and (e) Including children with special needs to play with others.	
110-301-0330(1)	A school-age provider must work to maintain positive relationships with children by using consistent guidance techniques to help children learn.	

	Guidance techniques must adapt a school-age program's environment, routines, and activities to a child's strength's, age and developmental level, abilities, culture, community, and relate to the child's behavior.	
110-301-0330(2)	Guidance techniques may include: (a) Coaching behavior; (b) Modeling and teaching social skills such as taking turns, cooperation, waiting, self-control, respect for the rights of others, treating others kindly, and conflict resolution; (c) Offering choices; (d) Distracting; (e) Redirecting or helping a child change their focus to something appropriate to achieve their goal; (f) Planning ahead to prevent problems and letting children know what events will happen next; (g) Explaining consistent, clear rules and involving children in defining simple, clear limits; (h) Involving children in solving problems; and (i) Explaining to children the natural and logical consequence related to the child's behavior in a reasonable and developmentally appropriate manner.	
110-301-0331(4)	If a child is separated from other children, a school-age provider must: (a) Consider the child's developmental level, language skills, individual and special needs, and ability to understand the consequences of his or her actions; and (b) Communicate to the child the reason for being separated from the other children.	
110-301-0335(2)	Physical restraint must only be used if a child's safety or the safety of others is threatened, and must be: (a) Limited to holding a child as gently as possible to accomplish restraint; (b) Limited to the minimum amount of time necessary to control the situation; (c) Developmentally appropriate; and (d) Only performed by school-age providers trained in the program's child restraint policy, pursuant to WAC 110-301-0490.	

Licenisng Process		
WAC/RCW	Description	Code
110-301-0410(4)	For any program that does not operate on public or private school premises, a school-age provider must prevent enrolled children from being exposed to the following known hazards within and around the licensed premises: (a) Lead based paint; (b) Plumbing and fixtures containing lead or lead solders; (c) Asbestos; (d) Arsenic, lead, or copper in the soil or drinking water; (e) Toxic mold; and (f) Other identified toxins or hazards	

Professional Development, Training, and Requirements		
WAC/RCW	Description	Code
110-301-0100(1)	School-age program licensees must meet the requirements of a program director listed in subsection (2) of this section or hire a program director who meets the qualifications prior to being granted an initial license.	

	School-age program licensees who fulfill the role of program director in their school-age program must complete all trainings and requirements for program director.	
110-301-0100(2)(a)	Program directors manage the overall school-age program operations and facilities and set appropriate program and staff expectations. The program director is not responsible for being on-site at the program, unless the program director is filling in for an on-site role. (a) A program director must meet the following qualifications: (i) Be at least eighteen years old; (ii) Complete forty-five college credits in any one hundred-level or above college coursework or equivalent as approved and verified in the electronic workforce registry by the department as follows: (A) A program director working at the time this chapter becomes effective must have completed at least twelve college credits in any one hundred-level or above college coursework or equivalent and complete an additional thirty-three college credits in any one hundred-level or above college coursework or equivalent within five years of the date this section becomes effective; (B) A program director hired or promoted after this chapter becomes effective must have completed twelve college credits in any one hundred-level or above college coursework or equivalent prior to being hired or promoted, and complete an additional thirty-three college credits in any one hundred-level or above coursework or equivalent within five years of the time of hire or promotion. (iii) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and (iv) Have their continued professional development progress documented annually.	
110-301-0100(2)(b)(i)(ii)(iii)	(b) A program director must provide the following services: (i) A program director may fill in as a site director or teacher if acting in this role does not interfere with the responsibilities of managing the school-age program; (ii) Comply with foundational quality standards; (iii) Develop a program philosophy, communicate the philosophy to all school-age program staff, parents, and guardians, and train staff to ensure the philosophy serves all children in the program (or designate a site director with this responsibility);	
110-301-0100(2)(b)(iv)(v)	b) A program director must provide the following services: (iv) Have knowledge of community resources available to families, including resources for children with special needs and be able to share these resources with families (or designate a site director with this responsibility); and (v) Oversee professional development plans for school-age program staff including, but not limited to: (A) Providing support to staff for creating and maintaining staff records; (B) Setting educational goals with staff and locating or coordinating state-approved training opportunities for staff; and (C) Mentoring the site director.	

110-301-0100(3)(b)	A site director performs the following duties: (i) Plan and implement curriculum and environmental design of the school-age program; (ii) Be on-site providing regular supervision of staff and volunteers; (iii) Comply with foundational quality standards; (iv) Act as a teacher as long as it does not interfere with the site director's primary responsibilities; and (v) Observe and mentor staff.	
110-301-0105(2)	A school-age provider must complete and pass a department background check, pursuant to chapter 110-06 WAC.	
110-301-0106(2)	License applicants and school-age providers must register with the electronic workforce registry prior to being granted an initial license or working with children in an unsupervised capacity.	
110-301-0106(4)	A school-age providers must complete the recognizing and reporting suspected child abuse, neglect, and exploitation training as approved or offered by the department according to subsection (1) of this section. Training must include the prevention of child abuse and neglect as defined in RCW 26.44.020 and mandatory reporting requirements under RCW 26.44.030.	
110-301-0106(8)	A school-age provider who directly care for children must complete the prevention of exposure to blood and body fluids training that meets Washington state department of labor and industries' requirements prior to being granted a license or working with children. This training must be repeated pursuant to Washington state department of labor and industries regulations.	
110-301-0106(9)	Program directors, site directors, lead teachers, assistant teachers, and any other school-age providers counted in staff-to-child ratio, or who could potentially be counted in ratio, must be trained in first-aid and cardiopulmonary resuscitation (CPR). (a) Proof of training can be shown with a certification card, certificate, or instructor letter. (b) The first-aid and CPR training and certification must: (i) Be delivered in person and include a hands-on component for first aid and CPR demonstrated in front of an instructor certified by the American Red Cross, American Heart Association, American Safety and Health Institute, or other nationally recognized certification program; and (ii) Include child and adult first-aid and CPR.	
110-301-0106(10)	A school-age provider who prepares or serves food to children at a school-age program must obtain a current food worker card prior to preparing or serving food. Food worker cards must: (a) Be obtained through the local health jurisdiction, in person or online; and (b) Be renewed prior to expiring.	

110-301-0111(1)(c)	A school-age provider who oversees staff must: (c) Be available and able to respond in an emergency as needed to protect the health and safety of children in care.	
110-301-0120(2)	A school-age provider must be excluded from the school-age 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 110-301-0205.	

Food and Nutrition		
WAC/RCW	Description	Code
110-301-0186(1)	A school-age provider must obtain written instructions (the individual care plan) from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to a health condition. The individual care plan pursuant to WAC 110-301-0300 must: (a) Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction; (b) Identify foods that can substitute for allergenic foods; and (c) Provide a specific treatment plan for the school-age provider to follow in response to an allergic reaction. The specific treatment plan must include the: (i) Names of all medication to be administered; (ii) Directions for how to administer the medication; (iii) Directions related to medication dosage amounts; and (iv) Description of allergic reactions and symptoms associated with the child's particular allergies.	
110-301-0186(2)	A school-age provider must arrange with the parents or guardians of a child in care to ensure the school-age program has the necessary medication, training, and equipment to properly manage a child's food allergies.	
110-301-0186(4)	A school-age provider must review each child's individual care plan information for food allergies prior to serving food to children.	
110-301-0196(1)	Food prepared and served from a school-age program must not be tampered with or spoiled.	
110-301-0197(3)	For all foods offered by the provider or given to an enrolled child by a parent or guardian, the provider must: (a) Provide appropriate refrigeration to preserve foods from spoiling. Foods that may be subject to spoiling include, but are not limited to, meats, cooked potatoes, cooked legumes, cooked rice, sprouts, cut melons, cut cantaloupes, milk, and cheese; and (b) Refrigerate foods requiring refrigeration at 41 degrees Fahrenheit or less and freeze foods required to be frozen at 10 degrees Fahrenheit or less.	

110-301-0197(4)	Food must be stored as follows: (a) In original containers or in clean, labeled, dated, and airtight food grade containers, if appropriate. (b) Food not required to be refrigerated or frozen must not be stored directly on the floor; (c) In a manner that prevents contamination; (d) Food and food service items (such as utensils, napkins, and dishes) must not be stored in an area with toxic materials (such as cleaning supplies, paint, or pesticides); (e) Food that is past the manufacturer's expiration or best served by date must not be served to enrolled children; and (f) Raw meat must be stored in the refrigerator or freezer below cooked or ready to eat foods.	
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Health Practices		
WAC/RCW	Description	Code
110-301-0200(4)	A school-age provider must wash their hands following the handwashing procedures listed above: (a) When arriving at work; (b) After assisting with toileting; (c) After personal toileting; (d) After attending to an ill child; (e) Before and after preparing, serving, or eating food; (f) After handling raw or undercooked meat, poultry, or fish; (g) Before and after giving medication or applying topical ointment; (h) After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals; (i) After handling bodily fluids; (j) After using tobacco or vapor products; (k) After being outdoors; (l) After gardening activities; (m) After handling garbage and garbage receptacles; and (n) As needed or required by the circumstances.	
110-301-0200(5)	A school-age provider must direct, assist, teach, and coach, children to wash their hands, using the steps listed above: (a) When arriving at the school-age premises; (b) After using the toilet; (c) After outdoor play; (d) After gardening activities; (e) After playing with animals; (f) After touching body fluids such as blood or after nose blowing or sneezing; (g) Before and after eating or participating in food activities including table setting; and (h) As needed or required by the circumstances.	
110-301-0200(6)(7)	(6) Hand sanitizers or hand wipes with alcohol may be used for adults and children under the following conditions: (a) When proper handwashing facilities are not available; and (b) Hands are not visibly soiled or dirty. (7) Children must be actively supervised when using hand sanitizers to avoid ingestion or contact with eyes, nose, or mouths. (a) Hand sanitizer must not be used in place of proper handwashing. (b) An alcohol-based hand sanitizer must contain sixty to ninety percent alcohol to be effective.	
110-301-0205(5)	Unless covered by an individual care plan or protected by the ADA, an ill child, staff member, or other individual must be sent home or isolated from children in care if the ill individual has: (a) A fever 101 degrees Fahrenheit	

	<p>by any method, and behavior change or other signs and symptoms of illness (including sore throat, earache, headache, rash, vomiting, diarrhea); (b) Vomited two or more times in the previous twenty-four hours; (c) Diarrhea where stool frequency exceeds two stools above normal per twenty-four hours for that individual or whose stool contains more than a drop of blood or mucus; (d) A rash not associated with heat or an allergic reaction; (e) Open sores or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling; (f) A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness.</p>	
110-301-0210(1)(2)	<p>(1) Before attending a school-age program, a child must be vaccinated against or show proof of acquired immunity for the vaccine-preventable disease, pursuant to chapter 246-105 WAC. A school-age provider may accept children without proof of vaccinations or immunity as otherwise indicated in this section. (2) Pursuant to WAC 246-105-050, a school-age provider must receive for each enrolled child: (a) A current and complete DOH-approved certificate of immunization status (CIS) form or an alternative in lieu of CIS pursuant to WAC 246-105-050(3); (b) A department approved certificate of exemption (COE) form, if applicable; or (c) A current immunization record from the Washington state immunization information system (WA IIS).</p>	
110-301-0215(3)	<p>Medication administration. A school-age provider must not give medication to any child without written and signed consent from that child's parent or guardian, must administer medication pursuant to directions on the medication label, and must use cleaned and sanitized medication measuring devices.</p>	
110-301-0215(3)(a)(i)	<p>A school-age provider must administer medication to children in care as follows: (i) Prescription medication. Prescription medication must only be given to the child named on the prescription. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied with medication authorization form that has the medical need and the possible side effects of the medication. Prescription medication must be labeled with: (A) A child's first and last name; (B) The date the prescription was filled; (C) The name and contact information of the prescribing health professional; (D) The expiration date, dosage amount, and length of time to give the medication; and (E) Instructions for administration and storage.</p>	
110-301-0215(3)(a)(ii)	<p>A school-age provider must administer medication to children in care as follows: (ii) Nonprescription oral medication. Nonprescription (over-the-counter) oral medication brought to the school-age program by a parent or</p>	

	guardian must be in the original packaging. (A) Nonprescription (over-the-counter) medication needs to be labeled with child's first and last name and accompanied with medication authorization form that has the expiration date, medical need, dosage amount, age, and length of time to give the medication. A school-age provider must follow the instructions on the label or the parent or guardian must provide a medical professional's note; and (B) Nonprescription medication must only be given to the child named on the label provided by the parent or guardian.	
110-301-0215(3)(a)(vi)	A school-age provider must administer medication to children in care as follows: (vi) A school-age provider must not give or permit another to give any medication to a child for the purpose of sedating the child unless the medication has been prescribed for a specific child for that particular purpose by a qualified health care professional.	
110-301-0215(3)(c)	Medication must be stored and maintained as directed on the packaging or prescription label, including applicable refrigeration requirements. A school-age provider must comply with the following additional medication storage requirements: (i) Medication must be inaccessible to children except as provided for in this subsection (3) (a) (v) (A) of this section; (ii) Controlled substances must be locked in a container or cabinet which is inaccessible to children; (iii) Medication must be kept away from food in a separate, sealed container; and (iv) External medication (designed to be applied to the outside of the body) must be stored to provide separation from internal medication (designed to be swallowed or injected) to prevent cross contamination.	
110-301-0225(1)	A school-age provider may have pets or other animals on the school-age program premises.	
110-301-0225(2)	If a school-age provider keeps pets or animals on the school-age program premises: (a) The provider must have and follow a pet and animal policy that describes how children will access pets and be kept safe around them, tracks pet immunizations, and gives instructions for handling of pet waste; and (b) Provide written notice to children's parents and guardians that the program has pets.	
110-301-0225(3)	Pets or other animals that have contact with children must: (a) Have all required vaccinations, pursuant to local and county regulations; (b) Show no signs of illness, disease, worms, or parasites. If these symptoms appear, the pet or animal must be removed from the licensed space until appropriately treated for the condition; and (c) Be nonaggressive. If the pet or animal exhibits aggressive behavior, the pet or animal must be removed from the licensed space.	

110-301-0230(1)	School-age program directors, site directors, lead teachers, assistant teachers, and any other school-age providers counted in staff-to-child ratio, or who could potentially be counted in ratio, must have a current pediatric and adult first-aid and CPR certificate, pursuant to WAC 110-301-0106.	
110-301-0230(2)(a)	A school-age provider must keep a complete first aid kit in the licensed space, on any off-site trip, and in a vehicle used to transport children in care. A first-aid kit must: (a) Be stored in a location that is easily accessible to staff;	
110-301-0230(2)(b)	A first-aid kit must: (b) Be inaccessible to children;	
110-301-0230(2)(c)	A first-aid kit must: (c) Be separate from food or chemicals;	
110-301-0230(2)(d)	A first-aid kit must: (d) Be kept clean and sanitary;	
110-301-0230(2)(e)	A first-aid kit must: (e) Be stored in a manner that prevents contamination; and	
110-301-0230(2)(f)	A first-aid kit must: (f) Have sufficient supplies for the number of enrolled children and staff consistent with the school-age program's licensed capacity, or sufficient supplies for each room in the licensed space.	
110-301-0235(2)	A licensee for a program that does not operate on public or private school premises must use a Washington state certified water laboratory accredited by the department of ecology to test the program water supply for lead and copper. (a) All fixtures used to obtain water for preparing food, drinking, or cooking must be tested prior to licensing approval and at least once every six years: (b) Testing must be done pursuant to current environmental protection agency standards; and (c) A copy of the water testing results must be kept on the licensed premises or in the program's administrative office.	
110-301-0235(4)	If a school-age program space receives water from a private well, the well must comply with chapter 173-160 WAC, minimum standards for construction and maintenance of wells. (a) Well water must be tested at least once every twelve months for E. Coli bacteria and nitrates by a Washington state certified laboratory accredited by the department of ecology to analyze drinking water. To achieve desirable results the test must indicate: (i) No presence of E. coli bacteria; and (ii) The presence of less than ten parts per million (ppm) for nitrates. If test results for nitrates are greater than five but less than ten ppm, the water must be retested within six months. (b) If well water tests positive for E. Coli bacteria, or greater than ten ppm for nitrates, the provider must: (i) Stop using the well water in the school-age program premises within twenty-four hours; (ii) Inform the local health jurisdiction, the DOH, and the department of the	—

	positive test results; and (iii) If directed to do so by the department, discontinue school-age program operations until repairs are made to the water system and water tests indicate desirable results pursuant to (a) of this subsection. (c) If the department determines that school-age program operations may continue while an unsafe water system is being repaired or while the provider installs treatment, the provider must: (i) Provide an alternate source of water, approved by the department; and (ii) Retest until water tests indicate desirable results pursuant to (a) of this subsection.	
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Program Structure and Organization

WAC/RCW	Description	Code
110-301-0345(2)	A school-age provider must meet capacity, group size, and staff-to-child ratios while children are in care. This includes, but is not limited to: (a) Indoor and outdoor play activities; (b) Off-site activities; (c) During transportation; (d) Meal times; (e) Evening and overnight care, if applicable; and (f) When children are on different floor levels of the school-age program.	---
110-301-0345(3)	A school-age provider must supervise children in care by: (a) Scanning the environment looking and listening for both verbal and nonverbal cues to anticipate problems and plan accordingly; (b) Visibly checking children on many occasions with little time in between; (c) Positioning themselves to supervise all areas accessible to children; (d) Attending to children and being aware of what children are doing at all times; (e) Being available and able to promptly assist or redirect a child as necessary; and (f) Considering the following when deciding whether increased supervision is needed: (i) Ages of children; (ii) Individual differences and abilities of children; (iii) Layout of the indoor and outdoor licensed space and play area; (iv) The risk associated with the activities children are engaged in; and (v) Any nearby hazards including those in the licensed or unlicensed space.	---
110-301-0345(4)	A school-age program staff member may undertake other activities for a temporary time period when not required to be providing active supervision required under subsection (5)(c) of this section. Such activities include, but are not limited to, cleaning up after an activity or preparing items for a new activity. This school-age staff member must remain in visual or auditory range, and be available and able to respond if needed.	---
110-301-0345(5)(b)	A school-age provider must: (b) Be able to hear when doors in the immediate area are opened to prevent children from leaving unsupervised;	---
110-301-0345(5)(c)	A school-age provider must: (c) Actively supervise children when the children: (i) Interact with pets or animals; (ii) Engage in water or sand play; (iii) Play in an area in close proximity to a body of water; (iv) Use a safe	---

	route to access an outdoor play area not immediately adjacent to the school-age program; (v) Engage in planned activities in the kitchen; (vi) Ride on public transportation; (vii) Engage in outdoor play; and (viii) During field trips.	
110-301-0350(2)	During water activities, a school-age provider must hold or have continuous touch of children with special needs as required.	
110-301-0350(4)	For water activities on or off the school-age program premises, where the water is more than twenty-four inches deep, a school-age provider must ensure: (a) A certified lifeguard is present and on duty; and (b) At least one additional staff member than would otherwise be required is present to help actively supervise the children.	
110-301-0350(5)	A school-age provider must have life-saving equipment readily accessible during water activities if a pool is six feet or more in any direction and two feet or more in depth. Life-saving equipment may include a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook that will not conduct electricity	
110-301-0356(3)	A licensee must not exceed the total capacity or age range stated on the school-age program license at any time except as provided in this section. All children on the premises, signed in to the school-age program, on an off-site trip from the school-age program, or being transported by the school-age program staff are counted in capacity including the children of staff. (a) A licensee must receive department approval to care for a child with special needs, pursuant to WAC 110-301-0300, if the child is older than the maximum age identified on the license. A child with documented special needs may be in care up to age nineteen and must be counted in capacity and staff-to-child ratio. (b) A child with special needs who requires individualized supervision pursuant WAC 110-301-0300 counts toward capacity but does not count in the staff-to-child ratio. (c) A child who turns thirteen years old permitted by chapter 110-15 WAC must be counted in both capacity and staff-to-child ratio.	
110-301-0356(5)	In each classroom or well-defined space, the maximum group size of thirty children and ratio of 1:15 staff members to children, including children related to staff or the licensee, must be met. Group size may exceed thirty children only for special events such as assemblies or performances.	
110-301-0356(7)	A licensee must provide additional staff as described in WAC 110-301-0350 when children are participating in water activities or activities near water.	
110-301-0356(8)	When only one staff is required to care for the only group of children on-site for up to an hour at the beginning or end of the day, the licensee must	

	ensure: (a) The staff member provides an appropriate level of supervision at all times to the children in care; (b) That staff member is free of all other duties while providing care to children; and (c) A second individual with a cleared background check is on-site and readily available to respond if needed, or the department approves an alternate plan.	
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Recordkeeping, Reporting, and Reposting		
WAC/RCW	Description	Code
110-301-0455(2)	A school-age 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 school-age 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 school-age program to attend school or participate in off-site activities not offered by the school-age program.	---
110-301-0455(3)	A school-age provider must keep daily staff attendance records for each classroom or group of children. 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 with each group of children; (c) The staff-to-child ratio; (d) The date; and (e) Start and end times of the assigned staff or volunteers.	---
110-301-0455(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, guardian, 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; (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.	
110-301-0455(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 the: (a) Contents of the electronic record; (b) Person signing the electronic record; and (c) Date signatures were executed.	
110-301-0460(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.	
110-301-0470(1)	A school-age provider must have and follow a written emergency preparedness plan. The plan must be reviewed and approved by the department prior to when significant changes are made. Emergency preparedness plans must: (a) Be designed to respond to fire, natural disasters, and other emergencies that might affect the school-age program; (b) Be specific to the school-age program and able to be implemented during hours of operation; (c) Address what the provider would do if the provider has an emergency and children may be left unsupervised; (d) Address what the school-age program must do if parents or guardians are not able to get to their children for up to three days; (e) Must follow requirements in chapter 212-12 WAC, Fire marshal standards, and the state fire marshal's office requirements; (f) Be reviewed at program orientation, annually with all school-age program staff with documented signatures, and when the plan is updated; and (g) Be reviewed with parents or guardians when a child is enrolled and when the plan is updated.	
110-301-0470(2)	The written emergency preparedness plan must cover at a minimum: (a) Disaster plans, including fires that may require evacuation: (i) An evacuation floor plan that identifies room numbers or names of rooms, emergency exit pathways, and emergency exit doors; (ii) Methods to be used for sounding an alarm and calling 911; (iii) Actions to be taken by a person discovering an emergency; (iv) How the school-age provider will evacuate children, especially those who cannot walk independently. This may include children with disabilities, functional needs requirements, or other special needs; (v) Where the alternate evacuation location is; (vi) What to take when evacuating children, including: (A) First-aid kit(s); (B) Copies of emergency contact information; (C) Child medication records; and (D) Individual children's medication, if applicable; (vii) How the provider will maintain the required staff-to-child ratio and account for all children; (viii) How parents or guardians will be able to contact the school-age program; and (ix) How children will be reunited with their parents or guardians after the event. (b) Earthquake procedures including: (i) What a	

	<p>provider will do during an earthquake; (ii) How a provider will account for all children; and (iii) For any program that does not operate on public or private school premises, how a provider will coordinate with local or state officials to determine if the licensed space is safe for children after an earthquake. (c) Public safety related lockdown scenarios where an individual at or near a school-age program is harming or attempting to harm others with or without a weapon. This plan must include lockdown of the school-age program or shelter-in-place steps including: (i) How doors and windows will be secured to prevent access, if needed; and (ii) Where children will safely stay inside the school-age program; (d) How parents or guardians will be contacted after the emergency ends.</p>	
110-301-0470(4)(a)	<p>A school-age provider must practice and record emergency drills with staff and children as follows: (a) Fire and evacuation drill once each calendar month;</p>	
110-301-0480(2)	<p>During travel to an off-site activity, a school-age 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 and active supervision requirements; (e) Have current first aid and CPR certification pursuant to WAC 110-301-0106 (9); (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.</p>	