

# Updated School-Age WAC 110-301: Program Administration and Oversight

Program Administration and Oversight – Licensing Process		
110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0400 Application material.</b></p> <p>(1) After completing a department orientation an applicant must submit a complete license application packet, pursuant to chapter <a href="#">43.216</a> RCW. This requirement also applies to a change of ownership. A complete license application packet includes:</p> <p>(a) Professional and background information about the applicant:</p> <p>(i) A completed department application form for the type of license being applied for (center or family home);</p> <p>(ii) A copy of the applicant's orientation certificate (orientation must be taken within twelve months of license application);</p> <p>(iii) A Washington state business license or a tribal, county, or city business or occupation license, if applicable;</p> <p>(iv) Liability insurance, if applicable;</p> <p>(v) Certificate of incorporation, partnership agreement, or similar business organization document, if applicable;</p> <p>(vi) The license fee;</p> <p>(vii) A copy of current government issued photo identification;</p> <p>(viii) A copy of Social Security card or sworn declaration stating that the applicant does not have one;</p> <p>(ix) Employer identification number (EIN) if applicant plans to hire staff; and</p>	<p><b>WAC 110-301-0400 Application materials.</b></p> <p>(1) After completing a department orientation, an applicant must submit a complete license application packet, pursuant to chapter <a href="#">43.216</a> RCW. A complete license application packet includes:</p> <p>(a) Professional and background information about the applicant:</p> <p>(i) A completed department application form for a school-age program;</p> <p>(ii) A copy of the applicant's orientation certificate (orientation must be taken within twelve months of license application);</p> <p>(iii) A Washington state business license or a tribal, county, or city business or occupation license, if applicable;</p> <p>(iv) Liability insurance;</p> <p>(v) Certificate of incorporation, partnership agreement, or similar business organization document, if applicable;</p> <p>(vi) The license fee;</p> <p>(vii) A copy of current government issued photo identification;</p> <p>(viii) A copy of Social Security card or sworn declaration stating that the applicant does not have one;</p> <p>(ix) Employer identification number (EIN) if applicant plans to hire staff; and</p> <p>(x) Employment and education verification. For example, diploma, transcripts, or a sworn</p>	<p><b>WAC 110-305-1125 Orientation required.</b></p> <p>(1) A license applicant(s) applying for an initial license must complete an orientation provided by the department within twelve months prior to submitting a license application. ...</p> <p><b>WAC 110-305-1250 Licensing Process— Application materials and fees.</b></p> <p>(1) The applicant must submit a complete license application packet that includes:</p> <p>(a) Professional and background information about the applicant:</p> <p>(i) A completed department application form;</p> <p>(ii) A copy of the applicant's orientation certificate;</p> <p>(iii) A Washington state business license, or a tribal, county, or city business or occupation license, if applicable;</p> <p>(iv) Liability insurance, if applicable;</p> <p>(v) Certificate of incorporation, partnership agreement, or similar business organization document, if applicable;</p> <p>(vi) The license fee;</p> <p>(vii) Copy of current photo identification issued by a government entity;</p> <p>(viii) Copy of Social Security card under 42 U.S.C. 666(a)(13) and RCW <a href="#">26.23.150</a> regarding child support or sworn declaration stating the applicant does not have one;</p>

<p>(x) Employment and education verification. For example, diploma, transcripts, or a sworn declaration stating that the applicant cannot verify education requirements.</p> <p>(b) Information about the facility to be licensed:</p> <p>(i) A floor plan, including use of proposed licensed and unlicensed space, with identified emergency exits and emergency exit pathways;</p> <p>(ii) Certificate of occupancy, if applicable;</p> <p>(iii) Documentation, no more than three years old, from a licensed inspector, septic designer, or engineer that states the septic system and drain field are maintained and in working order, if applicable;</p> <p>(iv) <i>E. coli</i> bacteria and nitrate testing results for well water that is no more than twelve months old, if applicable;</p> <p>(v) A lead or arsenic evaluation agreement for sites located in the Tacoma smelter plume (counties of King, Pierce, and Thurston); and</p> <p>(vi) Lead and copper test results for drinking water;</p> <p>(c) Program days and hours of operation, including closure dates and holiday observances; and</p> <p>(d) Information about early learning program staff:</p> <p>(i) List of applicant and household members, and if applicable and known, staff persons and volunteers required to complete the background check process as outlined in chapter <a href="#">110-06</a> WAC; and</p> <p>(ii) Resume for applicant, center director, assistant director, program supervisor, and family home lead teacher, if applicable.</p> <p>(2) An applicant must include the following policy documents with the application, which will</p>	<p>declaration stating that the applicant cannot verify education requirements.</p> <p>(b) Information about the facility to be licensed:</p> <p>(i) A floor plan, including use of proposed licensed and unlicensed space, with identified emergency exits and emergency exit pathways;</p> <p>(ii) Certificate of occupancy for any program that is not located on public or private school premises;</p> <p>(iii) For any program that is not located on public or private school premises, documentation, no more than three years old, from a licensed inspector, septic designer, or engineer that states the septic system and drain field are maintained and in working order, if applicable;</p> <p>(iv) <i>E. coli</i> bacteria and nitrate testing results for well water that is no more than twelve months old, if applicable;</p> <p>(v) A lead or arsenic evaluation agreement for any program that is not located on public or private school premises and is located in the Tacoma smelter plume (counties of King, Pierce, and Thurston); and</p> <p>(vi) For any program that that is not located on public or private school premises, lead and copper test results for drinking water;</p> <p>(c) Program days and hours of operation, including closure dates and holiday observances; and</p> <p>(d) Information about school-age program staff:</p> <p>(i) List of applicant, and if applicable and known, staff persons and volunteers required to complete the background check process as outlined in chapter <a href="#">110-06</a> WAC; and</p> <p>(ii) Resume for applicant, program director, and site director, if applicable.</p>	<p>(ix) Employer identification number, if applicant plans to hire staff;</p> <p>(x) Employment or education verification (e.g., diploma or transcripts) or a sworn declaration stating that the applicant cannot verify education requirements;</p> <p>(b) Information about the facility to be licensed:</p> <p>(i) A floor plan, including identified use of proposed licensed and unlicensed space with identified emergency exits and emergency exit pathways;</p> <p>(ii) Copy of a certificate of occupancy for any program that is not directly located on public or private school premises;</p> <p>(iii) An on-site septic system inspection report within six months of the inspection, if applicable under WAC <a href="#">170-297-1375</a>;</p> <p>(iv) Well water testing results within six months of testing, if applicable under WAC <a href="#">170-297-1400</a>;</p> <p>(v) A lead or arsenic evaluation agreement, only for a site located in the Tacoma smelter plume (counties of King, Pierce, and Thurston) under WAC <a href="#">170-297-1360</a>;</p> <p>(vi) Lead and copper test results for drinking water. See WAC <a href="#">170-297-1370</a>.</p> <p>(c) Program hours of operation, including closure dates and holiday observances;</p> <p>(d) Information about program staff:</p> <p>(i) List of staff persons and volunteers, required to complete the background check process under chapter <a href="#">170-06</a> WAC;</p> <p>(ii) Resume for applicant, center director and program supervisor;</p> <p>(iii) Three letters of professional reference for applicant, director and program supervisor;</p> <p>(iv) Staffing plan that includes:</p>
---	--	---

<p>be reviewed by the department and returned to the applicant:</p> <ul style="list-style-type: none"> <li>(a) Parent and program policies;</li> <li>(b) Staff policies;</li> <li>(c) An emergency preparedness plan; and</li> <li>(d) Health policies.</li> </ul> <p>(3) An applicant must submit the completed application packet at least ninety calendar days prior to the planned opening of the early learning program. The department will inspect the early learning program space and approve all application submissions required in this chapter prior to issuing a license:</p> <ul style="list-style-type: none"> <li>(a) The ninety calendar days begins when the department receives a complete application packet.</li> <li>(b) Incomplete application packets will be returned to the applicant for completion.</li> <li>(c) An applicant who is unable to successfully complete the application and licensing process within ninety days may withdraw the application and reapply when the applicant is able to meet the licensing requirements. If the applicant has completed the steps of the application process within ninety days but an external barrier out of the applicant's control exists, the reapplication fee will be waived one time.</li> <li>(d) An applicant who is unable to meet the application requirements and has not withdrawn his or her application will be denied a license, pursuant to RCW <a href="#">43.216.325</a>.</li> </ul>	<p>(2) An applicant must include the following policy documents with the application, which will be reviewed by the department and returned to the applicant:</p> <ul style="list-style-type: none"> <li>(a) Parent and program policies;</li> <li>(b) Staff policies;</li> <li>(c) An emergency preparedness plan; and</li> <li>(d) Health policies.</li> </ul> <p>(3) An applicant must submit the completed application packet at least ninety calendar days prior to the planned opening of the school-age program. The department will inspect the school-age program space and approve all application submissions required in this chapter prior to issuing a license:</p> <ul style="list-style-type: none"> <li>(a) The ninety calendar days begins when the department receives a complete application packet.</li> <li>(b) Incomplete application packets will be returned to the applicant for completion.</li> <li>(c) An applicant who is unable to successfully complete the application and licensing process within ninety days may withdraw the application and reapply when the applicant is able to meet the licensing requirements. If the applicant has completed the steps of the application process within ninety days but an external barrier out of the applicant's control exists, the reapplication fee will be waived one time.</li> <li>(d) An applicant who is unable to meet the application requirements and has not withdrawn their application will be denied a license, pursuant to RCW <a href="#">43.216.325</a>.</li> </ul>	<ul style="list-style-type: none"> <li>(A) The number and position types and qualifications of staff to meet the projected capacity of the facility;</li> <li>(B) How the applicant or licensee will verify that staff hired meet the qualifications required under this chapter; and</li> <li>(C) Projected staff training plan for the first year of the program.</li> <li>(e) Program policy documents, including: <ul style="list-style-type: none"> <li>(i) Parent and program policies;</li> <li>(ii) Staff policies;</li> <li>(iii) An emergency preparedness plan;</li> <li>(iv) Health policies; and</li> <li>(v) A plan for the prevention of exposure to blood and body fluids.</li> </ul> </li> </ul> <p>(2) An applicant must submit the completed application packet ninety calendar days or more prior to the opening of the early learning program.</p> <p>(3) The license fee. Fees are nonrefundable and are due:</p> <ul style="list-style-type: none"> <li>(a) With the applicant's initial license application packet; and</li> <li>(b) Annually thereafter, thirty days prior to the anniversary date of the license.</li> <li>(c) The annual fee for a school-age program is one hundred twenty-five dollars for the first twelve children, plus twelve dollars for each additional child over twelve, or as otherwise set by the legislature.</li> <li>(4) If the school-age provider decides to alter the existing licensed space or moves the child care to a different building, including a different building located on the same premises, the department shall inspect the new location and determine whether it meets the requirements in this chapter. The provider must:</li> </ul>
--	---	---

		<p>(a) Notify the department of the proposed change;</p> <p>(b) Submit a complete application before the change occurs, but not more than ninety days before the change occurs; and</p> <p>(c) Not operate in the proposed space until the new location or the change in environment has been inspected and approved by the department.</p> <p><b>WAC 110-305-1275 Licensing Process— Application processing.</b></p> <p>(1) The department may take up to ninety days to complete the licensing process. The ninety days begins when the department receives the license applicant's signed and dated application packet, fees, and background check forms.</p> <p>(2) If an incomplete application packet is submitted, the department will inform the license applicant of the deficiencies and provide a time frame in which to provide the required information. If an application remains incomplete the department may deny the license.</p> <p>(a) An applicant who is unable to successfully complete the application and licensing process within ninety days may withdraw the application and reapply when able to meet the licensing requirements.</p> <p>(b) An applicant who is unable to meet the application requirements and has not withdrawn the application will be denied a license under the provisions of RCW <a href="#">43.215.300</a>.</p>
--	--	--

**What's Different?** WAC 110-301-0400 Application materials.

- *Previous 110-305 vs Updated 110-301:* Similar rules, except Previous 110-305 requires the applicant to submit: (1)(d)(iii) three letters of professional reference for applicant, director and program supervisor, and a (1)(d)(iv) staffing plan; Updated 110-301 do not require these things. Updated 110-301 allows: (3)(c) If the applicant has completed the steps of the application process within ninety days but an external barrier out of the applicant's control exists, the reapplication fee will be waived one time; Previous 110-305 do not allow this. Updated 110-301 has the caveat "For any program that is not located on public or private school premises" in (1)(b)(ii)(iii)(v)(vi); Previous 110-305 does not have that caveat. Previous 110-305-0400(3)

addresses license fees; Updated 110-310 addresses licensee fees in 110-301-0401. Previous 110-305-0400(3) addresses altering existing licensed space or moving program; Updated 110-310 addresses altering existing licensed space or moving program in 110-301-0402.

- *110-300 vs Updated 110-301*: Same rule, except 110-301 has the caveat “For any program that is not located on public or private school premises” in (1)(b)(ii)(iii)(v)(vi)

**Program Administration and Oversight – Licensing Process**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0401 License Fees.</b></p> <p>(1) The rules establishing licensing fees within this chapter are adopted pursuant to RCW <a href="#">43.216.300</a>.</p> <p>(2) The license fee is nonrefundable and is due:</p> <p>(a) With the early learning applicant's initial license application packet; and</p> <p>(b) Annually thereafter, thirty calendar days prior to the anniversary date of the license.</p> <p>(3) Payment must be in the form of a check, credit or debit card, or money order.</p> <p>(4) The annual fee for family home early learning programs is thirty dollars, or as otherwise set by the legislature.</p> <p>(5) The annual fee for center early learning programs is one hundred twenty-five dollars for the first twelve children plus twelve dollars for each additional child, or as otherwise set by the legislature.</p>	<p><b>WAC 110-301-0401 License Fees.</b></p> <p>(1) The rules establishing licensing fees within this chapter are adopted pursuant to RCW <a href="#">43.216.300</a>.</p> <p>(2) The license fee is nonrefundable and is due:</p> <p>(a) With the applicant's initial license application packet; and</p> <p>(b) Annually thereafter, thirty calendar days prior to the anniversary date of the license.</p> <p>(3) Payment must be in the form of a check, credit or debit card, or money order.</p> <p>(4) The annual licensing fee for a school-age program is one hundred twenty-five dollars for the first twelve children plus twelve dollars for each additional child, or as otherwise set by the legislature.</p>	<p><b>WAC 110-305-1250 Licensing Process— Application materials and fees.</b></p> <p>... (3) The license fee. Fees are nonrefundable and are due:</p> <p>(a) With the applicant's initial license application packet; and</p> <p>(b) Annually thereafter, thirty days prior to the anniversary date of the license.</p> <p>(c) The annual fee for a school-age program is one hundred twenty-five dollars for the first twelve children, plus twelve dollars for each additional child over twelve, or as otherwise set by the legislature. ...</p>

**What’s Different?** WAC 110-301-0401 License fees.

- *Previous 110-305 vs Updated 110-301*: Similar rules, except Updated 110-301 includes: (3) Payment must be in the form of a check, credit or debit card, or money order; Previous 110-305 does not include this.
- *110-300 vs Updated 110-301*: Same rule.

**Program Administration and Oversight – Licensing Process**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0402 Changing early learning program space or location.</b></p> <p>(1) An early learning provider must notify the department prior to making a change to early learning program space that may impact the</p>	<p><b>WAC 110-301-0402 Changing school-age program space or location.</b></p> <p>(1) A school-age provider must notify the department prior to making a change to school-age program space or unlicensed space that may</p>	<p><b>WAC 110-305-1250 Licensing Process— Application materials and fees.</b></p> <p>... (4) If the school-age provider decides to alter the existing licensed space or moves the child care to a different building, including a different</p>

<p>health, safety, or welfare of enrolled children. Such changes include, but are not limited to:</p> <p>(a) Moving early learning programs to a different residence, building, or facility (even if the new location is on the same premises);</p> <p>(b) An early learning program altering a planned use of space including, but not limited to, the ages of children served in a room or previously unlicensed areas;</p> <p>(c) Modifying facilities in a way that requires a permit under the Washington state building code or by a local jurisdiction, such as remodeling or renovating early learning program space; and</p> <p>(d) Changing outdoor play areas, such as adding or altering the type of surface or altering stationary climbing or play equipment.</p> <p>(2) An early learning provider must submit to the department the new proposed floor plan prior to making changes under subsection (1)(a) through (c) of this section.</p> <p>(3) An early learning provider planning a change under subsection (1)(a) of this section must also:</p> <p>(a) Submit a complete application, pursuant to WAC <a href="#">110-300-0400</a>, as soon as the provider plans to move and has an identified address, but not more than ninety calendar days before moving;</p> <p>(b) Not significantly change or move a center early learning program until the department has first inspected the new location and determines it meets the requirements in this chapter and RCW <a href="#">43.216.305</a>; and</p> <p>(c) Not operate a family home early learning program for more than two weeks following the move before having the department</p>	<p>impact the health, safety, or welfare of enrolled children. Such changes include, but are not limited to:</p> <p>(a) Moving the school-age program to a new physical address;</p> <p>(i) A school-age provider must submit a complete application, pursuant to WAC 110-301-0400, as soon as the provider plans to move and has an identified new physical address, but not more than ninety calendar days before moving;</p> <p>(b) Moving the school-age program to a different space or building on the same premises;</p> <p>(c) A school-age program altering a planned use of space;</p> <p>(d) Modifying facilities in a way that requires a permit under the Washington state building code or by a local jurisdiction, such as remodeling or renovating school-age program space; and</p> <p>(e) For any program that does not operate on public or private school premises, changing outdoor play areas, such as adding or altering the type of surface or altering stationary climbing or play equipment.</p> <p>(2) A school-age provider must submit to the department the new proposed floor plan prior to making changes under subsection (1)(a) through (d) of this section.</p> <p>(3) A school-age provider planning a change under subsection (1)(a) and (1)(b) of this section, must not move a school-age program until the department has first inspected the new location and determines it meets the requirements in this chapter and RCW <a href="#">43.216.305</a>.</p>	<p>building located on the same premises, the department shall inspect the new location and determine whether it meets the requirements in this chapter. The provider must:</p> <p>(a) Notify the department of the proposed change;</p> <p>(b) Submit a complete application before the change occurs, but not more than ninety days before the change occurs; and</p> <p>(c) Not operate in the proposed space until the new location or the change in environment has been inspected and approved by the department.</p> <p><b>WAC 110-305-1525 Change in circumstances.</b></p> <p>(2) The licensee must notify the department ninety days prior to the following:</p> <p>(a) Making structural changes to the licensed space;</p> <p>(b) Changing licensed space usage; and</p> <p>(c) Requesting a change of capacity.</p> <p>(3) The licensee must notify the department when liability insurance coverage is terminated within thirty days of termination.</p> <p>(4) An updated floor plan must be submitted and approved by the department.</p> <p>(5) A fire marshal visit is required for change of circumstances listed in subsections (1)(a) and (2) of this section.</p>
---	---	---

inspect the new location, pursuant to RCW <a href="#">43.216.305</a> .		
<p><b>What's Different?</b> WAC 110-301-0402 Changing school-age program space or location.</p> <ul style="list-style-type: none"> <li>• <i>Previous 110-305 vs Updated 110-301:</i> Similar rules. Updated 110-301 includes more specific info than Previous 110-305 rule.</li> <li>• <i>110-300 vs Updated 110-301:</i> Same rule.</li> </ul>		
<b>Program Administration and Oversight – Licensing Process</b>		
110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0410 License and program location.</b></p> <p>(1) An applicant for a license under this chapter must be at least eighteen years old.</p> <p>(2) A licensee refers to the individual or organization:</p> <p>(a) Whose name appears on a license issued by the department;</p> <p>(b) Responsible for complying with the standards in this chapter, chapter <a href="#">43.216</a> RCW, chapter <a href="#">110-06</a> WAC, and other applicable laws and rules;</p> <p>(c) Responsible for training early learning program staff on the foundational quality standards in this chapter; and</p> <p>(d) Who resides on the early learning program premises (family home child care only), pursuant to RCW <a href="#">43.216.010</a>.</p> <p>(3) Early learning program space must be located:</p> <p>(a) On a site free from known environmental hazards;</p> <p>(b) In an area where nonemergency services and utilities can serve the early learning program space; and</p> <p>(c) In an area served by emergency fire, medical, and police during the hours the early learning provider provides care to children.</p> <p>(4) An early learning provider must prevent enrolled children from being exposed to the following known hazards within and around the licensed premises:</p>	<p><b>WAC 110-301-0410 License and program location.</b></p> <p>(1) An applicant for a license under this chapter must be at least eighteen years old.</p> <p>(2) A licensee refers to the individual or organization:</p> <p>(a) Whose name appears on a license issued by the department;</p> <p>(b) Who is responsible for complying with the standards in this chapter, chapter <a href="#">43.216</a> RCW, chapter <a href="#">110-06</a> WAC, and other applicable laws and rules; and</p> <p>(c) Who is responsible for training school-age program staff on the foundational quality standards in this chapter.</p> <p>(3) School-age program space must be located:</p> <p>(a) On a site free from known environmental hazards;</p> <p>(b) In an area where nonemergency services and utilities can serve the school-age program space; and</p> <p>(c) In an area served by emergency fire, medical, and police during the hours the school-age program provides care to children.</p> <p>(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:</p> <p>(a) Lead based paint;</p>	<p><b>WAC 110-305-1050 The licensee.</b></p> <p>(1) The applicant for a license under this chapter must be twenty-one years of age or older.</p> <p>(2) The licensee is the individual(s) or organization:</p> <p>(a) Whose name appears on the license issued by the department;</p> <p>(b) Responsible for complying with the standards in this chapter, chapter <a href="#">43.215</a> RCW, chapter <a href="#">170-06</a> WAC DEL background check rules, and other applicable laws or rules; and</p> <p>(c) Responsible for training staff on the licensing standards in this chapter.</p> <p>(3) The licensee must comply with all requirements in this chapter unless another code or ordinance is more restrictive. Local officials are responsible for enforcing city or county ordinances and codes such as zoning, building, or environmental health regulations.</p> <p>(4) The licensee must have the understanding, ability, physical health, emotional stability and good judgment to meet the needs of the children in care.</p> <p><b>WAC 110-305-1360 Lead and arsenic hazards – Tacoma smelter plume.</b></p> <p>A child care facility that does not operate on public or private school premises but is located within the designated Tacoma smelter plume (counties of King, Pierce, and Thurston) must contact the state department of ecology (DOE) and</p>

<p>(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.  (5) An early learning provider must place address numbers or signage on the outside of the house or building that contains the early learning program space. The numbers or signage must be legible and plainly visible from the street or road serving the premises.  (6) A license applicant planning to open an early learning program in the designated Tacoma smelter plume (counties of King, Pierce, and Thurston) must contact the state department of ecology (DOE) and complete and sign an access agreement with DOE to evaluate the applicant's property for possible arsenic and lead soil contamination.</p>	<p>(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.  (5) A school-age provider must place address numbers or signage on the outside of the building that contains the school-age program space. The numbers or signage must be legible and plainly visible from the street or road serving the premises.  (6) A license applicant planning to open a school-age program in the designated Tacoma smelter plume (counties of King, Pierce, and Thurston) and not on public or private school premises must contact the state department of ecology (DOE), and complete and sign an access agreement with DOE to evaluate the applicant's property for possible arsenic and lead soil contamination.</p>	<p>complete a signed access agreement with DOE for further evaluation of the applicant's property and possible arsenic and lead soil sampling.</p> <p><b>WAC 110-305-4000 Lead, asbestos, arsenic and other hazards.</b></p> <p>For any program that does not operate on public or private school premises, the licensee must take action to prevent child exposure when the licensee becomes aware that any of the following are present in the indoor or outdoor licensed space:</p> <p>(1) Lead based paint;  (2) Plumbing containing lead or lead solders;  (3) Asbestos;  (4) Arsenic or lead in the soil or drinking water;  (5) Toxic mold; or  (6) Other identified toxins or hazards.</p>
--	--	--

**What's Different?** WAC 110-301-0410 License and program location.

- Previous 110-305 vs Updated 110-301:* Similar rules. Updated 110-301 – applicant must be at least 18 years old; Previous 110-305 applicant must be at least 21 years old includes more specific info than Previous 110-305 rule. Updated 110-301 requires: (3) School-age program space must be located: (a) On a site free from known environmental hazards; (b) In an area where nonemergency services and utilities can serve the school-age program space; and (c) In an area served by emergency fire, medical, and police during the hours the school-age program provides care to children, and (5) A school-age provider must place address numbers or signage on the outside of the building that contains the school-age program space; Updated 110-305 does not include these things.
- 110-300 vs Updated 110-301:* Same rule.

**Program Administration and Oversight – Licensing Process**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0011 License transfer.</b>  (1) Pursuant to RCW 43.216.305(1) and subject to this chapter, a full license issued under chapter 43.216 RCW may be transferred to a new licensee in the event of a transfer of ownership of</p>	<p><b>WAC 110-301-0411 License transfer.</b>  (1) Pursuant to RCW 43.216.305(1) and subject to this chapter, a full license issued under chapter 43.216 RCW may be transferred to a new licensee in the event of a transfer of ownership of</p>	<p><b>WAC 110-305-0411 License transfer.</b>  (1) Pursuant to RCW 43.216.305(1) and subject to this chapter, a full license issued under chapter 43.216 RCW may be transferred to a new licensee in the event of a transfer of ownership of</p>



<p>a child care operation. A current licensee or applicant must apply to transfer a license using forms and methods determined by the department.</p> <p>(2) A full license will remain valid and may be transferred to a new licensee if:</p> <p>(a) The new licensee meets the requirements in RCW 43.216.305(2); and</p> <p>(b) The department determines before the license transfer the new licensee's child care operation is substantially similar to or an improvement of the originally licensed child care operation.</p> <p>(3) To determine whether the new licensee's child care operation is substantially similar to or an improvement of the original child care operation, the department must assess the following factors of the new child care operation:</p> <p>(a) The physical environment and all anticipated changes or updates;</p> <p>(b) The qualifications and number of all retained and newly hired staff members;</p> <p>(c) The program operations and all anticipated changes or updates;</p> <p>(d) The relation or connection, if any, between the original and new licensee; and</p> <p>(e) Whether the new child care operation is able to comply with the licensing requirements described in chapter 43.216 RCW, this chapter, and chapter 110-06 WAC.</p> <p>(4) The department will determine and disclose to the current licensee and new licensee whether the license is in good standing prior to transferring the license.</p> <p>(5) At the request of the current licensee or the new licensee, the department will disclose the following license information from the last four years to one or both parties:</p>	<p>a child care operation. A current licensee or applicant must apply to transfer a license using forms and methods determined by the department.</p> <p>(2) A full license will remain valid and may be transferred to a new licensee if the:</p> <p>(a) New licensee meets the requirements in RCW 43.216.305(2); and</p> <p>(b) Department determines before the license transfer the new licensee's child care operation is substantially similar to or an improvement of the originally licensed child care operation.</p> <p>(3) To determine whether the new licensee's child care operation is substantially similar to or an improvement of the original child care operation, the department must assess the following factors of the new child care operation:</p> <p>(a) The physical environment and all anticipated changes or updates;</p> <p>(b) The qualifications and number of all retained and newly hired staff members;</p> <p>(c) The program operations and all anticipated changes or updates;</p> <p>(d) The relation or connection, if any, between the original and new licensee; and</p> <p>(e) Whether the new child care operation is able to comply with the licensing requirements described in chapter 43.216 RCW, this chapter, and chapter 110-06 WAC.</p> <p>(4) The department will determine and disclose to the current licensee and new licensee whether the license is in good standing prior to transferring the license.</p> <p>(5) At the request of the current licensee or the new licensee, the department will disclose the following license information from the last four years to one or both parties:</p>	<p>a child care operation. A current licensee or applicant must apply to transfer a license using forms and methods determined by the department.</p> <p>(2) A full license will remain valid and may be transferred to a new licensee if:</p> <p>(a) The new licensee meets the requirements in RCW 43.216.305(2); and</p> <p>(b) The department determines before the license transfer the new licensee's child care operation is substantially similar to or an improvement of the originally licensed child care operation.</p> <p>(3) To determine whether the new licensee's child care operation is substantially similar to or an improvement of the original child care operation, the department must assess the following factors of the new child care operation:</p> <p>(a) The physical environment and all anticipated changes or updates;</p> <p>(b) The qualifications and number of all retained and newly hired staff members;</p> <p>(c) The program operations and all anticipated changes or updates;</p> <p>(d) The relation or connection, if any, between the original and new licensee; and</p> <p>(e) Whether the new child care operation is able to comply with the licensing requirements described in chapter 43.216 RCW, this chapter, and chapter 110-06 WAC.</p> <p>(4) The department will determine and disclose to the current licensee and new licensee whether the license is in good standing prior to transferring the license.</p> <p>(5) At the request of the current licensee or the new licensee, the department will disclose the following license information from the last four years to one or both parties:</p>
---	---	---

<p>(a) A description of any valid complaints;  (b) A description of any instances that the department found noncompliance with the requirements contained in chapter 43.216 RCW, this chapter, and chapter 110-06 WAC;  (c) Safety plans (historical or in effect);  (d) Facility licensing compliance agreements (historical or in effect); and</p> <p>(e) Enforcement actions levied or pending against this license.</p> <p>(6) The current licensee or new licensee has the right to appeal the department's denial of a license transfer application by requesting an adjudicative proceeding (or "hearing") pursuant to the hearing rules detailed in chapter 110-03 WAC.</p>	<p>(a) A description of any valid complaints;  (b) A description of any instances that the department found noncompliance with the requirements contained in chapter 43.216 RCW, this chapter, and chapter 110-06 WAC;  (c) Safety plans (historical or in effect);  (d) Facility licensing compliance agreements (historical or in effect); and</p> <p>(e) Enforcement actions levied or pending against this license.</p> <p>(6) The current licensee or new licensee has the right to appeal the department's denial of a license transfer application by requesting an adjudicative proceeding (or "hearing") pursuant to the hearing rules detailed in chapter 110-03 WAC.</p>	<p>(a) A description of any valid complaints;  (b) A description of any instances that the department found noncompliance with the requirements contained in chapter 43.216 RCW, this chapter, and chapter 110-06 WAC;  (c) Safety plans (historical or in effect);  (d) Facility licensing compliance agreements (historical or in effect); and</p> <p>(e) Enforcement actions levied or pending against this license.</p> <p>(6) The current licensee or new licensee has the right to appeal the department's denial of a license transfer application by requesting an adjudicative proceeding (or "hearing") pursuant to the hearing rules detailed in chapter 110-03 WAC.</p>
---	---	---

**What's Different?** WAC 110-301-0411 License transfer.

- *Previous 110-305 vs Updated 110-301:* Same rule
- *110-300 vs Updated 110-301:* Same rule.

**Program Administration and Oversight – Licensing Process**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0415 Zoning, codes, and ordinances.</b></p> <p>(1) The department adopts and incorporates by reference the Washington state building code (chapter <a href="#">19.27</a> RCW), as now and hereafter amended.</p> <p>(2) Early learning program space must comply with the Washington state building code or local building code as enacted at the time of licensure. Facility modifications must comply with WAC <a href="#">110-300-0402</a>.</p> <p>(3) Prior to licensing, an applicant must contact state, city, and local agencies that regulate the early learning program. An early learning provider must obtain regulations and comply with the direction given by such agencies. These agencies may include, but are not limited to, the</p>	<p><b>WAC 110-301-0415 Zoning, codes, and ordinances.</b></p> <p>(1) The department adopts and incorporates by reference the Washington state building code (chapter 19.27 RCW).</p> <p>(2) Facility modifications must comply with WAC 110-301-0402.</p> <p>(3) For any program that does not operate on public or private school premises, school-age program space must comply with the Washington state building code or local building code as enacted at the time of licensure.</p> <p>(4) Prior to licensing, an applicant whose school-age program does not operate on public or private school premises must contact state, city, and local agencies that regulate the school-age program. A school-age provider must obtain</p>	<p><b>WAC 110-305-1050 The licensee.</b></p> <p>... (3) The licensee must comply with all requirements in this chapter unless another code or ordinance is more restrictive. Local officials are responsible for enforcing city or county ordinances and codes such as zoning, building, or environmental health regulations.</p>

<p>Washington state department of labor and industries, the Washington state fire marshal, the Washington state department of health, and local health jurisdictions.</p> <p>(4) Prior to licensing, a center early learning applicant must:</p> <p>(a) Have a certificate of occupancy issued by the local building, planning, or zoning department, or a local equivalent if locality does not have the certificate of occupancy; and</p> <p>(b) Be inspected and approved by the state fire marshal.</p>	<p>regulations and comply with the direction given by such agencies. These agencies may include, but are not limited to, the Washington state department of labor and industries, the Washington state fire marshal, the Washington state DOH, and local health jurisdictions.</p> <p>(5) Prior to licensing, an applicant whose school-age program does not operate on public or private school premises must:</p> <p>(a) Have a certificate of occupancy issued by the local building, planning, or zoning department, or a local equivalent if locality does not have the certificate of occupancy; and</p> <p>(b) Be inspected and approved by the state fire marshal.</p>	
---	--	--

**What's Different?** WAC 110-301-0415 Zoning, codes, and ordinances.

- *Previous 110-305 vs Updated 110-301:* Similar rules. Updated 110-301 includes more specific info than Previous 110-305 rule.
- *110-300 vs Updated 110-301:* Same rule, except 110-301 has the caveat "For any program that is not located on public or private school premises" in (3)(4)

**Program Administration and Oversight – Licensing Process**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0420 Prohibited substances.</b></p> <p>(1) Chapter <a href="#">70.160</a> RCW prohibits smoking in public places and places of employment.</p> <p>(2) Pursuant to RCW <a href="#">70.160.050</a>, an early learning provider must:</p> <p>(a) Prohibit smoking, vaping, or similar activities in licensed indoor space, even during nonbusiness hours;</p> <p>(b) Prohibit smoking, vaping, or similar activities in licensed outdoor space unless:</p> <p>(i) Smoking, vaping or similar activities occurs during nonbusiness hours; or</p> <p>(ii) In an area for smoking or vaping tobacco products that is not a "public place" or "place of employment," as defined in RCW <a href="#">70.160.020</a>.</p>	<p><b>WAC 110-301-0420 Prohibited substances.</b></p> <p>(1) Chapter <a href="#">70.160</a> RCW prohibits smoking in public places and places of employment.</p> <p>(2) Pursuant to RCW <a href="#">70.160.050</a>, a school-age provider must:</p> <p>(a) Prohibit smoking, vaping, or similar activities in licensed indoor space, even during nonbusiness hours;</p> <p>(b) Prohibit smoking, vaping, or similar activities in licensed outdoor space unless:</p> <p>(i) Smoking, vaping, or similar activities occurs during nonbusiness hours; or</p> <p>(ii) In an area for smoking or vaping tobacco products that is not a "public place" or "place of employment," as defined in RCW <a href="#">70.160.020</a>.</p>	<p><b>WAC 110-305-4025 Drugs and alcohol.</b></p> <p>(1) The licensee, staff and volunteers must not:</p> <p>(a) Have or use illegal drugs on the premises;</p> <p>(b) Consume or be under the influence of alcohol during operating hours; or</p> <p>(c) During operating hours, be under the influence of drugs that would impair the ability to provide care for the children as provided in this chapter.</p> <p>(2) The licensee, staff and volunteers must follow the school districts drug free zone policy if the child care program is located on school district property.</p> <p><b>WAC 110-305-4050 No smoking.</b></p>

<p>(c) Prohibit smoking, vaping, or similar activities in motor vehicles used to transport enrolled children;</p> <p>(d) Prohibit smoking, vaping, or similar activities by any provider who is supervising children, including during field trips;</p> <p>(e) Prohibit smoking, vaping, or similar activities within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW <a href="#">70.160.075</a>; and</p> <p>(f) Post "no smoking or vaping" signs. Signs must be clearly visible and located at each building entrance used as part of the early learning program.</p> <p>(3) An early learning provider must:</p> <p>(a) Prohibit any person from consuming or being under the influence of alcohol on licensed space during business hours;</p> <p>(b) Prohibit any person within licensed space from consuming or being under the influence of illegal drugs or prescription drugs to the extent that it interferes with the care for children as required by this chapter;</p> <p>(c) Store any tobacco or vapor products, or the packaging of tobacco or vapor products in a space that is inaccessible to children;</p> <p>(d) Prohibit children from accessing cigarette or cigar butts or ashes;</p> <p>(e) Store any cannabis or associated paraphernalia out of the licensed space and in a space that is inaccessible to children; and</p> <p>(f) Store alcohol in a space that is inaccessible to children (both opened and closed containers).</p> <p>(4) A center early learning provider must prohibit any person from using, consuming, or being under the influence of cannabis in any form on licensed space.</p>	<p>(c) Prohibit smoking, vaping, or similar activities in motor vehicles used to transport enrolled children;</p> <p>(d) Prohibit smoking, vaping, or similar activities by any provider who is supervising children, including during field trips;</p> <p>(e) Prohibit smoking, vaping, or similar activities within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW <a href="#">70.160.075</a>; and</p> <p>(f) For school-age programs not located on public or private school premises, post "no smoking or vaping" signs. Signs must be clearly visible and located at each building entrance used as part of the school-age program.</p> <p>(3) A school-age provider must:</p> <p>(a) Prohibit any person from consuming or being under the influence of alcohol on licensed space during business hours;</p> <p>(b) Prohibit any person within licensed space from consuming or being under the influence of illegal drugs or prescription drugs to the extent that it interferes with the care of children as required by this chapter;</p> <p>(c) Store any tobacco or vapor products, or the packaging of tobacco or vapor products in a space that is inaccessible to children;</p> <p>(d) Prohibit children from accessing cigarette or cigar butts or ashes;</p> <p>(e) Store any cannabis or associated paraphernalia out of the licensed space and in a space that is inaccessible to children; and</p> <p>(f) Store alcohol in a space that is inaccessible to children (both opened and closed containers).</p> <p>(4) A school-age provider must prohibit any person from using, consuming, or being under</p>	<p>(1) As required by chapter <a href="#">70.160</a> RCW, the licensee and program staff must, under the following conditions, prohibit smoking by anyone:</p> <p>(a) In any outdoor or indoor licensed space;</p> <p>(b) Within twenty-five feet of any entrance, exit, window, or ventilation intake of the facility; or</p> <p>(c) In motor vehicles used to transport children.</p> <p>(2) Program staff must keep tobacco products, cigarettes and containers holding cigarette butts, cigar butts, or ashes inaccessible to the children.</p>
---	---	---

<p>(5) A family home early learning provider must prohibit any person from using, consuming, or being under the influence of cannabis products in any form on licensed space during business hours.</p>	<p>the influence of cannabis in any form on licensed space.</p>	
---	---	--

**What's Different?** WAC 110-301-0420 Prohibited substances.

- *Previous 110-305 vs Updated 110-301:* Similar rules. Updated 110-301 includes more specific info than Previous 110-305 rule.
- *110-300 vs Updated 110-301:* Same rule, except 110-301 has the caveat “For any program that is not located on public or private school premises” in (1)(f)

**Program Administration and Oversight – Licensing Process**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0425 Initial, nonexpiring, dual licenses, and license modification.</b></p> <p>(1) The department may issue an initial license when an early learning program applicant demonstrates compliance with health and safety requirements of this chapter but may not be in full compliance with all requirements, pursuant to RCW <a href="#">43.216.315</a>.</p> <p>(a) An initial license is valid for six months from the date issued.</p> <p>(b) At the department's discretion, an initial license may be extended for up to three additional six-month periods, not to exceed a total of two years.</p> <p>(c) The department must evaluate the early learning provider's ability to follow requirements contained in this chapter during the initial license period.</p> <p>(2) The department may issue a nonexpiring license to a licensee operating under an initial license who demonstrates compliance with the requirements of this chapter during the period of initial licensure, pursuant to RCW <a href="#">43.216.305</a>.</p> <p>(3) A licensee must submit annual compliance documents at least thirty calendar days prior to that provider's anniversary date. A</p>	<p><b>WAC 110-301-0425 Initial, nonexpiring, dual licenses, and license modification.</b></p> <p>(1) The department may issue an initial license when a school-age program applicant demonstrates compliance with health and safety requirements of this chapter but may not be in full compliance with all requirements, pursuant to RCW <a href="#">43.216.315</a>.</p> <p>(a) An initial license is valid for six months from the date issued.</p> <p>(b) At the department's discretion, an initial license may be extended for up to three additional six-month periods, not to exceed a total of two years.</p> <p>(c) The department must evaluate the school-age provider's ability to follow requirements contained in this chapter during the initial license period.</p> <p>(2) The department may issue a nonexpiring license to a licensee operating under an initial license who demonstrates compliance with the requirements of this chapter during the period of initial licensure, pursuant to RCW <a href="#">43.216.305</a>.</p> <p>(3) A licensee must submit annual compliance documents, and must do so at least thirty calendar days prior to that provider's</p>	<p><b>WAC 110-305-1410 Department inspection.</b></p> <p>(1) Prior to the department issuing a license, a department licensor must inspect the proposed indoor and outdoor spaces to be used for child care to verify compliance with the requirements of this chapter.</p> <p>(2) Access must be granted to the department licensor during the child care hours of operation for the purpose of announced or unannounced monitoring visits to inspect the indoor or outdoor licensed space to verify compliance with the requirements of this chapter.</p> <p><b>WAC 110-305-1430 Initial license.</b></p> <p>A child care facility that demonstrates compliance with health and safety requirements of this chapter but may not be in full compliance with all requirements may be issued an initial license.</p> <p>(1) An initial license is valid for six months from the date issued.</p> <p>(2) At the department's discretion, an initial license may be extended for up to three additional six month periods not to exceed a total of two years.</p> <p>(3) The department must evaluate the program staff's ability to follow all of the rules</p>

<p>provider's anniversary date is the date the first initial license was issued. Pursuant to RCW <a href="#">43.216.305</a>, the required annual compliance documents are:</p> <ul style="list-style-type: none"> <li>(a) The annual nonrefundable license fee;</li> <li>(b) A declaration on the department's form indicating: <ul style="list-style-type: none"> <li>(i) The intent to continue operating a licensed early learning program;</li> <li>(ii) The intent to cease operation as a licensed early learning program;</li> <li>(iii) A change in the early learning program's operational hours or dates; and</li> <li>(iv) The intent to comply with all licensing rules.</li> </ul> </li> </ul> <p>(c) Documentation of completed background check applications as determined by the department's established schedule, pursuant to RCW <a href="#">43.216.270</a>(2); and</p> <p>(d) For each individual required to have a background check clearance, the early learning provider must verify current background checks or require the individual to submit a background check application at least thirty calendar days prior to the anniversary date.</p> <p>(4) If a licensee fails to meet the requirements for continuing a nonexpiring license by their anniversary date, the licensee's current license expires. The early learning provider must submit a new application for licensure, pursuant to RCW <a href="#">43.216.305</a>(3).</p> <p>(5) Nothing about the nonexpiring license process in this section may interfere with the department's established monitoring practices, pursuant to RCW <a href="#">43.216.305</a> (4)(a).</p> <p>(6) A licensee has no right to an adjudicative proceeding (hearing) to appeal the expiration, nonrenewal, or noncontinuation of a</p>	<p>licensing anniversary date. A provider's anniversary date is the date the first initial license was issued. The required annual compliance documents are:</p> <ul style="list-style-type: none"> <li>(a) The annual nonrefundable license fee;</li> <li>(b) A declaration on the department's form indicating: <ul style="list-style-type: none"> <li>(i) The intent to continue operating a licensed school-age program;</li> <li>(ii) The intent to cease operation as a licensed school-age program;</li> <li>(iii) A change in the school-age program's operational hours or dates; and</li> <li>(iv) The intent to comply with all licensing rules.</li> </ul> </li> </ul> <p>(c) Documentation of completed background check applications as determined by the department's established schedule, pursuant to RCW <a href="#">43.216.270</a>; and</p> <p>(d) For each individual required to have a background check clearance, the school-age provider must verify current background checks or require the individual to submit a background check application at least thirty calendar days prior to the anniversary date.</p> <p>(4) If a licensee fails to meet the requirements for continuing a nonexpiring license by their anniversary date, the licensee's current license expires. The school-age provider must submit a new application for licensure, pursuant to RCW <a href="#">43.216.305</a>(3).</p> <p>(5) Nothing about the nonexpiring license process in this section may interfere with the department's established monitoring practices, pursuant to RCW <a href="#">43.216.305</a>(4)(a).</p> <p>(6) A licensee has no right to an adjudicative proceeding (hearing) to appeal the expiration, nonrenewal, or noncontinuation of a</p>	<p>contained in this chapter during the initial license period.</p> <p>(4) The department may issue a nonexpiring full license to a licensee operating under an initial license who:</p> <ul style="list-style-type: none"> <li>(a) Demonstrates full compliance with the health and safety requirements of this chapter at any time during the period of initial licensure;</li> <li>(b) Demonstrates substantial compliance with other requirements of this chapter at any time; and</li> <li>(c) Meets the requirements for a nonexpiring full license as provided in WAC <a href="#">170-297-1450</a>(1).</li> </ul> <p>(5) The department must deny a nonexpiring full license to a licensee operating under an initial license when the licensee does not demonstrate the ability to comply with all the rules contained in this chapter during the initial licensing period.</p> <p><b>WAC 110-305-1450 Nonexpiring license.</b></p> <p>(1) To qualify for a nonexpiring full license, a licensee must submit the following to the department on an annual basis, at least thirty calendar days prior to the anniversary date (the date the first license is issued) of the license:</p> <ul style="list-style-type: none"> <li>(a) The annual nonrefundable license fee as provided in WAC <a href="#">170-297-1325</a>(1);</li> <li>(b) A declaration to the department on a department-approved form indicating: <ul style="list-style-type: none"> <li>(i) The licensee's intent to continue operating a licensed child care program; or</li> <li>(ii) The licensee's intent to cease operation on a date certain;</li> </ul> </li> <li>(c) A declaration on a department-approved form that the licensee is in compliance with all department licensing rules; and</li> </ul>
--	--	---

<p>nonexpiring license resulting from a failure to comply with the requirements of this section.</p> <p>(7) A licensee must have department approval to hold dual licenses (for example: An early learning program license and another care giving license, certification, or similar authorization).</p> <p>(8) If the department determines that a licensee is not meeting all applicable requirements and regulations:</p> <p>(a) The department and licensee may agree to modify the child care license;</p> <p>(b) The licensee may give up one of the licenses, certifications, or authorizations; or</p> <p>(c) The department may suspend, deny, or revoke the early learning license, pursuant to RCW <a href="#">43.216.325</a>.</p> <p>(9) An early learning provider must report within twenty-four hours:</p> <p>(a) To the department and local authorities: A fire or other structural damage to the early learning program space or other parts of the premises;</p> <p>(b) To the department:</p> <p>(i) A retirement, termination, death, incapacity, or change of the program director, or program supervisor, or change of ownership or incorporation of a provider;</p> <p>(ii) When a provider becomes aware of a charge or conviction against themselves, a staff person or, applicable household member, pursuant to WAC <a href="#">110-06-0043</a>;</p> <p>(iii) When a provider becomes aware of an allegation or finding of abuse, neglect, maltreatment, or exploitation of a child or vulnerable adult made against themselves, a staff person, or a house hold member, if applicable;</p>	<p>nonexpiring license resulting from a failure to comply with the requirements of this section.</p> <p>(7) A licensee must have department approval to hold dual licenses (for example: A school-age program license and another care giving license, certification, or similar authorization).</p> <p>(8) If the department determines that a licensee is not meeting all applicable requirements and regulations the:</p> <p>(a) Department and licensee may agree to modify the school-age program license;</p> <p>(b) Licensee may give up one of the licenses, certifications, or authorizations; or</p> <p>(c) Department may suspend, deny, or revoke the school-age license, pursuant to RCW <a href="#">43.216.325</a>.</p> <p>(9) A school-age provider must (9) A school-age provider must report within twenty-four hours:</p> <p>(a) To the department and local authorities: A fire or other structural damage to the school-age program space or other parts of the premises;</p> <p>(b) To the department:</p> <p>(i) A retirement, termination, death, incapacity, or change of the program director or site director, or change of ownership or incorporation of a provider;</p> <p>(ii) When a provider becomes aware of a charge or conviction against themselves, a staff person or, applicable household member, pursuant to WAC <a href="#">110-06-0043</a>;</p> <p>(iii) When a provider becomes aware of an allegation or finding of abuse, neglect, maltreatment, or exploitation of a child or vulnerable adult made against themselves or a staff person;</p>	<p>(d) Documentation of completed background check applications as determined by the department established schedule as provided in RCW <a href="#">43.215.215</a> (2)(f). For each individual required to have a background check clearance, the licensee must verify a current background check clearance or submit a background check application at least thirty days prior to the license anniversary date.</p> <p>(2) The requirements of subsection (1) of this section must be met:</p> <p>(a) Before a licensee operating under an initial license is issued a nonexpiring full license; and</p> <p>(b) Every twelve months after issuance of a nonexpiring full license.</p> <p>(3) If the licensee fails to meet the requirements in subsection (1) of this section for continuation of a nonexpiring full license, the license expires and the licensee must submit a new application for licensure.</p> <p>(4) Nothing about the nonexpiring license process in this section may interfere with the department's established monitoring practice.</p> <p>(5) A licensee has no right to an adjudicated proceeding (hearing) to appeal the expiration, nonrenewal, or noncontinuation of a nonexpiring full license as a result of the licensee's failure to comply with the requirements of this section.</p>
--	--	--

<p>(iv) A change in the number of household members living within a family home early learning program space. This includes individuals fourteen years old or older that move in or out of the home, or a resignation or termination, pursuant to RCW <a href="#">43.216.390</a>. A birth or death affecting the number of household members must be reported within twenty-four hours or at first opportunity; and</p> <p>(v) Any changes in the early learning program hours of operation to include closure dates.</p> <p>(10) Prior to increasing capacity of an early learning program, the licensee, center director, assistant director, or program supervisor must request and be approved to increase capacity by the department.</p> <p>(11) Licensee, center director, assistant director, or program supervisor must have state fire marshal or department approval and comply with local building ordinances following a significant change under WAC <a href="#">110-300-0402</a> (1)(a) through (c), if applicable.</p> <p>(12) Licensee, center director, assistant director, or program supervisor must notify the department within thirty calendar days when liability insurance coverage under RCW <a href="#">43.216.700</a> has lapsed or been terminated.</p>	<p>(iv) Any changes in the school-age program hours of operation to include closure dates.</p> <p>(10) Prior to increasing capacity of a school-age program, the licensee, program director, or site director must request and be approved to increase capacity by the department.</p> <p>(11) The licensee, program director, or site director must have state fire marshal or department approval and comply with local building ordinances following a significant change under WAC 110-301-0402(a) through (d), if applicable.</p> <p>(12) The licensee, program director, or site director must notify the department within thirty calendar days when liability insurance coverage under RCW <a href="#">43.216.700</a> has lapsed or been terminated.</p>	
--	--	--

**What's Different?** WAC 110-301-0425 Initial, nonexpiring, dual licenses, and license modification.

- *Previous 110-305 vs Updated 110-301:* Similar rules. Previous 110-305-1410 addresses department inspections; Updated 110-301 is not as specific about department inspections as Previous 110-305 is. Previous 110-305-0425(2)(a) requires annual compliance requirements to be met before issuing a non-expiring license; Updated 110-301 does not require this. Updated 110-301-0425(3)(b) (iii) requires annual compliance reporting include: A change in the school-age program's operational hours or dates; Previous 110-305 does not require this.
- *110-300 vs Updated 110-301:* Same rule.

<b>Program Administration and Oversight – Licensing Process</b>		
110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<b>WAC 110-300-0435 Waiver from department rules – WAC.</b>	<b>WAC 110-301-0435 Waiver from department rules – WAC.</b>	<b>WAC 110-305-1625 Exception to rule.</b> (1) The department cannot waive a requirement in state or federal law.



<p>(1) The department cannot waive a requirement of state law (RCW) or federal law.</p> <p>(2) Pursuant to RCW <a href="#">43.216.065</a>, the department may approve a waiver from a rule in this chapter if it does not jeopardize the health, safety, or welfare of the children in care.</p> <p>(3) An early learning provider's request for a waiver from a rule in this chapter must be:</p> <p>(a) Submitted in writing on the department's form to the local licensing office;</p> <p>(b) Approved in writing by the department director or the director's designee prior to the early learning provider implementing the waiver from the rule; and</p> <p>(c) For a specific program need or child.</p> <p>(4) A granted waiver may be time specific or may remain in effect for as long as the early learning provider continues to comply with the conditions of the waiver. If the waiver from the rule is time limited, the provider must not exceed the time frame established by the department.</p> <p>(5) The department may revoke a granted waiver if a licensing rule which was considered in granting the waiver is materially altered or amended.</p>	<p>(1) The department cannot waive a requirement of state law (RCW) or federal law.</p> <p>(2) Pursuant to RCW <a href="#">43.216.065</a>, the department may approve a waiver from a rule in this chapter if it does not jeopardize the health, safety, or welfare of the children in care.</p> <p>(3) A school-age provider's request for a waiver from a rule in this chapter must be:</p> <p>(a) Submitted in writing to the department;</p> <p>(b) Approved in writing by the department secretary or the secretary's designee prior to the school-age provider implementing the waiver from the rule; and</p> <p>(c) For a specific program need or child.</p> <p>(4) A granted waiver may be time specific or may remain in effect for as long as the school-age provider continues to comply with the conditions of the waiver. If the waiver from the rule is time limited, the provider must not exceed the time frame established by the department.</p> <p>(5) The department may revoke a granted waiver if a licensing rule which was considered in granting the waiver is materially altered or amended.</p>	<p>(2) The department may approve an exception to a rule in this chapter.</p> <p>(3) An exception to rule request must be:</p> <p>(a) In writing on a department form;</p> <p>(b) Submitted to the licenser; and</p> <p>(c) Approved by the director or director's designee.</p> <p>(4) The department may approve an exception only for a specific purpose or child.</p> <p>(5) An exception is time limited and may not exceed the specific time period approved by the department.</p> <p>(6) If the exception request is approved, the notice of the approved exception must be posted with other notices for parent and public view, unless the exception is for a specific child.</p> <p>(7) The department may approve an alternate method of achieving a specific requirement's intent as an exception to rule.</p> <p>(a) The alternate method must not jeopardize the health, safety or welfare of the children in care.</p> <p>(b) A copy of the department approved exception must be posted on the premises for parent and public view.</p> <p>(8) The department's denial of an exception request is not subject to appeal under chapter <a href="#">170-03</a> WAC.</p>
---	---	--

**What's Different?** WAC 110-301-0435 Waiver from department rules – WAC.

- *Previous 110-305 vs Updated 110-301:* Similar rules. Update 110-301 calls it a “waiver”; Previous 110-305 calls it an “exception.” Update 110-301 allows: (4) A granted waiver may be time specific or may remain in effect for as long as the school-age provider continues to comply with the conditions of the waiver; Previous 110-305 allows: (5) An exception is time limited and may not exceed the specific time period approved by the department. Update 110-301 states: (5) The department may revoke a granted waiver if a licensing rule which was considered in granting the waiver is materially altered or amended; Previous 110-305 does not.
- *110-300 vs Updated 110-301:* Same rule.

<b>Program Administration and Oversight – Licensing Process</b>		
110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC

<p><b>WAC 110-300-0436 Variance from department rules – WAC.</b></p> <p>(1) The department cannot provide variance from a requirement in state (RCW) or federal law.</p> <p>(2) Upon written request of an applicant, licensee, center director, assistant director, or program supervisor, the department may grant a variance from a rule in this chapter if the proposed program alternative does not jeopardize the health, safety, or welfare of the children in care.</p> <p>(3) A request for variance from a rule in this chapter must be:</p> <p>(a) Submitted in writing on the department's form to the local licensing office;</p> <p>(b) Approved in writing by the department director or the director's designee prior to the early learning provider implementing the variance from the rule; and</p> <p>(c) For a specific program approach or methodology.</p> <p>(4) A granted variance may be time specific or may remain in effect for as long as the early learning provider continues to comply with the conditions of the variance. If the variance from the rule is time limited, the provider must not exceed the time frame established by the department.</p> <p>(5) The department may revoke a granted variance if a licensing rule which was considered in granting the variance is materially altered or amended.</p>	<p><b>WAC 110-301-0436 Variance from department rules – WAC.</b></p> <p>(1) The department cannot provide variance from a requirement in state (RCW) or federal law.</p> <p>(2) Upon written request of an applicant, licensee, program director, or site director the department may grant a variance from a rule in this chapter if the proposed program alternative does not jeopardize the health, safety, or welfare of the children in care.</p> <p>(3) A request for variance from a rule in this chapter must be:</p> <p>(a) Submitted in writing to the department;</p> <p>(b) Approved in writing by the department secretary or the secretary's designee prior to the school-age provider implementing the variance from the rule; and</p> <p>(c) For a specific program approach or methodology.</p> <p>(4) A granted variance may be time specific or may remain in effect for as long as the school-age provider continues to comply with the conditions of the variance. If the variance from the rule is time limited, the provider must not exceed the time frame established by the department.</p> <p>(5) The department may revoke a granted variance if a licensing rule which was considered in granting the variance is materially altered or amended.</p>	<p>No previous rule.</p>
<p><b>What's Different?</b> WAC 110-301-0436 Variance from department rules – WAC.</p> <ul style="list-style-type: none"> <li>• <i>Previous 110-305 vs Updated 110-301:</i> Previous 110-305 does not have 'Variance from department rules – WAC' rule.</li> <li>• <i>110-300 vs Updated 110-301:</i> Same rule.</li> </ul>		
<p><b>Program Administration and Oversight – Licensing Process</b></p>		
<p>110-300 WAC</p>	<p>Updated School-Age 110-301 WAC</p>	<p>Previous School-Age 110-305 WAC</p>

**WAC 110-300-0440 Facility licensing compliance agreements, nonreferral status, probationary license, and provider rights.**

(1) At the department's discretion, when an early learning provider is in violation of this chapter or chapter [43.216](#) RCW, a facility licensing compliance agreement (FLCA) may be issued in lieu of the department taking enforcement action. The FLCA must contain:

- (a) A description of the violation and the law or rule that was violated;
- (b) A proposed plan from the provider or a designee to comply with the law or rule;
- (c) The date the violation must be corrected, determined by:
  - (i) The seriousness of the violation;
  - (ii) The potential threat to the health, safety, and well-being of the children in care; and
  - (iii) The number of times the early learning program has violated rules in this chapter or under chapter [43.216](#) RCW.

(d) Information regarding other licensing action that may be imposed if compliance does not occur by the required date;

(e) The signature of the department licensor and the licensee.

(2) An early learning provider must return a copy of the completed FLCA to the department after corrective action has been completed and by the date indicated.

(3) An early learning provider may request an internal review process regarding the violation of department rules pursuant to RCW [43.216.395](#).

(4) In an enforcement action against an early learning program or provider, the provider has the right to:

- (a) Refuse to accept or sign a FLCA.

**WAC 110-301-0440 Facility licensing compliance agreements, nonreferral status, probationary license, and provider rights.**

(1) At the department's discretion, when a school-age provider is in violation of this chapter or chapter [43.216](#) RCW, a facility licensing compliance agreement (FLCA) may be issued in lieu of the department taking enforcement action. The FLCA must contain:

- (a) A description of the violation and the law or rule that was violated;
- (b) A proposed plan from the provider or a designee to comply with the law or rule;
- (c) The date the violation must be corrected, determined by:
  - (i) The seriousness of the violation;
  - (ii) The potential threat to the health, safety, and well-being of the children in care; and
  - (iii) The number of times the school-age program has violated rules in this chapter or under chapter [43.216](#) RCW.

(d) Information regarding other licensing action that may be imposed if compliance does not occur by the required date;

(e) The signature of the department licensor and the licensee.

(2) A school-age provider must return a copy of the completed FLCA to the department after corrective action has been completed and by the date indicated.

(3) A school-age provider may request an internal review process regarding the violation of department rules pursuant to RCW [43.216.395](#).

(4) In an enforcement action against a school-age program or provider, the provider has the right to refuse to:

- (a) Accept or sign a FLCA.
- (b) Agree to a probationary license.

**WAC 110-305-8000 Facility licensing compliance agreements.**

At the department's discretion, when a licensee is in violation of this chapter or chapter [43.215](#) RCW, a facility licensing compliance agreement may be issued in lieu of the department taking enforcement action.

(1) The facility licensing compliance agreement contains:

- (a) A description of the violation and the rule or law that was violated;
  - (b) A statement from the licensee regarding the proposed plan to comply with the rule or law;
  - (c) The date the violation must be corrected;
  - (d) Information regarding other licensing action that may be imposed if compliance does not occur by the required date; and
  - (e) Signature of the licensor and licensee.
- (2) The licensee must return a copy of the completed facility license compliance agreement to the department by the date indicated when corrective action has been completed.

(3) The licensee may request a supervisory review regarding the violation of rules or laws identified on the facility license compliance agreement.

(4) A facility license compliance agreement is not subject to appeal under chapter [170-03](#) WAC.

**WAC 110-305-8010 Nonreferral status.**

In addition to or in lieu of an enforcement action under this chapter, the department may place a child care facility on no referral status as provided in RCW [43.215.300](#)(4).

<p>(b) Refuse to agree to a probationary license.</p> <p>(5) If an early learning provider refuses a FLCA or probationary license, this may result in any of the following enforcement actions:</p> <ul style="list-style-type: none"> <li>(a) Modification of the license;</li> <li>(b) Noncontinuation of a nonexpiring license;</li> <li>(c) Suspension of the license;</li> <li>(d) Revocation of the license; or</li> <li>(e) Civil penalties.</li> </ul> <p>(6) The department may place an early learning provider on nonreferral status, pursuant to RCW <a href="#">43.216.325(4)</a>, in addition to or in lieu of an enforcement action under this chapter.</p> <p>(7) A probationary license may be issued to an early learning provider or program operating under a nonexpiring license as part of a corrective action plan. Prior to issuing a probationary license, the department must refer the program or provider for technical assistance, pursuant to RCW <a href="#">43.216.320(2)</a>.</p> <p>(8) A department decision to issue a probationary license is based on an early learning program or provider's:</p> <ul style="list-style-type: none"> <li>(a) Negligent or intentional noncompliance with the licensing rules;</li> <li>(b) History of noncompliance with licensing rules;</li> <li>(c) Current noncompliance with licensing rules;</li> <li>(d) Fire safety inspection or health and sanitation inspection report that failed to gain approval;</li> <li>(e) Use of unauthorized space for child care;</li> <li>(f) Inadequate supervision of children;</li> </ul>	<p>(5) If a school-age provider refuses a FLCA or probationary license, this may result in any of the following enforcement actions:</p> <ul style="list-style-type: none"> <li>(a) Modification of the license;</li> <li>(b) Noncontinuation of a nonexpiring license;</li> <li>(c) Suspension of the license;</li> <li>(d) Revocation of the license; or</li> <li>(e) Civil penalties.</li> </ul> <p>(6) The department may place a school-age provider on nonreferral status, pursuant to RCW <a href="#">43.216.325(4)</a>, in addition to or in lieu of an enforcement action under this chapter.</p> <p>(7) A probationary license may be issued to a school-age provider or program operating under a nonexpiring license as part of a corrective action plan. Prior to issuing a probationary license, the department must refer the program or provider for technical assistance, pursuant to RCW <a href="#">43.216.320(2)</a>.</p> <p>(8) A department decision to issue a probationary license is based on a school-age program or provider's:</p> <ul style="list-style-type: none"> <li>(a) Negligent or intentional noncompliance with the licensing rules;</li> <li>(b) History of noncompliance with licensing rules;</li> <li>(c) Current noncompliance with licensing rules;</li> <li>(d) Fire safety inspection or health and sanitation inspection report that failed to gain approval;</li> <li>(e) Use of unauthorized space for the school-age program;</li> <li>(f) Inadequate supervision of children;</li> <li>(g) Understaffing for the number of children in care;</li> </ul>	<p><b>WAC 110-305-8025 Time period for correcting a violation.</b></p> <p>The length of time the program has to make the corrections depends on:</p> <ul style="list-style-type: none"> <li>(1) The seriousness of the violation;</li> <li>(2) The potential threat to the health, safety and well-being of the children in care; and</li> <li>(3) The number of times the program has violated rules in this chapter or requirements under chapter <a href="#">43.215</a> RCW.</li> </ul> <p><b>WAC 110-305-8250 Probationary license.</b></p> <p>A probationary license may be issued to a licensee operating under a nonexpiring full license as part of a corrective action plan. The department refers the licensee for technical assistance as provided in RCW <a href="#">43.215.290</a> prior to issuing a probationary license.</p> <p><b>WAC 110-305-8275 Probationary license – Cause.</b></p> <p>A department decision to issue a probationary license must be based on the following:</p> <ul style="list-style-type: none"> <li>(1) Negligent or intentional noncompliance with the licensing rules;</li> <li>(2) A history of noncompliance with the licensing rules;</li> <li>(3) Current noncompliance with the licensing rules; or</li> <li>(4) Any other factors relevant to the specific situation and consistent with the intent or purpose of chapter <a href="#">43.215</a> RCW.</li> </ul> <p><b>WAC 110-305-8300 Issuing a probationary license.</b></p> <p>When the department issues a probationary license, the licensee must:</p> <ul style="list-style-type: none"> <li>(1) Provide the parents and guardians of enrolled children notice of the probationary</li> </ul>
---	--	--

<p>(g) Understaffing for the number of children in care;</p> <p>(h) Noncompliance with requirements addressing children's health, proper nutrition, discipline, emergency medical plan, sanitation or personal hygiene practices; and</p> <p>(i) Any other factors relevant to the specific situation and consistent with the intent or purpose of chapter <a href="#">43.216</a> RCW.</p> <p>(9) When the department issues a probationary license, the early learning provider must:</p> <p>(a) Provide notice of the probationary license and a copy of the department's probationary licensing agreement to the parents or guardians of enrolled children within five business days of receiving the probationary license;</p> <p>(b) Provide documentation to the department that parents or guardians of enrolled children have been notified within ten business days of receiving the probationary license;</p> <p>(c) Inform new parents or guardians of the probationary status before enrolling new children into care;</p> <p>(d) Return the early learning program's nonexpiring license to the department; and</p> <p>(e) Post documentation of the approved written probationary license as required by RCW <a href="#">43.216.687</a>.</p> <p>(10) Pursuant to RCW <a href="#">43.216.689</a>, an early learning provider must have inspection reports and notices of enforcement actions for the past three years readily available for review by the department, parents, and the public.</p>	<p>(h) Noncompliance with requirements addressing children's health, proper nutrition, discipline, emergency medical plan, sanitation or personal hygiene practices; and</p> <p>(i) Any other factors relevant to the specific situation and consistent with the intent or purpose of chapter <a href="#">43.216</a> RCW.</p> <p>(9) When the department issues a probationary license, the school-age provider must:</p> <p>(a) Provide notice of the probationary license and a copy of the department's probationary licensing agreement to the parents or guardians of enrolled children within five business days of receiving the probationary license;</p> <p>(b) Provide documentation to the department that parents or guardians of enrolled children have been notified within ten business days of receiving the probationary license;</p> <p>(c) Inform new parents or guardians of the probationary status before enrolling their children into care;</p> <p>(d) Return the school-age program's nonexpiring license to the department; and</p> <p>(e) Post documentation of the approved written probationary license as required by RCW <a href="#">43.216.687</a>.</p> <p>(10) Pursuant to RCW <a href="#">43.216.689</a>, a school-age provider must have inspection reports and notices of enforcement actions for the past three years readily available for review by the department, parents, guardians, and the public.</p>	<p>license in a department-approved format within five working days of the licensee receiving the probationary license;</p> <p>(2) Provide documentation to the department that parents or guardians of enrolled children have been notified;</p> <p>(3) Inform new parents or guardians of the probationary status before enrolling new children;</p> <p>(4) Post documentation of the approved written probationary license as required by RCW <a href="#">43.215.525</a>; and</p> <p>(5) Return the licensee's nonexpiring full license to the department.</p> <p><b>WAC 110-305-8325 Refusing a FLCA or probationary license.</b></p> <p>(1) The licensee has the right to:</p> <p>(a) Refuse or refuse to sign a facility licensing compliance agreement; or</p> <p>(b) Refuse to agree to a probationary license.</p> <p>(2) Refusing a facility license compliance agreement or probationary license may result in one of the following enforcement actions:</p> <p>(a) Modification of the license;</p> <p>(b) Noncontinuation of a nonexpiring full license;</p> <p>(c) Suspension of the license; or</p> <p>(d) Revocation of the license.</p>
<p><b>What's Different?</b> WAC 110-301-0440 Facility licensing compliance agreements, nonreferral status, probationary license, and provider rights.</p> <ul style="list-style-type: none"> <li><i>Previous 110-305 vs Updated 110-301:</i> Similar rules. Updated 110-301 includes information about determining the date the violation must be corrected on the FLCA [see 110-301-0440(1)(c)(i-iii)]; Previous 110-305 does not include that info. Updated 110-301 includes 'civil penalties' as an</li> </ul>		

enforcement action the depart can take if provider refuses FLCA or probationary license [see 110-301-0440(5)(e)]; Previous 110-305 does not include that info. Updated 110-301 includes more reasons why the dept. may decide to issue a probationary license [see 110-301-0440(8)(d-h)].

- *110-300 vs Updated 110-301*: Same rule.

**Program Administration and Oversight – Licensing Process**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0443 Enforcement actions, notice, and appeal.</b></p> <p>(1) Pursuant to RCW <a href="#">43.216.325</a>, the department is authorized to take enforcement actions when an early learning provider fails to comply with this chapter or chapter <a href="#">43.216</a> RCW. Enforcement actions are taken pursuant to RCW <a href="#">43.216.020</a>, <a href="#">43.216.065</a>, and <a href="#">43.216.250</a>. Enforcement actions include civil monetary penalties (fines) and the denial, suspension, revocation, modification, or nonrenewal of a license.</p> <p>(2) An early learning provider subject to an enforcement action has the right to appeal by requesting an adjudicative proceeding (or "hearing") pursuant to chapter <a href="#">110-03</a> WAC, DCYF hearing rules.</p> <p>(3) The department must issue a notice of violation to an early learning provider when taking enforcement actions. A notice of violation must be sent by certified mail or personal service and must include:</p> <p>(a) The reason why the department is taking the action;</p> <p>(b) The rules the provider failed to comply with;</p> <p>(c) The provider's right to appeal enforcement actions; and</p> <p>(d) How the provider may appeal and request a hearing.</p> <p>(4) Fines shall not exceed two hundred fifty dollars per day per violation for center early learning programs or one hundred fifty dollars per</p>	<p><b>WAC 110-301-0443 Enforcement actions, notice, and appeal.</b></p> <p>(1) Pursuant to RCW <a href="#">43.216.325</a>, the department is authorized to take enforcement actions when a school-age provider fails to comply with this chapter or chapter <a href="#">43.216</a> RCW. Enforcement actions are taken pursuant to RCW <a href="#">43.216.020</a>, <a href="#">43.216.065</a>, and <a href="#">43.216.250</a>. Enforcement actions include civil monetary penalties (fines) and the denial, suspension, revocation, modification, or nonrenewal of a license.</p> <p>(2) A school-age provider subject to an enforcement action has the right to appeal by requesting an adjudicative proceeding (or "hearing") pursuant to chapter <a href="#">110-03</a> WAC, DCYF hearing rules.</p> <p>(3) The department must issue a notice of violation to a school-age provider when taking enforcement actions. A notice of violation must be sent by certified mail or personal service and must include:</p> <p>(a) The reason why the department is taking the action;</p> <p>(b) The rules the provider failed to comply with;</p> <p>(c) The provider's right to appeal enforcement actions; and</p> <p>(d) How the provider may appeal and request a hearing.</p> <p>(4) Fines must not exceed two hundred fifty dollars per day per violation for a school-age</p>	<p><b>WAC 110-305-8050 Civil monetary penalties (fines).</b></p> <p>A civil monetary penalty (fine) may be imposed when the licensee or program staff violates a rule in this chapter or a requirement in chapter <a href="#">43.215</a> RCW.</p> <p>(1) A fine of two hundred fifty dollars per day may be imposed for each violation.</p> <p>(2) The fine may be assessed and collected with interest for each day a violation occurs.</p> <p>(3) A fine may be imposed in addition to other action taken against the license including denial, modification, probation, suspension, revocation, or discontinuation.</p> <p>(4) At the department's discretion, the fine may be withdrawn or reduced if the child care program comes into compliance during the notification period in WAC <a href="#">170-297-8075</a>.</p> <p>(5) When a fine is assessed the licensee has the right to a hearing under chapter <a href="#">170-03</a> WAC. The fine notice will include information about the licensee's hearing rights and how to request a hearing.</p> <p><b>WAC 110-305-8060 When levies are fined.</b></p> <p>The department may base a fine for violation of a rule under this chapter or a requirement in chapter <a href="#">43.215</a> RCW, according to whether the licensee:</p> <p>(1) Has allowed the existence of any condition that creates a serious safety and health risk;</p>

<p>day per violation for family home early learning programs, or as otherwise set by the legislature. Fines may be:</p> <p>(a) Assessed and collected with interest for each day a violation occurs;</p> <p>(b) Imposed in addition to other enforcement actions; and</p> <p>(c) Withdrawn or reduced if an early learning provider comes into compliance during the notification period.</p> <p>(5) An early learning provider must pay fines within twenty-eight calendar days after receiving a notice of violation unless:</p> <p>(a) The office of financial recovery establishes a payment plan for the provider; or</p> <p>(b) The provider requests a hearing, pursuant to chapter <a href="#">110-03</a> WAC, DCYF hearing rules and RCW <a href="#">43.216.335</a>(3).</p> <p>(6) The department may suspend or revoke a license if an early learning provider fails to pay a fine within twenty-eight calendar days or becomes delinquent in making payments, pursuant to RCW <a href="#">43.216.327</a> and <a href="#">43.216.335</a>. If a provider's license is due for annual compliance, the department may elect not to continue the license for failure to pay a fine.</p>	<p>program, or as otherwise set by the legislature. Fines may be:</p> <p>(a) Assessed and collected with interest for each day a violation occurs;</p> <p>(b) Imposed in addition to other enforcement actions; and</p> <p>(c) Withdrawn or reduced if a school-age provider comes into compliance during the notification period.</p> <p>(5) A school-age provider must pay fines within twenty-eight calendar days after receiving a notice of violation unless:</p> <p>(a) The office of financial recovery establishes a payment plan for the provider; or</p> <p>(b) A later due date is specified on the notice of violation, pursuant to RCW <a href="#">43.216.335</a>(2); or</p> <p>(c) The provider requests a hearing, pursuant to chapter <a href="#">110-03</a> WAC, DCYF hearing rules and RCW <a href="#">43.216.335</a>(3).</p> <p>(6) The department may suspend or revoke a license if a school-age provider fails to pay a fine within twenty-eight calendar days or becomes delinquent in making payments, pursuant to RCW <a href="#">43.216.327</a> and <a href="#">43.216.335</a>. If a provider's license is due for annual compliance, the department may elect not to continue the license for failure to pay a fine.</p>	<p>(2) Or any staff person uses corporal punishment or humiliating methods of control or discipline;</p> <p>(3) Or any staff person fails to provide the required supervision;</p> <p>(4) Fails to provide required light, ventilation, sanitation, food, water, or heating;</p> <p>(5) Provides care for more than the highest number of children permitted by the license at one time; or</p> <p>(6) Repeatedly fails to follow the rules in this chapter or the requirements in chapter <a href="#">43.215</a> RCW. As used in this section, "repeatedly" means a violation that has been the subject of a facility license compliance agreement that occurs more than once in a twelve-month time period.</p> <p><b>WAC 110-305-8075 Fines – Payment period.</b></p> <p>A fine must be paid within twenty-eight calendar days after the licensee receives the notice unless:</p> <p>(1) The department approves a payment plan requested by the licensee; or</p> <p>(2) The licensee requests a hearing as provided in RCW <a href="#">43.215.307</a>(3).</p> <p><b>WAC 110-305-8100 Notice of fine – Posting.</b></p> <p>The licensee must post the department letter notifying the licensee of a final notice of a civil penalty:</p> <p>(1) Immediately upon receipt;</p> <p>(2) In the licensed space where it is clearly visible to parents and guardians; and</p> <p>(3) For two weeks or until the violation causing the fine is corrected, whichever is longer.</p> <p><b>WAC 110-305-8125 Failure to pay a fine – Department action.</b></p>
---	---	---

		<p>If the licensee fails to pay a fine within twenty-eight calendar days after the fine assessment becomes final the department may suspend, revoke or not continue the license.</p> <p><b>WAC 110-305-8150 Denial, suspension, revocation, modification or noncontinuation of a license.</b></p> <p>(1) A license may be denied, suspended, modified, revoked or not continued when the licensee fails to comply with the requirements in this chapter or any provisions of chapter <a href="#">43.215</a> RCW.</p> <p>(2) A license may be denied, suspended, modified or revoked when the licensee knowingly allows others to fail to comply with the requirements in this chapter or any provisions of chapter <a href="#">43.215</a> RCW.</p> <p><b>WAC 110-305-8175 Violations – Enforcement action.</b></p> <p>The department may deny, suspend, revoke, or not continue a license when:</p> <p>(1) The licensee or program staff are unable to provide the required care for the children in a way that promotes their health, safety and well-being;</p> <p>(2) The licensee or program staff person is disqualified under chapter <a href="#">170-06</a> WAC (DEL background check rules);</p> <p>(3) The licensee or program staff person has been found to have committed child abuse or child neglect;</p> <p>(4) The licensee has been found to allow program staff or volunteers to commit child abuse or child neglect;</p>
--	--	---



		<p>(5) The licensee or program staff person has a current charge or conviction for a disqualifying crime under WAC <a href="#">170-06-0120</a>;</p> <p>(6) There is an allegation of child abuse or neglect against the licensee, staff, or volunteer;</p> <p>(7) The licensee or program staff person fails to report to DSHS children's administration intake or law enforcement any instances of alleged child abuse or child neglect;</p> <p>(8) The licensee tries to obtain or keep a license by deceitful means, such as making false statements or leaving out important information on the application;</p> <p>(9) The licensee or a program staff person commits, permits or assists in an illegal act at the child care premises;</p> <p>(10) The licensee or a program staff person uses illegal drugs or alcohol in excess, or abuses prescription drugs;</p> <p>(11) The licensee knowingly allowed a program staff person or volunteer to make false statements on employment or background check application related to their suitability or competence to provide care;</p> <p>(12) The licensee does not provide the required number of qualified program staff to care for the children in attendance;</p> <p>(13) The licensee or program staff fails to provide the required level of supervision for the children in care;</p> <p>(14) When there are more children than the maximum number stated on the license at any one time;</p> <p>(15) The licensee or program staff refuses to allow department authorized staff access during child care operating hours to:</p> <ul style="list-style-type: none"> <li>(a) Requested information;</li> <li>(b) The licensed space;</li> </ul>
--	--	--

		<p>(c) Child, staff, or program files; or  (d) Staff or children in care;  (16) The licensee is unable to manage the property, fiscal responsibilities or staff in the facility; or  (17) The licensee or program staff cares for children outside the ages stated on the license.</p> <p><b>WAC 110-305-8225 Notice of license denial, suspension, revocation, or modification.</b></p> <p>(1) The department notifies the licensee of the denial, suspension, revocation, or modification of the license by sending a certified letter or by personal service.</p> <p>(2) The letter contains information on what the licensee may do if the licensee disagrees with the decision to deny, suspend, revoke, or modify the license.</p> <p>(3) The licensee has a right to appeal the denial, suspension, revocation or modification of the license.</p> <p>(4) The department notice will include information on hearing rights and how to request a hearing.</p> <p><b>WAC 110-305-8400 Hearing process.</b></p> <p>A person providing unlicensed child care may be:</p> <p>(1) Assessed a fine of two hundred fifty dollars a day for each day unlicensed child care is provided;  (2) Guilty of a misdemeanor; or  (3) Subject to an injunction.</p>
--	--	---

**What's Different?** WAC 110-301-0443 Enforcement actions, notice, and appeal.

- *Previous 110-305 vs Updated 110-301:* Previous 110-305 includes more detail about civil penalties than Updated 110-301 does. 110-305-8175 includes a list of reasons why depart may take enforcement action; Updated 110-301 does include such a list.
- *110-300 vs Updated 110-301:* Same rule.

**Program Administration and Oversight – Records, Policies, Reporting, and Posting**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0450 Parent or guardian handbook and related policies.</b></p> <p>(1) An early learning provider must supply to each parent or guardian written policies regarding the early learning program. Each enrolled child's record must have signed documentation stating the parent or guardian reviewed the handbook and early learning program policies.</p> <p>(2) An early learning provider must have and follow formal written policies in either paper or electronic format, including:</p> <ul style="list-style-type: none"> <li>(a) A nondiscrimination statement;</li> <li>(b) A family engagement and partnership communication plan;</li> <li>(c) A parent or guardian's permission for photography, videotaping, or surveillance of his or her child;</li> <li>(d) Alcohol, tobacco, cannabis use and prohibition of illegal drugs;</li> <li>(e) Curriculum philosophy on how children learn and develop, and how this philosophy is implemented;</li> <li>(f) Child guidance plan, which includes restraint policies and forbidding corporal punishment;</li> <li>(g) Expulsion policy;</li> <li>(h) Early learning program staff-to-child ratios and classroom types offered, if applicable;</li> <li>(i) If the early learning program offers any of the following, they must include a policy for each that applies to their program: <ul style="list-style-type: none"> <li>(i) Care for children with specific or special needs;</li> <li>(ii) Infant and toddler care, covering: <ul style="list-style-type: none"> <li>(A) Diapering;</li> <li>(B) Feeding;</li> </ul> </li> </ul> </li> </ul>	<p><b>WAC 110-301-0450 Parent or guardian handbook and related policies.</b></p> <p>(1) A school-age provider must supply to each parent or guardian written policies regarding the school-age program. Each enrolled child's record must have signed documentation stating the parent or guardian reviewed the handbook and school-age program policies.</p> <p>(2) A school-age provider must have and follow formal written policies in either paper or electronic format, including:</p> <ul style="list-style-type: none"> <li>(a) A nondiscrimination statement;</li> <li>(b) A family engagement and partnership communication plan;</li> <li>(c) A parent or guardian's permission for photography, videotaping, or surveillance of their child;</li> <li>(d) Alcohol, tobacco, cannabis use and prohibition of illegal drugs;</li> <li>(e) Program philosophy pursuant to WAC 110-301-0305, and how this philosophy is implemented;</li> <li>(f) Child guidance plan, which includes restraint policies and forbidding corporal punishment;</li> <li>(g) Expulsion policy;</li> <li>(h) School-age program staff-to-child ratios and classroom or age grouping types offered, if applicable;</li> <li>(i) If the school-age program offers any of the following, they must include a policy for each that applies to their program: <ul style="list-style-type: none"> <li>(i) Care for children with specific or special needs;</li> <li>(ii) Dual language learning;</li> <li>(iii) Religious and cultural activities, including how holidays will be celebrated;</li> </ul> </li> </ul>	<p><b>WAC 110-305-2350 Policies.</b></p> <p>(1) The child care program must have written policies for:</p> <ul style="list-style-type: none"> <li>(a) Parents and guardians, also known as the parent handbook;</li> <li>(b) Program and staff.</li> </ul> <p>(2) All policies must be submitted to the department.</p> <p><b>WAC 110-305-2375 Parent/guardian policies (handbook).</b></p> <p>The written parent/guardian policies (handbook) must include:</p> <ul style="list-style-type: none"> <li>(1) Hours of operation including closures and vacations;</li> <li>(2) Information on how children's records are kept current, including immunization records;</li> <li>(3) Enrollment and disenrollment process;</li> <li>(4) Access to children during child care hours;</li> <li>(5) Program philosophy (the program's view of child learning and development);</li> <li>(6) Typical daily schedule, including sample curriculum;</li> <li>(7) The program's policy on use of media such as movies, television, computers and music, in child learning and development;</li> <li>(8) Communication plan with parents/guardians including: <ul style="list-style-type: none"> <li>(a) How the parent or guardian may contact the child care program staff with questions or concerns;</li> <li>(b) How the child care program staff will communicate the child's progress with the parent or guardian at least twice a year; and</li> <li>(c) How the child care program staff will work with parents to support the child;</li> </ul> </li> </ul>

<p>(C) Toilet training;  (D) Child sleep pattern; and  (E) Safe sleep requirements.  (iii) Dual language learning;  (iv) Religious and cultural activities, including how holidays will be celebrated;  (v) Transportation and off-site field trips;  (vi) Water activities;  (vii) Overnight care; and  (viii) How weapons on the premises are secured.  (j) Program days and hours of operation, including closure dates and observed holidays;  (k) Enrollment and disenrollment requirements;  (l) Fees and payment plans;  (m) Sign-in and sign-out requirements;  (n) Information required for the child's record, including:  (i) The importance and plan for keeping the information current;  (ii) A plan to keep the child's information confidential; and  (iii) Who may legally access the child's information.  (o) A kindergarten transition plan, if applicable;  (p) What parents or guardians must supply for their child (for example: Extra clothing or diapers);  (q) Permission for a parent or guardian's access to areas of the early learning program during business hours;  (r) Termination of services policy;  (s) Emergency preparedness plan;  (t) The early learning provider and program staff's duty to report incidents including</p>	<p>(iv) Transportation and off-site field trips; and  (v) Water activities; and  (vi) Evening and overnight care, if applicable.  (j) Program days and hours of operation, including closure dates and observed holidays;  (k) Enrollment and disenrollment requirements;  (l) Fees and payment plans;  (m) Sign-in and sign-out requirements;  (n) Information required for the child's record, including:  (i) The importance and plan for keeping the information current;  (ii) A plan to keep the child's information confidential; and  (iii) Who may legally access the child's information.  (o) What parents or guardians must supply for their child, if applicable (for example: Extra clothing);  (p) Permission for a parent or guardian's access to areas of the school-age program during business hours;  (q) Termination of services policy;  (r) Emergency preparedness plan;  (s) The school-age provider and program staff's duty to report incidents including reporting suspected child abuse, neglect, sexual abuse, or maltreatment;  (t) Description of where the parent or guardian may find and review the school-age program's:  (i) Health policy;  (ii) Staff policies;  (iii) Consistent care policy;  (iv) Menus;</p>	<p>(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 <a href="#">170-297-2025</a>;  (16) Items that the licensee requires the parent or guardian to provide;  (17) Guidance and discipline policy. See WAC <a href="#">170-297-6050</a>;  (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 <a href="#">170-297-2450</a>;  (21) Transportation requirements. See WAC <a href="#">170-297-6475</a>;  (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 <a href="#">170-297-2825</a> and <a href="#">170-297-2850</a>;</p>
---	---	--

<p>reporting suspected child abuse, neglect, sexual abuse, or maltreatment;</p> <p>(u) Policies regarding mixed age groups, if applicable (including when children may be in a mixed age group);</p> <p>(v) Description of where the parent or guardian may find and review the early learning program's:</p> <p>(i) Health policy;</p> <p>(ii) Staff policies, if applicable;</p> <p>(iii) Consistent care policy;</p> <p>(iv) Menus;</p> <p>(v) Liability insurance;</p> <p>(vi) Inspection reports and notices of enforcement actions, if applicable; and</p> <p>(vii) Other relevant program policies.</p>	<p>(v) Liability insurance;</p> <p>(vi) Inspection reports and notices of enforcement actions, if applicable; and</p> <p>(vii) Other relevant program policies.</p>	<p>(b) Injury or medical emergency response and reporting;</p> <p>(c) Medication management including storage and dispensing. See WAC <a href="#">170-297-3325</a>;</p> <p>(d) Exclusion/removal policy of ill persons. See WAC <a href="#">170-297-3210</a>;</p> <p>(e) Reporting of notifiable conditions to public health;</p> <p>(f) Immunization tracking. See WAC <a href="#">170-297-3250</a>; and</p> <p>(g) Infection control methods, including:</p> <p>(i) Handwashing (WAC <a href="#">170-297-3625</a>) and, if applicable, hand sanitizers (WAC <a href="#">170-297-3650</a>); and</p> <p>(ii) Cleaning and sanitizing procedures including the sanitizing method and products used. See WAC <a href="#">170-297-3850</a> through <a href="#">170-297-3925</a>;</p> <p>(25) Nonsmoking policy. See WAC <a href="#">170-297-4050</a>;</p> <p>(26) Drug and alcohol policy. See WAC <a href="#">170-297-4025</a>; and</p> <p>(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.</p>
--	---	---

**What's Different?** WAC 110-301-0450 Parent or guardian handbook and related policies.

- *Previous 110-305 vs Updated 110-301:* Similar rules. There are differences between what Updated 110-301 requires to be in the parent handbook and what Previous 110-305 requires in the parent handbook.
- *110-300 vs Updated 110-301:* Same rule, except 110-300 includes these items to be included in parent handbook: Infant and toddler care, overnight care, how weapons on the premises are secured, a kindergarten transition plan, if applicable, and policies regarding mixed age groups, if applicable (including when children may be in a mixed age group). Updated 110-301 do not include these things because they don't occur in school-age programs.

<b>Program Administration and Oversight – Records, Policies, Reporting, and Posting</b>		
110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0455 Attendance records.</b></p> <p>(1) An early learning provider may keep a child in care up to a maximum of ten hours each</p>	<p><b>WAC 110-301-0455 Attendance records.</b></p> <p>(1) A school-age provider may keep a child in care up to a maximum of ten hours each day. If</p>	<p><b>WAC 110-305-2125 Child attendance records – Staff-to-child ratio records.</b></p>

<p>day. If needed, the maximum time may be extended based upon the parent or guardian's work, an agreed upon alternate schedule, or travel to and from the early learning program.</p> <p>(2) An early learning provider must keep daily child attendance records, either in paper or electronic format, for each child (including the children of staff in the program). These records must be easily accessible and kept on-site or in the program's administrative office for department review. These records must clearly document:</p> <ul style="list-style-type: none"> <li>(a) The name of the child;</li> <li>(b) The date of care;</li> <li>(c) Child arrival and departure times from the early learning program;</li> <li>(d) Signature or electronic signature of parent, guardian or other authorized person at the time of arrival and departure; and</li> <li>(e) A staff signature when a child leaves the early learning program to attend school or participate in off-site activities not offered by the early learning program.</li> </ul> <p>(3) An early learning provider must keep daily staff attendance records for each center classroom or family home program. These attendance records must be on paper or in an electronic format and clearly document:</p> <ul style="list-style-type: none"> <li>(a) The name of each staff member (including staff assigned to care for children with special needs and one-on-one care) and volunteers;</li> <li>(b) The number of children in each classroom or family home program;</li> <li>(c) The staff-to-child ratio;</li> <li>(d) The date; and</li> <li>(e) Start and end times of the assigned staff or volunteers.</li> </ul>	<p>needed, the maximum time may be extended based upon the parent or guardian's work, an agreed upon alternate schedule, or travel to and from the school-age program.</p> <p>(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:</p> <ul style="list-style-type: none"> <li>(a) The name of the child;</li> <li>(b) The date of care;</li> <li>(c) Child arrival and departure times from the school-age program;</li> <li>(d) Signature or electronic signature of parent, guardian or other authorized person at the time of arrival and departure; and</li> <li>(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.</li> </ul> <p>(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:</p> <ul style="list-style-type: none"> <li>(a) The name of each staff member (including staff assigned to care for children with special needs and one-on-one care) and volunteers;</li> <li>(b) The number of children in each classroom or with each group of children;</li> <li>(c) The staff-to-child ratio;</li> <li>(d) The date; and</li> <li>(e) Start and end times of the assigned staff or volunteers.</li> </ul>	<p>The following records must also be kept on file:</p> <p>(1) Daily attendance for each child counted in capacity that includes the:</p> <ul style="list-style-type: none"> <li>(a) Child's dates of attendance;</li> <li>(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</li> <li>(c) Time the child leaves the child care facility including signature of the authorized person to sign the child out.</li> </ul> <p>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.</p> <p>(2) Names of staff being counted to meet the daily staff-to-child ratio requirements.</p>
---	--	--

<p>(4) If the attendance records are kept electronically, the electronic system must:</p> <p>(a) Record either an electronic signature, swipecard, personal identification number (PIN), biometric reader, or similar action by the parent or authorized person when signing the child in or out of care (or staff notation of who picked up or dropped off along with time in and out if authorized person does not have electronic signature, swipe card, PIN, biometric reader or similar action);</p> <p>(b) Ensure the authenticity, confidentiality, integrity, security, accessibility, and protection against disproof of the electronic records;</p> <p>(c) Be able to produce an authentic, verifiable and uniquely identified written record for each transaction;</p> <p>(d) Be able to authenticate (prove the identity of) the sender of the record and ensure that the electronic record has not been altered;</p> <p>(e) Be able to capture an electronic record for each transaction conducted;</p> <p>(f) Be able to retain the electronic record in an accessible form for their legal minimum retention period;</p> <p>(g) Be able to search and retrieve electronic records in the normal course of business; and</p> <p>(h) Be able to perform in an accurate, reliable, and consistent manner in the normal course of business.</p> <p>(5) Electronic attendance records must contain information necessary to reproduce the entire electronic record and associated signatures in a form that permits a person viewing or printing the entire electronic record to verify:</p> <p>(a) The contents of the electronic record;</p>	<p>(4) If the attendance records are kept electronically, the electronic system must:</p> <p>(a) Record either an electronic signature, swipecard, personal identification number (PIN), biometric reader, or similar action by the parent, 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);</p> <p>(b) Ensure the authenticity, confidentiality, integrity, security, accessibility, and protection against disproof of the electronic records;</p> <p>(c) Be able to produce an authentic, verifiable and uniquely identified written record for each transaction;</p> <p>(d) Be able to authenticate (prove the identity of) the sender of the record and ensure that the electronic record has not been altered;</p> <p>(e) Be able to capture an electronic record for each transaction conducted;</p> <p>(f) Be able to retain the electronic record in an accessible form for their legal minimum retention period;</p> <p>(g) Be able to search and retrieve electronic records in the normal course of business; and</p> <p>(h) Be able to perform in an accurate, reliable, and consistent manner in the normal course of business.</p> <p>(5) Electronic attendance records must contain information necessary to reproduce the entire electronic record and associated signatures in a form that permits a person viewing or printing the entire electronic record to verify the:</p> <p>(a) Contents of the electronic record;</p>	
--	---	--

(b) The person signing the electronic record; and (c) The date signatures were executed.	(b) Person signing the electronic record; and (c) Date signatures were executed.	
---	--	--

**What's Different?** WAC 110-301-0455 Attendance records.

- *Previous 110-305 vs Updated 110-301:* Similar rules. Updated 110-301 includes: info about maximum care for a child is 10 hours a day, more details about keeping staff attendance, and info about what is required electronic attendance records,
- *110-300 vs Updated 110-301:* Same rule.

**Program Administration and Oversight – Records, Policies, Reporting, and Posting**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
-------------	--------------------------------	---------------------------------

<p><b>WAC 110-300-0460 Child records.</b></p> <p>(1) An early learning provider must keep current individualized enrollment and health records for all enrolled children, including children of staff, updated annually or more often as health records are updated.</p> <p>(a) A child's record must be kept in a confidential manner but in an area easily accessible to staff.</p> <p>(b) A child's parent or guardian must be allowed access to all of his or her own child's records.</p> <p>(2) Each child's enrollment record must include the following:</p> <p>(a) The child's birth date;</p> <p>(b) An enrolled child's parent or phone numbers, address, and contact information for reaching the family while the child is in care;</p> <p>(c) Emergency contact information. If no emergency contact is available, a written and signed emergency contact plan may be accepted;</p> <p>(d) Names and phone numbers of persons authorized to pickup enrolled children;</p> <p>(e) A plan for special or individual needs of the child, if applicable, including parent or guardian signature, pursuant to WAC <a href="#">110-300-0300</a>;</p> <p>(f) Signed parent or guardian permissions, pursuant to WAC <a href="#">110-300-0450</a> as applicable for:</p>	<p><b>WAC 110-301-0460 Child records.</b></p> <p>(1) A school-age provider must keep current individualized enrollment and health records for all enrolled children, including children of staff, updated annually or more often as health records are updated.</p> <p>(a) A child's record must be kept in a confidential manner but in an area easily accessible to staff.</p> <p>(b) A child's parent or guardian must be allowed access to all of their own child's records.</p> <p>(2) Each child's enrollment record must include the following:</p> <p>(a) The child's birth date;</p> <p>(b) An enrolled child's parent or guardian's phone number, address, and contact information for reaching the family while the child is in care;</p> <p>(c) Emergency contact information. If no emergency contact is available, a written and signed emergency contact plan may be accepted;</p> <p>(d) Names and phone numbers of persons authorized to pickup enrolled children;</p> <p>(e) A plan for special or individual needs of the child, if applicable, including parent or guardian signature, pursuant to WAC 110-301-0300;</p> <p>(f) Signed parent or guardian permissions, pursuant to WAC 110-301-0450 as applicable for:</p> <p>(i) Field trips;</p>	<p><b>WAC 110-305-2025 Child records—Confidentiality.</b></p> <p>(1) Records for all children must be kept in a confidential manner.</p> <p>(2) Each enrolled child's health record must be available to staff when needed for medical administration or emergencies.</p> <p>(3) A child's parent or guardian must be allowed access to all records for their child.</p> <p><b>WAC 110-305-2050 Child records—Contents.</b></p> <p>(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:</p> <p>(a) The child's beginning enrollment date;</p> <p>(b) End of enrollment date for children no longer in the licensee's care;</p> <p>(c) The child's birth date;</p> <p>(d) The child's immunization records and immunization exemption records;</p> <p>(e) The child's health history that includes:</p> <p>(i) Known health conditions such as allergies, asthma, and diabetes;</p> <p>(ii) Date of last physical exam; and</p> <p>(iii) Date of last dental exam.</p> <p>(f) The names, phone numbers, and addresses of persons authorized to pick up the child;</p>
--	--	--



<p>(i) Field trips;</p> <p>(ii) Transportation;</p> <p>(iii) Bathing;</p> <p>(iv) Water activities including swimming pools or other bodies of water; and</p> <p>(v) Photo, video, or surveillance activity.</p> <p>(g) The beginning and end enrollment date for children no longer in the early learning program's care;</p> <p>(h) A parent or guardian approved plan for use of physical restraint and documentation of parental or guardian notification;</p> <p>(i) Expulsion information, documentation, and steps taken to avoid expulsion;</p> <p>(j) Termination of services documentation and communication; and</p> <p>(k) Notification of child developmental screening information given to the child's parent or guardian, if applicable.</p> <p>(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.</p> <p>(4) A health record is required for every child who is enrolled and counted in an early learning program's capacity. A health record must include:</p> <p>(a) An immunization record, pursuant to WAC <a href="#">110-300-0210</a>(1);</p> <p>(b) The child's health history including any known health conditions and the child's individual care plan, if applicable;</p> <p>(c) A medication authorization and administration log, pursuant to WAC <a href="#">110-300-0215</a>, if applicable;</p> <p>(d) Documentation of special medical procedure training by parent or guardian, if applicable;</p>	<p>(ii) Transportation;</p> <p>(iii) Bathing, if the program uses a bathtub or shower described in WAC 110-301-0220(3);</p> <p>(iv) Water activities including swimming pools or other bodies of water; and</p> <p>(iv) Photo, video, or surveillance activity.</p> <p>(g) The beginning and end enrollment date for children no longer in the school-age program's care;</p> <p>(h) Physical restraint documentation pursuant to WAC 110-301-0335, if applicable;</p> <p>(i) Expulsion information, documentation, and steps taken to avoid expulsion; and</p> <p>(j) Termination of services documentation and communication.</p> <p>(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.</p> <p>(4) A health record is required for every child who is enrolled and counted in a school-age program's capacity. A health record must include:</p> <p>(a) An immunization record, pursuant to WAC 110-301-0210;</p> <p>(b) The child's health history including any known health conditions and the child's individual care plan, if applicable;</p> <p>(c) A medication authorization and administration log, pursuant to WAC 110-301-0215, if applicable;</p> <p>(d) Documentation of special medical procedure training by parent or guardian, if applicable;</p> <p>(e) Medical and dental care provider names and contact information or what facility the parent or guardian would prefer for treatment;</p> <p>(f) Dates of the child's last physical exam and dental exam, if available;</p>	<p>(g) Emergency contacts;</p> <p>(h) Parent or guardian information including name, phone numbers, address, and contact information for reaching the family while the child is in care;</p> <p>(i) Medical and dental care provider names and contact information, if the child has providers; and</p> <p>(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.</p> <p>(2)(a) The child's immunization records and immunization exemption records must include the following:</p> <p>(i) The child's current immunization record, on a DOH certificate of immunization status (CIS) form, signed by the parent or guardian;</p> <p>(ii) A DOH certificate of exemption (COE) form signed by the parent or legal guardian that declares a religious belief, philosophical, or personal objection immunization exemption authorized under RCW <a href="#">28A.210.090</a> (1)(b) or (c); and</p> <p>(iii) A DOH certificate of exemption (COE) form signed by the parent and a health care practitioner for a medical exemption authorized under RCW <a href="#">28A.210.090</a> (1)(a).</p> <p>(b) A philosophical or personal objection may not be used to exempt a child from the measles, mumps, and rubella vaccine under this section.</p> <p>(c) If no emergency contact is available as described in subsection (1)(g) of this section, a written emergency contact plan may be accepted.</p> <p>(d) If the child has no medical or dental provider as discussed in subsection (1)(i) of this section, the parent or guardian must provide a</p>
--	---	--

<p>(e) Medical and dental care provider names and contact information or what facility the parent or guardian would prefer for treatment;</p> <p>(f) Dates of the child's last physical exam and dental exam, if available;</p> <p>(g) Consent to seek medical care and treatment of the child in the event of injury or illness, signed by the child's parent or guardian;</p> <p>(h) Signed parent or guardian permission for visiting health professionals who provide direct services to children at the early learning program;</p> <p>(i) An incident or injury report that includes:</p> <p>(i) The date and description of the child's incident or injury;</p> <p>(ii) Treatment provided to the child while in care;</p> <p>(iii) The names of the early learning program staff providing the treatment; and</p> <p>(iv) Evidence that a copy of the incident or injury report was given to the child's parent or guardian.</p> <p>(j) Documentation that a provider reported food poisoning or contagious diseases to the local health jurisdiction or the department of health, if applicable.</p>	<p>(g) Consent to seek medical care and treatment of the child in the event of injury or illness, signed by the child's parent or guardian;</p> <p>(h) Signed parent or guardian permission for visiting health professionals who provide direct services to children at the school-age program;</p> <p>(i) An incident or injury report, pursuant to 110-301-0475, that includes:</p> <p>(i) The date and description of the child's incident or injury;</p> <p>(ii) Treatment provided to the child while in care;</p> <p>(iii) The names of the school-age program staff providing the treatment; and</p> <p>(iv) Evidence that a copy of the incident or injury report was given to the child's parent or guardian.</p> <p>(j) Documentation that a provider reported food poisoning or contagious diseases to the local health jurisdiction or the DOH, if applicable.</p>	<p>written plan for medical and dental injuries or incidents.</p> <p>(3) If applicable, a child's records must include:</p> <p>(a) Injury/incident reports (see WAC <a href="#">110-305-3575</a> and <a href="#">110-305-3600</a>);</p> <p>(b) A medication authorization and administration log (see WAC <a href="#">110-305-3375</a>);</p> <p>(c) A plan for special or individual needs of the child (see WAC <a href="#">110-305-0050</a>); and</p> <p>(d) Documentation of use of physical restraint (see WAC <a href="#">110-305-6250</a>).</p> <p>(4) The child's records must include signed parent permissions (see WAC <a href="#">110-305-6400</a>) as applicable for:</p> <p>(a) Field trips;</p> <p>(b) Transportation; and</p> <p>(c) Visiting health professionals providing services to the child at the child care program site.</p> <p><b>WAC 110-305-3575 Injuries requiring first aid only.</b></p> <p>When a child has an injury that requires first aid only, a written or verbal notice must be given by program staff to the parent or guardian and a record must be kept of the notice on file.</p> <p><b>WAC 110-305-3600 Injuries or illness requiring professional medical treatment.</b></p> <p>(1) When program staff becomes aware that a child's injury or illness may require professional medical treatment, the licensee or designee must:</p> <p>(a) Call 911, when applicable, and follow their recommendations;</p> <p>(b) Administer first aid; and</p> <p>(c) Call the child's parent or guardian.</p>
---	---	--

		<p>(2) After taking actions as prescribed in subsection (1) of this section, the licensee or designee must:</p> <p>(a) Call the department; and</p> <p>(b) Within twenty-four hours, submit an injury/incident report form to the department.</p> <p>(3) The injury/incident report form must include:</p> <p>(a) The name of child;</p> <p>(b) The date, time and location where the injury or illness occurred;</p> <p>(c) A description of the injury or illness;</p> <p>(d) The names of program staff present;</p> <p>(e) The action taken by program staff; and</p> <p>(f) The signature of program staff.</p>
--	--	--

**What’s Different?** WAC 110-301-0460 Child records.

- *Previous 110-305 vs Updated 110-301:* Similar rules. Updated 110-301 includes: parent permission for water activities including swimming pools or other bodies of water, and photo, video, or surveillance activity. [see 110-301-0460(2)(f)(iii)(iv)], and expulsion information, documentation, and steps taken to avoid expulsion; and termination of services documentation and communication. [see 110-301-0460(2)(i)(j)]; Previous 110-305 does not include these. Updated 110-301 has the words “if available” added to “Dates of the child’s last physical exam and dental exam” [see 110-301-0460(4)(f)]; Previous 110-305 does not. Previous 110-305 requires that injury/incident report have parent signature; Updated 110-301 requires “evidence that a copy of the incident or injury report was given to the child’s parent or guardian.” Updated 110-301 requires child records contain: Documentation that a provider reported food poisoning or contagious diseases to the local health jurisdiction or the department of health, if applicable; Previous 110-305 does not. Previous 110-305-3575 requires: “When a child has an injury that requires first aid only, a written or verbal notice must be given by program staff to the parent or guardian and a record must be kept of the notice on file”; Updated 110-301 does not require this.
- *110-300 vs Updated 110-301:* Same rule, except 110-300 includes: (2)(f) Signed parent or guardian permissions, pursuant to WAC [110-300-0450](#) as applicable for: (iii) Bathing, and (2)(k) Notification of child developmental screening information given to the child’s parent or guardian, if applicable. Updated 110-301 does not include these things. To better clarify, 110-301-0460(2)(h) is written differently than 110-300-0460(2)(h). To better clarify, 110-301-0460(4)(i), has this additional text “pursuant to 110-301-0475” was added to clarify”

**Program Administration and Oversight – Records, Policies, Reporting, and Posting**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0465 Retaining facility and program records.</b></p> <p>(1) An early learning provider must keep the records required in this chapter for a minimum of three years unless otherwise indicated.</p>	<p><b>WAC 110-301-0465 Retaining facility and program records.</b></p> <p>(1) A school-age provider must keep the records required in this chapter for a minimum of three years unless otherwise indicated.</p>	<p><b>WAC 110-305-2000 Recordkeeping–Records available to the department.</b></p> <p>The licensee must keep all records required in this chapter for a minimum of five years:</p>

<p>(2) Attendance records must be kept for a minimum of five years.</p> <p>(3) Facility and program records from the previous twelve months must be easily accessible and kept on-site or in the program's administrative office for department or other state agency's review.</p> <p>(4) Records older than twelve months must be provided within two weeks of a written request by the department.</p> <p>(5) An early learning provider must keep the following records available for department review:</p> <ul style="list-style-type: none"> <li>(a) The parent or guardian handbook;</li> <li>(b) Furniture, sleep, and play equipment forms and specifications;</li> <li>(c) Chromated copper arsenate test results, if applicable;</li> <li>(d) Annual fire inspection by qualified fire professional, if applicable;</li> <li>(e) Annual inspection of chimney, wood stove, and fireplace, if applicable;</li> <li>(f) Monthly inspection to identify fire hazards and elimination of such hazards;</li> <li>(g) Monthly testing of smoke and carbon monoxide detectors;</li> <li>(h) Monthly fire extinguisher inspection and annual maintenance;</li> <li>(i) Food temperature logs pursuant to CACFP, if applicable;</li> <li>(j) Child incident and illness logs;</li> <li>(k) Vaccination records for pets or animals housed at the early learning provider program;</li> <li>(l) Lead and copper testing results;</li> <li>(m) Private well and septic systems inspection and testing results, if applicable;</li> <li>(n) Cleaning log for large area rugs or carpets;</li> </ul>	<p>(2) Attendance records must be kept for a minimum of five years.</p> <p>(3) Facility and program records from the previous twelve months must be easily accessible and kept on-site or in the program's administrative office for department or other state agency's review.</p> <p>(4) Records older than twelve months must be provided within two weeks of a written request by the department.</p> <p>(5) A school-age provider must keep the following records available for department review:</p> <ul style="list-style-type: none"> <li>(a) The parent or guardian handbook;</li> <li>(b) Food temperature logs pursuant to CACFP, if applicable;</li> <li>(c) Child incident and illness logs;</li> <li>(d) Vaccination records for pets or animals that are housed in the school-age program, accessible to children during program operating hours, or both;</li> <li>(e) Car insurance policy, if applicable;</li> <li>(f) Program planning schedule;</li> <li>(g) Documents from department visits (inspections, monitoring, compliance agreements, and safety plans); and</li> <li>(h) Waivers or variances from department rules, if applicable.</li> </ul> <p>(6) For any program that does not operate on public or private school premises, a school-age provider must keep the following records available for department review:</p> <ul style="list-style-type: none"> <li>(a) Furniture and play equipment forms and specifications;</li> <li>(b) Chromated copper arsenate test results, if applicable;</li> <li>(c) Annual fire inspection by qualified fire professional, if applicable;</li> </ul>	<p>(1) All records from the previous twelve months must be kept in the licensed space as defined in WAC <a href="#">170-297-0010</a> and be available immediately for the department's review.</p> <p>(2) Records older than twelve months to five years old must be provided to the department within two weeks of the date of the department's written request.</p> <p><b>WAC 110-305-2150 Facility records.</b></p> <p>The following facility records must be kept:</p> <ul style="list-style-type: none"> <li>(1) Fire extinguisher annual maintenance or receipts indicating annual purchase of new fire extinguisher(s), under WAC <a href="#">170-297-3000</a>;</li> <li>(2) Septic system inspection and maintenance, if required under WAC <a href="#">170-297-1375</a>;</li> <li>(3) Water testing results if required under WAC <a href="#">170-297-1400</a>;</li> <li>(4) Emergency preparedness evacuation drill records under WAC <a href="#">170-297-2925</a>;</li> <li>(5) Documents from any department visits, inspections, or monitoring checklists; and</li> <li>(6) As applicable, compliance agreements or safety plans between the licensee and the department.</li> </ul>
---	---	---

<p>(o) Pesticide use (seven years);          (p) Car insurance policy, if applicable;          (q) Monthly site visit from child care health consultant, if applicable;          (r) Tacoma smelter inspection results;          (s) Curriculum planning schedule;          (t) Strengthening families program self-assessment or an equivalent assessment;          (u) Documents from department visits (inspections, monitoring, compliance agreements, and safety plans); and          (v) Waivers or variances from department rules, if applicable.</p>	<p>(d) Monthly inspection to identify fire hazards and elimination of such hazards;          (e) Monthly testing of smoke and carbon monoxide detectors;          (f) Monthly fire extinguisher inspection and annual maintenance;          (g) Lead and copper testing results;          (h) Private well and septic systems inspection and testing results, if applicable;          (i) Cleaning log for large area rugs or carpets;          (j) Pesticide use (seven years); and          (k) Tacoma smelter inspection results.</p>	
---	--	--

**What's Different?** WAC 110-301-0465 Retaining facility and program records.

- *Previous 110-305 vs Updated 110-301:* Similar rules. Updated 110-301 has a longer list of records that must be retained. Previous 110-305 required records be retained for 5 years; Updated 110-301 requires records be retained for a minimum of three years unless otherwise indicated. Attendance records must be kept for a minimum of five years.
- *110-300 vs Updated 110-301:* Same rule, except Updated 110-301 has the caveat "For any program that does not operate on public or private school premises" in (6).

**Program Administration and Oversight – Records, Policies, Reporting, and Posting**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0470 Emergency preparedness plan.</b></p> <p>(1) An early learning provider must have and follow a written emergency preparedness plan. The plan must be reviewed and approved by the department prior to when changes are made. Emergency preparedness plans must:</p> <p>(a) Be designed to respond to fire, natural disasters, and other emergencies that might affect the early learning program;</p> <p>(b) Be specific to the early learning program and able to be implemented during hours of operation;</p> <p>(c) Address what the provider would do if the provider has an emergency and children may be left unsupervised;</p>	<p><b>WAC 110-301-0470 Emergency preparedness plan.</b></p> <p>(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:</p> <p>(a) Be designed to respond to fire, natural disasters, and other emergencies that might affect the school-age program;</p> <p>(b) Be specific to the school-age program and able to be implemented during hours of operation;</p> <p>(c) Address what the provider would do if the provider has an emergency and children may be left unsupervised;</p>	<p><b>WAC 110-305-2825 Fire evacuation plan.</b></p> <p>(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.</p> <p>(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.</p> <p>(3) The evacuation plan must include:</p> <p>(a) An evacuation floor plan that identifies emergency exit pathways, emergency exit doors, and emergency exit windows;</p> <p>(b) Method(s) to be used for sounding an alarm;</p>

<p>(d) Address what the early learning program must do if parents are not able to get to their children for up to three days;</p> <p>(e) Must follow requirements in chapter <a href="#">212-12</a> WAC, Fire marshal standards, as now or hereafter amended and the state fire marshal's office requirements if a center early learning program;</p> <p>(f) Be reviewed at program orientation, annually with all early learning program staff with documented signatures, and when the plan is updated; and</p> <p>(g) Be reviewed with parents or guardians when a child is enrolled and when the plan is updated.</p> <p>(2) The written emergency preparedness plan must cover at a minimum:</p> <p>(a) Disaster plans, including fires that may require evacuation:</p> <p>(i) An evacuation floor plan that identifies room numbers or names of rooms, emergency exit pathways, emergency exit doors, and emergency exit windows for family-home based programs as described in WAC <a href="#">51-51-0326</a>;</p> <p>(ii) Methods to be used for sounding an alarm and calling 911;</p> <p>(iii) Actions to be taken by a person discovering an emergency;</p> <p>(iv) How the early learning provider will evacuate children, especially those who cannot walk independently. This may include infant evacuation cribs (for center early learning programs), children with disabilities, functional needs requirements, or other special needs;</p> <p>(v) Where the alternate evacuation location is;</p> <p>(vi) What to take when evacuating children, including:</p>	<p>(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;</p> <p>(e) Must follow requirements in chapter <a href="#">212-12</a> WAC, Fire marshal standards, and the state fire marshal's office requirements;</p> <p>(f) Be reviewed at program orientation, annually with all school-age program staff with documented signatures, and when the plan is updated; and</p> <p>(g) Be reviewed with parents or guardians when a child is enrolled and when the plan is updated.</p> <p>(2) The written emergency preparedness plan must cover at a minimum:</p> <p>(a) Disaster plans, including fires that may require evacuation:</p> <p>(i) An evacuation floor plan that identifies room numbers or names of rooms, emergency exit pathways, and emergency exit doors;</p> <p>(ii) Methods to be used for sounding an alarm and calling 911;</p> <p>(iii) Actions to be taken by a person discovering an emergency;</p> <p>(iv) How the 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;</p> <p>(v) Where the alternate evacuation location is;</p> <p>(vi) What to take when evacuating children, including:</p> <p>(A) First-aid kits;</p> <p>(B) Copies of emergency contact information;</p> <p>(C) Child medication records; and</p>	<p>(c) Actions to be taken by the person discovering the fire;</p> <p>(d) A written description of how the licensee or program staff will evacuate all children, including nonambulatory children;</p> <p>(e) Calling 911 after evacuating the children;</p> <p>(f) How the licensee or program staff will account for all of the children in attendance;</p> <p>(g) Where children and program staff will gather away from the building pending arrival of the fire department or emergency response; and</p> <p>(h) How the licensee or designee will inform parents or guardians and arrange pick up of children if needed.</p> <p><b>WAC 110-305-2850 Disaster plan.</b></p> <p>(1) The licensee must have a written disaster plan for emergencies other than fire. The plan must be:</p> <p>(a) Reviewed by the licensee annually and updated as needed;</p> <p>(b) Reviewed by program staff annually or when updated, with signature documentation of review; and</p> <p>(c) Reviewed with parents or guardians when a child is enrolled, and when the plan is updated.</p> <p>(2) The written disaster plan must cover at minimum the following:</p> <p>(a) For disasters that may require evacuation:</p> <p>(i) How the licensee or program staff will evacuate all children, especially those who are nonambulatory;</p> <p>(ii) What to take when evacuating the children, including:</p> <p>(A) First-aid kit;</p>
--	--	---

<p>(A) First-aid kit(s);  (B) Copies of emergency contact information;  (C) Child medication records; and  (D) Individual children's medication, if applicable.</p> <p>(vii) How the provider will maintain the required staff-to-child ratio and account for all children;</p> <p>(viii) How parents or guardians will be able to contact the early learning program; and</p> <p>(ix) How children will be reunited with their parents or guardians after the event.</p> <p>(b) Earthquake procedures including:  (i) What a provider will do during an earthquake;  (ii) How a provider will account for all children; and  (iii) How a provider will coordinate with local or state officials to determine if the licensed space is safe for children after an earthquake.</p> <p>(c) Public safety related lockdown scenarios where an individual at or near an early learning program is harming or attempting to harm others with or without a weapon. This plan must include lockdown of the early learning program or shelter-in-place steps including:  (i) How doors and windows will be secured to prevent access, if needed; and  (ii) Where children will safely stay inside the early learning program.  (d) How parents or guardians will be contacted after the emergency ends.</p> <p>(3) An early learning provider must keep on the premises a three day supply of food, water, and life-sustaining medication for the licensed capacity of children and current staff for use in case of an emergency.</p>	<p>(D) Individual children's medication, if applicable.</p> <p>(vii) How the provider will maintain the required staff-to-child ratio and account for all children;</p> <p>(viii) How parents or guardians will be able to contact the school-age program; and</p> <p>(ix) How children will be reunited with their parents or guardians after the event.</p> <p>(b) Earthquake procedures including:  (i) What a provider will do during an earthquake;  (ii) How a provider will account for all children; and  (iii) For any program not located 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.</p> <p>(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> <p>(3) A school-age provider must keep on the premises a three-day supply of food, water, and life-sustaining medication for the licensed capacity of children and current staff for use in case of an emergency.</p> <p>(a) If a program is located in a public or private school building with an existing three-day</p>	<p>(B) Child medication records; and  (C) If applicable, individual children's medication;</p> <p>(iii) Where to go;  (iv) How the licensee and program staff will account for all of the children in attendance; and</p> <p>(v) How the children will be reunited with their parents or guardians after the event;</p> <p>(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;</p> <p>(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.</p> <p>(3) The licensee must keep on the premises a three-day supply of food, water, and medications required by individual children for use in a disaster, lockdown, or shelter-in-place incident.</p> <p>(4) As used in this section, "lockdown" 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.</p> <p>(5) As used in this section, "shelter-in-place" means an identified neighborhood location</p>
--	---	---

<p>(4) An early learning provider must practice and record emergency drills with staff and children as follows:</p> <p>(a) Fire and evacuation drill once each calendar month;</p> <p>(b) Earthquake, lockdown, or shelter-in-place drill once every three calendar months;</p> <p>(c) Emergency drills must be conducted with a variety of staff and at different times of the day, including in the evening and during overnight hours for early learning programs that care for children during those hours; and</p> <p>(d) Drills must be recorded on a department form and include:</p> <p>(i) The date and time of the drill;</p> <p>(ii) The number of children and staff who participated;</p> <p>(iii) The length of the drill; and</p> <p>(iv) Notes about how the drill went and how it may be improved.</p> <p>(5) In areas where local emergency plans are already in place, such as school districts, an early learning program may adopt or amend such procedures when developing their own plan.</p>	<p>supply of food and water that would sustain the school-age program’s licensed capacity of children and staff, the school-age provider may submit to the department documentation from the school verifying the school agrees to allow the school-age program to access and use the three-day supply of food and water in an emergency.</p> <p>(4) A school-age provider must practice and record emergency drills with staff and children as follows:</p> <p>(a) Fire and evacuation drill once each calendar month;</p> <p>(b) Earthquake, lockdown, or shelter-in-place drill once every three calendar months;</p> <p>(c) Emergency drills must be conducted with a variety of staff and at different times of the day, including in the evening and during overnight hours if the school-age program offers care for children during those hours; and</p> <p>(d) Drills must be recorded on a department form and include:</p> <p>(i) The date and time of the drill;</p> <p>(ii) The number of children and staff who participated;</p> <p>(iii) The length of the drill; and</p> <p>(iv) Notes about how the drill went and how it may be improved.</p> <p>(5) In areas where local emergency plans are already in place, such as school districts, a school-age program may adopt or amend such procedures when developing their own plan.</p>	<p>that the licensee or program staff must take the children to during an emergency situation.</p> <p><b>WAC 110-305-2900 Emergency drills.</b></p> <p>The licensee and program staff must practice emergency drills with the children as follows:</p> <p>(1) Fire/evacuation drill: Once each calendar month;</p> <p>(2) Earthquake or lockdown/shelter-in-place drill: Once every three calendar months; and</p> <p>(3) Emergency drills must be conducted during different times of the day.</p> <p><b>WAC 110-305-2925 Record of emergency drills.</b></p> <p>The licensee or designee must keep records of emergency drills performed and post the records as required in WAC <a href="#">170-297-2175</a>. Records must include:</p> <p>(1) The date and time the drill took place;</p> <p>(2) Program staff who participated;</p> <p>(3) Number of children who participated;</p> <p>(4) Length of drill; and</p> <p>(5) Notes about how the drill went and improvements, if any, that need to be made.</p>
--	--	--

**What’s Different?** WAC 110-301-0470 Emergency preparedness plan.

- *Previous 110-305 vs Updated 110-301:* Similar rules, Previous 110-305 requires the licensee to post written fire evacuation plan at a place that is clearly visible to the staff, parents, guardians, and volunteers; Updated 110-301 does not require this. The following requirements are in Updated 110-301 but not in Previous 110-305: plan must be reviewed and approved by the department prior to when significant changes are made, the plan must address what the provider would do if the provider has an emergency and children may be left unsupervised, address what the school-age program must do if parents are not able to get to their children for up to three days, must follow requirements in chapter [212-12](#) WAC, Fire marshal standards, and the state fire marshal's office requirements. 110-301 allows: If a program is located in a public or private school building with an existing three day



supply of food and water that would sustain the school-age program’s licensed capacity of children and staff, the school-age provider may submit to the department documentation from the school verifying the school agrees to allow the school-age program to access and use the three day supply of food and water in an emergency. [see 110-301-0470(3)(a)]

- *110-300 vs Updated 110-301*: Same rule, except 110-301 allows: If a program is located in a public or private school building with an existing three day supply of food and water that would sustain the school-age program’s licensed capacity of children and staff, the school-age provider may submit to the department documentation from the school verifying the school agrees to allow the school-age program to access and use the three day supply of food and water in an emergency. [see 110-301-0470(3)(a)]

**Program Administration and Oversight – Records, Policies, Reporting, and Posting**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0475 Duty to protect children and report incidents.</b></p> <p>(1) Pursuant to RCW <a href="#">26.44.030</a>, when an early learning provider has reasonable cause to believe that a child has suffered abuse or neglect, that provider must report such incident, or cause a report to be made, to the proper law enforcement agency or the department. "Abuse or neglect" has the same meaning here as in RCW <a href="#">26.44.020</a>.</p> <p>(2) An early learning provider must report by telephone to the listed individuals, department, and other government agencies when the provider knows or has reason to know of an act, event, or occurrence described in (a) through (f) of this subsection.</p> <p>(a) Law enforcement or the department at the first opportunity, but in no case longer than forty-eight hours:</p> <p>(i) The death of a child while in the early learning program's care or the death from injury or illness that may have occurred while the child was in care;</p> <p>(ii) A child's attempted suicide or talk about attempting suicide;</p> <p>(iii) Any suspected physical, sexual or emotional child abuse;</p> <p>(iv) Any suspected child neglect, child endangerment, or child exploitation;</p>	<p><b>WAC 110-301-0475 Duty to protect children and report incidents.</b></p> <p>(1) Pursuant to RCW <a href="#">26.44.030</a>, when a school-age provider has reasonable cause to believe that a child has suffered abuse or neglect, that provider must report such incident, or cause a report to be made, to the proper law enforcement agency or the department. "Abuse or neglect" has the same meaning here as in RCW <a href="#">26.44.020</a>.</p> <p>(2) A school-age provider must report by telephone to the listed individuals, department, and other government agencies when the provider knows or has reason to know of an act, event, or occurrence described in (a) through (f) of this subsection.</p> <p>(a) Law enforcement or the department at the first opportunity, but in no case longer than forty-eight hours:</p> <p>(i) The death of a child while in the school-age program's care or the death from injury or illness that may have occurred while the child was in care;</p> <p>(ii) A child's attempted suicide or talk about attempting suicide;</p> <p>(iii) Any suspected physical, sexual or emotional child abuse;</p> <p>(iv) Any suspected child neglect, child endangerment, or child exploitation;</p>	<p><b>WAC 110-305-1525 Change in circumstances.</b></p> <p>(1) The licensee must report the following changes in the licensee's circumstances to the department within twenty-four hours:</p> <p>(a) Fire or other structural damage to the licensed child care space or other parts of the premises;</p> <p>(b) When the licensee becomes aware of a charge or conviction against the licensee or a staff person and the charge or conviction is a disqualifying crime under WAC <a href="#">170-06-0120</a>;</p> <p>(c) When the licensee becomes aware of an allegation or finding of abuse or neglect of a child or vulnerable adult made against the licensee or a staff person. The licensee must also report the change in circumstances to the department of social and health services children's administration within twenty-four hours;</p> <p>(d) Resignation or termination of the program director or site coordinator.</p> <p><b>WAC 110-305-2200 Reporting incidents to 911 (emergency services).</b></p> <p>The following must be reported immediately to 911 emergency services by the licensee or designee:</p> <p>(1) A child missing from care, as soon as the staff realizes the child is missing;</p>

<p>(v) A child's disclosure of sexual or physical abuse; or</p> <p>(vi) Inappropriate sexual contact between two or more children.</p> <p>(b) Emergency services (911) immediately, and to the department within twenty-four hours:</p> <p>(i) A child missing from care, triggered as soon as staff realizes the child is missing;</p> <p>(ii) A medical emergency that requires immediate professional medical care;</p> <p>(iii) A child who is given too much of any oral, inhaled, or injected medication;</p> <p>(iv) A child who took or received another child's medication;</p> <p>(v) A fire or other emergency;</p> <p>(vi) Poisoning or suspected poisoning; or</p> <p>(vii) Other dangers or incidents requiring emergency response.</p> <p>(c) Washington poison center immediately after calling 911, and to the department within twenty-four hours:</p> <p>(i) A poisoning or suspected poisoning;</p> <p>(ii) A child who is given too much of any oral, inhaled, or injected medication; or</p> <p>(iii) A child who took or received another child's medication;</p> <p>(iv) The provider must follow any directions provided by Washington poison center.</p> <p>(d) The local health jurisdiction or the department of health immediately, and to the department within twenty-four hours about an occurrence of food poisoning or reportable contagious disease as defined in chapter <a href="#">246-110</a> WAC, as now or hereafter amended;</p> <p>(e) The department at the first opportunity, but in no case longer than twenty-four hours, upon knowledge of any person</p>	<p>(v) A child's disclosure of sexual or physical abuse; or</p> <p>(vi) Inappropriate sexual contact between two or more children.</p> <p>(b) Emergency services (911) immediately, and to the department within twenty-four hours:</p> <p>(i) A child missing from care, triggered as soon as staff realizes the child is missing;</p> <p>(ii) A medical emergency that requires immediate professional medical care;</p> <p>(iii) A child who is given too much of any oral, inhaled, or injected medication;</p> <p>(iv) A child who took or received another child's medication;</p> <p>(v) A fire or other emergency;</p> <p>(vi) Poisoning or suspected poisoning; or</p> <p>(vii) Other dangers or incidents requiring emergency response.</p> <p>(c) Washington poison center immediately after calling 911, and to the department within twenty-four hours:</p> <p>(i) A poisoning or suspected poisoning;</p> <p>(ii) A child who is given too much of any oral, inhaled, or injected medication; or</p> <p>(iii) A child who took or received another child's medication;</p> <p>(iv) The provider must follow any directions provided by Washington poison center.</p> <p>(d) The local health jurisdiction or the DOH immediately, and to the department within twenty-four hours about an occurrence of food poisoning or reportable contagious disease as defined in WAC 246-110-010(3);</p> <p>(e) The department at the first opportunity, but in no case longer than twenty-four hours, upon knowledge of any person required by chapter <a href="#">110-06</a> WAC to have a change in their background check history due to:</p>	<p>(2) Medical emergency (injury or illness) that requires immediate professional medical care;</p> <p>(3) Incorrect administration of any medication, except nonprescription topical creams or ointments;</p> <p>(4) Overdose of any oral, inhaled or injected medication;</p> <p>(5) Fire and other emergencies;</p> <p>(6) Poisoning or suspected poisoning; and</p> <p>(7) Other incidents requiring emergency response.</p> <p><b>WAC 110-305-2225 Reporting incidents to Washington poison center.</b></p> <p>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:</p> <p>(1) Any poisoning or suspected poisoning;</p> <p>(2) A child receiving too much of any oral, inhaled or injected medication; and</p> <p>(3) A child taking or receiving another child's medication.</p> <p><b>WAC 110-305-2250 Reporting incidents to child's parent or guardian and the department.</b></p> <p>(1) The licensee or designee must report to a child's parent or guardian and the department:</p> <p>(a) Immediately:</p> <p>(i) Any incident reported under WAC <a href="#">170-297-2200</a>, after calling 911;</p> <p>(ii) Any incident reported under WAC <a href="#">170-297-2225</a>, after calling 911 and Washington poison center;</p> <p>(iii) A child's demonstrated acts, gestures or behaviors that may cause serious intentional harm to self, others or property; and</p>
---	--	--

<p>required by chapter <a href="#">110-06</a> WAC to have a change in their background check history due to:</p> <ul style="list-style-type: none"> <li>(i) A pending charge or conviction for a crime listed in chapter <a href="#">110-06</a> WAC;</li> <li>(ii) An allegation or finding of child abuse, neglect, maltreatment or exploitation under chapter <a href="#">26.44</a> RCW or chapter <a href="#">388-15</a> WAC;</li> <li>(iii) An allegation or finding of abuse or neglect of a vulnerable adult under chapter <a href="#">74.34</a> RCW; or</li> <li>(iv) A pending charge or conviction of a crime listed in the director's list in chapter <a href="#">110-06</a> WAC from outside Washington state, or a "negative action" as defined in RCW <a href="#">43.216.010</a>.</li> </ul> <p>(f) A child's parent or guardian as soon as possible, but no later than the release of the child at the end of the day, and to the department within twenty-four hours, about using physical restraint on a child as described in WAC <a href="#">110-300-0335</a>.</p> <p>(3) In addition to reporting to the department by phone or email, an early learning provider must submit a written incident report of the following on a department form within twenty-four hours:</p> <ul style="list-style-type: none"> <li>(a) Situations that required an emergency response from emergency services (911), Washington poison center, or department of health;</li> <li>(b) Situations that occur while children are in care that may put children at risk including, but not limited to, inappropriate sexual touching, neglect, physical abuse, maltreatment, or exploitation; and</li> <li>(c) A serious injury to a child in care.</li> </ul> <p>(4) An early learning provider must immediately report to the parent or guardian:</p>	<ul style="list-style-type: none"> <li>(i) A pending charge or conviction for a crime listed in chapter <a href="#">110-06</a> WAC;</li> <li>(ii) An allegation or finding of child abuse, neglect, maltreatment or exploitation under chapter <a href="#">26.44</a> RCW or chapter <a href="#">388-15</a> WAC;</li> <li>(iii) An allegation or finding of abuse or neglect of a vulnerable adult under chapter <a href="#">74.34</a> RCW; or</li> <li>(iv) A pending charge or conviction of a crime listed in the secretary's list in chapter <a href="#">110-06</a> WAC from outside Washington state, or a "negative action" as defined in RCW <a href="#">43.216.010</a>.</li> </ul> <p>(f) A child's parent or guardian as soon as possible, but no later than the release of the child at the end of the day, and to the department within twenty-four hours, about using physical restraint on a child as described in WAC 110-301-0335.</p> <p>(3) In addition to reporting to the department by phone or email, a school-age provider must submit a written incident report of the following on a department form within twenty-four hours:</p> <ul style="list-style-type: none"> <li>(a) Situations that required an emergency response from emergency services (911), Washington poison center, or DOH;</li> <li>(b) Situations that occur while children are in care that may put children at risk including, but not limited to, inappropriate sexual touching, neglect, physical abuse, maltreatment, or exploitation; and</li> <li>(c) A serious injury to a child in care.</li> </ul> <p>(4) A school-age provider must immediately report to the parent or guardian:</p> <ul style="list-style-type: none"> <li>(a) Their child's death, serious injury, need for emergency or poison services; or</li> </ul>	<ul style="list-style-type: none"> <li>(iv) Use of physical restraint on a child;</li> </ul> <p>(b) Within twenty-four hours:</p> <ul style="list-style-type: none"> <li>(i) Injury or other health concern to a child that does not require professional medical treatment (report to parent only);</li> <li>(ii) Change in child care staff that may impact child care staffing;</li> <li>(iii) Change in the program phone number or email; and</li> <li>(iv) Child's exposure to a reportable contagious disease from the list in WAC <a href="#">246-110-010</a>.</li> </ul> <p>(2) The licensee must notify the department when liability insurance coverage terminates within thirty days of termination.</p> <p>(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.</p> <p><b>WAC 110-305-2275 Other incident reporting to the department.</b></p> <p>(1) The licensee or designee must report to the department any of the incidents or changes as required under WAC <a href="#">170-297-2200</a>, or <a href="#">170-297-2225</a>, <a href="#">170-297-2250</a>, <a href="#">170-297-2300</a>, and <a href="#">170-297-2325</a>.</p> <p>(2) Regarding the licensee, staff, or volunteers, the licensee or designee must report to the department within twenty-four hours any:</p> <ul style="list-style-type: none"> <li>(a) Pending charge or conviction for a crime listed in WAC <a href="#">170-06-0120</a>;</li> <li>(b) Allegation or finding of child abuse or neglect under chapter <a href="#">26.44</a> or <a href="#">74.15</a> RCW;</li> <li>(c) Allegation or finding of abuse or neglect of a vulnerable adult under chapter <a href="#">74.34</a> RCW; or</li> <li>(d) Pending charge, conviction, or negative action from outside Washington state consistent</li> </ul>
--	--	---

<p>(a) Their child's death, serious injury, need for emergency or poison services; or</p> <p>(b) An incident involving their child that was reported to the local health jurisdiction or the department of health.</p>	<p>(b) An incident involving their child that was reported to the local health jurisdiction or the DOH.</p>	<p>with or the same crime listed in WAC <a href="#">170-06-0120</a>, or the definition of "negative action" as defined in RCW <a href="#">43.215.010</a>.</p> <p><b>WAC 110-305-2300 Reporting to DSHS children's administration intake.</b></p> <p>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 <a href="#">26.44.030</a>, and to the licenser:</p> <ul style="list-style-type: none"> <li>(1) Any suspected child abuse or neglect;</li> <li>(2) A child's disclosure of sexual or physical abuse;</li> <li>(3) Inappropriate sexual contact between two or more children;</li> <li>(4) A child's attempted suicide or talk about attempting suicide; and</li> <li>(5) Death of a child while in care or from injury or illness that may have occurred while the child was in care.</li> </ul> <p><b>WAC 110-305-3575 Injuries requiring first aid only.</b></p> <p>When a child has an injury that requires first aid only, a written or verbal notice must be given by program staff to the parent or guardian and a record must be kept of the notice on file.</p> <p><b>WAC 110-305-3600 Injuries or illness requiring professional medical treatment.</b></p> <p>(1) When program staff becomes aware that a child's injury or illness may require professional medical treatment, the licensee or designee must:</p> <ul style="list-style-type: none"> <li>(a) Call 911, when applicable, and follow their recommendations;</li> <li>(b) Administer first aid; and</li> </ul>
--	---	--

		<p>(c) Call the child's parent or guardian.</p> <p>(2) After taking actions as prescribed in subsection (1) of this section, the licensee or designee must:</p> <p>(a) Call the department; and</p> <p>(b) Within twenty-four hours, submit an injury/incident report form to the department.</p> <p>(3) The injury/incident report form must include:</p> <p>(a) The name of child;</p> <p>(b) The date, time and location where the injury or illness occurred;</p> <p>(c) A description of the injury or illness;</p> <p>(d) The names of program staff present;</p> <p>(e) The action taken by program staff; and</p> <p>(f) The signature of program staff.</p> <p><b>WAC 110-305-6275 Abuse and neglect— Protection and training.</b></p> <p>(1) The licensee and program staff must:</p> <p>(a) Protect children in care from all forms of child abuse or neglect as defined in RCW <a href="#">26.44.020</a>; and</p> <p>(b) Report suspected or actual abuse or neglect as required under RCW <a href="#">26.44.030</a> to DSHS children's administration intake (child protective services) or law enforcement.</p> <p>(2) The licensee or designee must provide training for program staff and volunteers on:</p> <p>(a) Prevention of child abuse and neglect as defined in RCW <a href="#">26.44.020</a>; and</p> <p>(b) Mandatory reporting requirements under RCW <a href="#">26.44.030</a>.</p>
--	--	---

**What's Different?** WAC 110-301-0475 Duty to protect children and report incidents.

- Previous 110-305 vs Updated 110-301:* Similar rules, Updated 110-301 requires provider to submit an injury/incident form to DCYF when situations occur that require an emergency response from emergency services (911), Washington poison center, or department of health; and when situations that occur while children are in care that may put children at risk including, but not limited to, inappropriate sexual touching, neglect, physical abuse, maltreatment, or exploitation; Previous 110-305 does not require an incident report be submitted to DCYF for those situations.

- 110-300 vs Updated 110-301: Same rule.

**Program Administration and Oversight – Records, Policies, Reporting, and Posting**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0480 Transportation and off-site activity policy.</b></p> <p>(1) An early learning provider must have and follow a transportation and off-site activity policy for personal or public transportation service, or nonmotorized travel offered to children in care.</p> <p>(a) The transportation and off-site activity policy must include routine trips, which must not exceed two hours per day for any individual child.</p> <p>(b) Written parent or guardian authorization to transport the parent or guardian's child. The written authorization must be:</p> <p>(i) A specific event, date, and anticipated travel time;</p> <p>(ii) A specific type of trip (for example, transporting to and from school, or transporting to and from a field trip); or</p> <p>(iii) A full range of trips a child may take while in the early learning provider's care.</p> <p>(c) Written notices to parents or guardians, to be given at least twenty-four hours before field trips are taken.</p> <p>(2) During travel to an off-site activity, an early learning provider must:</p> <p>(a) Have the health history, appropriate medication (if applicable), emergency information, and emergency medical authorization forms accessible for each child being transported;</p> <p>(b) Have a phone to call for emergency help;</p> <p>(c) Have a complete first-aid kit;</p> <p>(d) Maintain the staff-to-child ratio, mixed groupings, and active supervision requirements;</p>	<p><b>WAC 110-301-0480 Transportation and off-site activity policy.</b></p> <p>(1) A school-age provider must have and follow a transportation and off-site activity policy for personal or public transportation service, or nonmotorized travel offered to children in care.</p> <p>(a) The transportation and off-site activity policy must include routine trips, which must not exceed two hours in a vehicle per day for any individual child.</p> <p>(b) Written parent or guardian authorization to transport the parent or guardian's child. The written authorization must be:</p> <p>(i) A specific event, date, and anticipated travel time;</p> <p>(ii) A specific type of trip (for example, transporting to and from school, or transporting to and from a field trip); or</p> <p>(iii) A full range of trips a child may take while in the school-age provider's care.</p> <p>(c) Written notices to parents or guardians, to be given at least twenty-four hours before field trips are taken.</p> <p>(2) During travel to an off-site activity, a school-age provider must:</p> <p>(a) Have the health history, appropriate medication (if applicable), emergency information, and emergency medical authorization forms accessible for each child being transported;</p> <p>(c) Have a complete first-aid kit;</p> <p>(d) Maintain the staff-to-child ratio and active supervision requirements;</p> <p>(e) Have current first aid and CPR certification pursuant to WAC 110-301-0106(9);</p>	<p><b>WAC 110-305-2450 Off-site activity policy.</b></p> <p>A written policy for off-site activities is required and must include:</p> <p>(1) Parent notification and permissions. See WAC <a href="#">170-297-6400</a>;</p> <p>(2) Supervision plan;</p> <p>(3) Transportation plan. See WAC <a href="#">170-297-6475</a>;</p> <p>(4) Emergency procedures including bringing each child's:</p> <p>(a) Emergency contact information;</p> <p>(b) Medical records;</p> <p>(c) Individual medications for children who have them; and</p> <p>(d) Medication administration log;</p> <p>(5) Medication management;</p> <p>(6) A policy for maintaining a complete first-aid kit; and</p> <p>(7) A policy for charging of fees, if any.</p> <p><b>WAC 110-305-6400 Off-site activities—Parent or guardian permission.</b></p> <p>(1) Program staff must have written permission from the parent or guardian prior to the child engaging in off-site activities. The written permission must be kept in the child's file.</p> <p>(2) Program staff must have a separate permission for activities that occur less often than once per calendar month.</p> <p>(3) For scheduled or unscheduled off-site activities that may occur more than once a month, the licensee must:</p> <p>(a) Have a signed parent or guardian permission on file for each child; and</p>

<p>(e) Have at least one staff member currently certified in first aid and CPR supervise children;</p> <p>(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</p> <p>(g) Never leave children unattended in the vehicle.</p> <p>(3) When an early learning provider supplies the vehicle to transport children in care, the program and provider must:</p> <p>(a) Follow chapter <a href="#">46.61</a> RCW, Rules of the road, and other applicable laws regarding child restraints and car seats;</p> <p>(b) Assure that the number of passengers does not exceed the seating capacity of the vehicle;</p> <p>(c) Maintain the vehicle in good repair and safe operating condition;</p> <p>(d) Maintain the vehicle temperature at a comfortable level to children;</p> <p>(e) Assure the vehicle has a current license and registration as required by Washington state transportation laws;</p> <p>(f) Assure the vehicle has emergency reflective triangles or other devices to alert other drivers of an emergency;</p> <p>(g) Assure the driver has a valid driver's license for the type of vehicle being driven and a safe driving record for at least the last five years;</p> <p>(h) Prevent any driver with a known condition that would compromise driving, supervision, or evacuation capabilities from operating program vehicles; and</p> <p>(i) Have a current insurance policy that covers the driver, the vehicle, and all occupants.</p>	<p>(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</p> <p>(g) Never leave children unattended in the vehicle.</p> <p>(3) When a school-age provider supplies the vehicle to transport children in care, the program and provider must:</p> <p>(a) Follow chapter <a href="#">46.61</a> RCW, Rules of the road, and other applicable laws regarding child restraints and car seats;</p> <p>(b) Assure that the number of passengers does not exceed the seating capacity of the vehicle;</p> <p>(c) Maintain the vehicle in good repair and safe operating condition;</p> <p>(d) Maintain the vehicle temperature at a comfortable level to children;</p> <p>(e) Assure the vehicle has a current license and registration as required by Washington state transportation laws;</p> <p>(f) Assure the vehicle has emergency reflective triangles or other devices to alert other drivers of an emergency;</p> <p>(g) Assure the driver has a valid driver's license for the type of vehicle being driven and a safe driving record for at least the last five years;</p> <p>(h) Prevent any driver with a known condition that would compromise driving, supervision, or evacuation capabilities from operating program vehicles; and</p> <p>(i) Have a current insurance policy that covers the driver, the vehicle, and all occupants.</p>	<p>(b) Inform parents and guardians about how to contact program staff when children are on an off-site activity.</p> <p><b>WAC 110-305-6425 Off-site activity supervision.</b> When on an off-site activity, the program staff responsible for the care of the children must at all times provide direct sight and sound supervision and be able to promptly assist or redirect the children's activities.</p> <p><b>WAC 110-305-6450 Off-site activity—Emergency information and supplies.</b> When on an off-site activity, program staff must have available:</p> <p>(1) An emergency consent form for each child that includes:</p> <p>(a) Emergency contact information;</p> <p>(b) Permission to obtain medical treatment for the child in the event of a medical emergency;</p> <p>(c) A list of the child's allergies, if applicable; and</p> <p>(d) Permission to administer medications, if applicable;</p> <p>(2) Emergency supplies, including:</p> <p>(a) A first-aid kit; and</p> <p>(b) Each child's required medication or emergency medicine, if applicable.</p> <p><b>WAC 110-305-6475 Transportation.</b> When transporting children in care, the licensee, staff, and volunteers must:</p> <p>(1) Follow RCW <a href="#">46.61.687</a> and other applicable law regarding child restraints and car seats;</p> <p>(2) Carry in the vehicle all items required under WAC <a href="#">170-297-6450</a> and a current copy of each child's completed enrollment form;</p>
--	--	--

		<p>(3) Maintain the vehicle in safe operating condition with vehicle maintenance record available on-site;</p> <p>(4) Have a valid driver's license to operate the type of vehicle being driven, if the licensee, staff, or volunteer is driving;</p> <p>(5) Have a current insurance policy that covers the driver, the vehicle, and all occupants;</p> <p>(6) Take attendance each time children are getting in or getting out of the vehicle;</p> <p>(7) Never leave children unattended in the vehicle; and</p> <p>(8) Maintain required staff-to-child ratio and capacity.</p> <p><b>WAC 110-305-6500 Using public transportation.</b> The licensee or program staff may transport children using public transportation, provided that children are supervised at all times and required staff-to-child ratios are maintained. The licensee and program staff must not allow or send children on public transportation unsupervised.</p>
--	--	---

**What's Different?** WAC 110-301-0480 Transportation and off-site activity policy.

- *Previous 110-305 vs Updated 110-301:* Similar rules, except Previous 110-305 requires the program's off-site activity policy include a policy for charging of fees, if any; Updated 110-301 does not require those things. Updated 110-301 requires the Transportation and off-site activity policy to include: routine trips, which must not exceed two hours in a vehicle per day for any individual child; assure staff driver has a safe driving record for at least the last five years, and to prevent any driver with a known condition that would compromise driving, supervision, or evacuation capabilities from operating program vehicles; and maintain the vehicle temperature at a comfortable level to children; provider must have a phone to call for emergency help and have previous first aid and CPR certification pursuant to WAC 110-301-0106; previous 110-305 does not require these things.
- *110-300 vs Updated 110-301:* Same rule.

**Program Administration and Oversight – Records, Policies, Reporting, and Posting**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0485 Termination of services policy.</b> An early learning provider may terminate a child's services due to that child's parent or guardian's inability to meet the expectations and requirements of the early learning program.</p>	<p><b>WAC 110-301-0485 Termination of services policy.</b> (1) A school-age provider must have and follow a termination of services policy. (2) A school-age provider may terminate a child's services due to that child's parent or</p>	<p><b>WAC 110-305-2375 Parent/guardian policies (handbook).</b> The written parent/guardian policies (handbook) must include: (3) Enrollment and disenrollment process;</p>



<p>Expectations and requirements of the program may include unpaid bills, continual late arrivals, or a parent, guardian or family member's inappropriate or unsafe behavior in or near early learning program space.</p>	<p>guardian's inability to meet the expectations and requirements of the school-age program. Expectations and requirements of the program may include unpaid bills, continual late arrivals, or a parent, guardian or family member's inappropriate or unsafe behavior in or near school-age program space.</p>	
<p><b>What's Different?</b> WAC 110-301-0485 Termination of services policy.</p> <ul style="list-style-type: none"> <li>• <i>Previous 110-305 vs Updated 110-301:</i> No 'Termination of services policy' rule in previous 110-305 but 110-305 does require the programs parent handbook to include info about enrollment and disenrollment process.</li> <li>• <i>110-300 vs Updated 110-301:</i> Same rule.</li> </ul>		
<p><b>Program Administration and Oversight – Records, Policies, Reporting, and Posting</b></p>		
<p>110-300 WAC</p>	<p>Updated School-Age 110-301 WAC</p>	<p>Previous School-Age 110-305 WAC</p>
<p><b>WAC 110-300-0486 Expulsion policy.</b>  (1) An early learning provider must have and follow an expulsion policy, pursuant to WAC <a href="#">110-300-0340</a>.  (2) An expulsion policy must:  (a) Provide examples of behavior that could lead to expulsion from the early learning program;  (b) Detail steps the provider takes to avoid expelling a child including, but not limited to, environmental and staffing changes;  (c) Detail how the provider communicates to the parent or guardian of a child the steps taken under (b) of this subsection; and  (d) Include information that may benefit an expelled child including, but not limited to, community based resources.</p>	<p><b>WAC 110-301-0486 Expulsion policy.</b>  (1) A school-age provider must have and follow an expulsion policy, pursuant to WAC 110-301-0340.  (2) An expulsion policy must:  (a) Provide examples of behavior that could lead to expulsion from the school-age program;  (b) Detail steps the provider takes to avoid expelling a child including, but not limited to, environmental and staffing changes;  (c) Detail how the provider communicates to the parent or guardian of a child the steps taken under (b) of this subsection; and  (d) Include information that may benefit an expelled child including, but not limited to, community based resources.</p>	<p><b>WAC 110-305-2375 Parent/guardian policies (handbook).</b>  The written parent/guardian policies (handbook) must include:  (3) Enrollment and disenrollment process;</p>
<p><b>What's Different?</b> WAC 110-301-0486 Expulsion policy.</p> <ul style="list-style-type: none"> <li>• <i>Previous 110-305 vs Updated 110-301:</i> No 'Expulsion policy' rule in previous 110-305 but 110-305 does require the programs parent handbook to include info about enrollment and disenrollment process.</li> <li>• <i>110-300 vs Updated 110-301:</i> Same rule.</li> </ul>		
<p><b>Program Administration and Oversight – Records, Policies, Reporting, and Posting</b></p>		
<p>110-300 WAC</p>	<p>Updated School-Age 110-301 WAC</p>	<p>Previous School-Age 110-305 WAC</p>
<p><b>WAC 110-300-0490 Child restraint policy.</b></p>	<p><b>WAC 110-301-0490 Child restraint policy.</b></p>	

<p>(1) An early learning provider must have and follow a child restraint policy that contains behavior management and practices, pursuant to WAC <a href="#">110-300-0335</a>.</p> <p>(2) A restraint policy must be:</p> <p>(a) Appropriate for children's developmental level, abilities, and language skills;</p> <p>(b) Directly related to the child's behavior;</p> <p>and</p> <p>(c) Designed to be consistent, fair, and positive.</p> <p>(3) Family home licensees, center directors, assistant directors, program supervisors, lead teachers and other appropriate staff members must be trained annually in the program's child restraint policy.</p> <p>(4) Only trained staff may restrain a child in care in accordance with WAC <a href="#">110-300-0335</a>.</p>	<p>(1) A school-age provider must have and follow a child restraint policy that contains behavior management and practices, pursuant to WAC 110-301-0335.</p> <p>(2) A restraint policy must be:</p> <p>(a) Appropriate for children's developmental level, abilities, and language skills;</p> <p>(b) Directly related to the child's behavior;</p> <p>and</p> <p>(c) Designed to be consistent, fair, and positive.</p> <p>(3) Program directors, site directors, lead teachers and other appropriate staff members must be trained annually in the program's child restraint policy.</p> <p>(4) Only trained staff may restrain a child in care in accordance with WAC 110-301-0335.</p>	<p>No previous WAC.</p>
--	---	-------------------------

**What's Different?** WAC 110-301-0490 Child restraint policy.

- *Previous 110-305 vs Updated 110-301:* No 'Child restraint policy' rule in previous 110-305.
- *110-300 vs Updated 110-301:* Same rule.

**Program Administration and Oversight – Records, Policies, Reporting, and Posting**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0495 Consistent care policy.</b></p> <p>(1) An early learning program must have and follow a policy that promotes the consistent care of children.</p> <p>(2) When possible, an early learning provider must be assigned to work with a consistent group of children for much of the day with a goal of building long-term, trusting relationships.</p>	<p><b>WAC 110-301-0495 Consistent care policy.</b></p> <p>A school-age program must have and follow a policy that promotes the consistent care of children with a goal of building long-term, trusting relationships.</p>	<p>No previous WAC</p>

**What's Different?** WAC 110-301-0495 Consistent care policy.

- *Previous 110-305 vs Updated 110-301:* No 'Consistent care policy' rule in previous 110-305.
- *110-300 vs Updated 110-301:* Same rule, except 110-300 requires an early learning provider be assigned to work with a consistent group of children for much of the day, when possible; Updated 110-301 does not required this.

**Program Administration and Oversight – Records, Policies, Reporting, and Posting**

110-300 WAC	Updated School-Age WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0500 Health policy.</b></p> <p>(1) An early learning provider must have and follow a written health policy reviewed and approved by the department that includes the topics listed in subsection (2) of this section. The health policy must be reviewed and approved by the department when changes are made, and as otherwise necessary.</p> <p>(2) An early learning program's health policy must meet the requirements of this chapter including, but not limited to:</p> <p>(a) A prevention of exposure to blood and body fluids plan;</p> <p>(b) Meals, snacks, and food services including guidelines for food allergies and food brought from home;</p> <p>(c) Handwashing and hand sanitizer use;</p> <p>(d) Observing children for signs of illness daily;</p> <p>(e) Exclusion and return of ill children, staff, or any other person in the program space;</p> <p>(f) Contagious disease notification;</p> <p>(g) Medical emergencies, injury treatment and reporting;</p> <p>(h) Immunization tracking;</p> <p>(i) Medication management, storage, administration and documentation;</p> <p>(j) Care for pets and animals that have access to licensed space and the health risks of interacting with pets and animals;</p> <p>(k) How general cleaning will be provided and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and disinfected;</p> <p>(l) Pest control policies;</p>	<p><b>WAC 110-301-0500 Health policy.</b></p> <p>(1) A school-age provider must have and follow a written health policy reviewed and approved by the department that includes the topics listed in subsection (2) of this section. The health policy must be reviewed and approved by the department when changes are made, and as otherwise necessary.</p> <p>(2) A school-age program's health policy must meet the requirements of this chapter including, but not limited to:</p> <p>(a) A prevention of exposure to blood and body fluids plan;</p> <p>(b) Meals, snacks, and food services including guidelines for food allergies and food brought from home;</p> <p>(c) Handwashing and hand sanitizer use;</p> <p>(d) Observing children for signs of illness daily;</p> <p>(e) Exclusion and return of ill children, staff, or any other person in the program space;</p> <p>(f) Contagious disease notification;</p> <p>(g) Medical emergencies, injury treatment and reporting;</p> <p>(h) Immunization tracking;</p> <p>(i) Medication management, storage, administration and documentation;</p> <p>(j) Care for pets and animals that have access to licensed space and the health risks of interacting with pets and animals;</p> <p>(k) How general cleaning will be provided and how areas such as food contact surfaces, kitchen equipment, toys, toileting equipment, and laundry will be cleaned, sanitized and disinfected;</p> <p>(l) Pest control policies; and</p>	<p><b>WAC 110-305-3200 Health plan.</b></p> <p>(1) A written health plan must be in place for the program and contain the following:</p> <p>(a) Contagious disease notification under WAC <a href="#">170-297-3210</a>;</p> <p>(b) Exclusion of ill person under WAC <a href="#">170-297-3210</a>;</p> <p>(c) Exclusion of person diagnosed with a notifiable condition under WAC <a href="#">170-297-2325</a>;</p> <p>(d) Immunization tracking under WAC <a href="#">170-297-3250</a> through <a href="#">170-297-3300</a>;</p> <p>(e) Medication management under WAC <a href="#">170-297-3315</a> through <a href="#">170-297-3550</a>;</p> <p>(f) Medication storage under WAC <a href="#">170-297-3325</a>;</p> <p>(g) Injury treatment under WAC <a href="#">170-297-3575</a> through <a href="#">170-297-3600</a>;</p> <p>(h) Abuse and neglect protection and training under WAC <a href="#">170-297-6275</a>;</p> <p>(i) Caring for children with special needs under WAC <a href="#">170-297-0050</a>;</p> <p>(j) Care for animals on the premises;</p> <p>(k) Handwashing and hand sanitizers under WAC <a href="#">170-297-3625</a> through <a href="#">170-297-3650</a>;</p> <p>(l) Food and food services;</p> <p>(m) How general cleaning will be provided and how areas such as food contact surfaces, kitchen equipment, toys, and toileting equipment, will be cleaned and sanitized; and</p> <p>(n) Cleaning and sanitizing laundry under WAC <a href="#">170-267-3850</a>.</p> <p>(2) The health plan must be reviewed and dated by a physician, a physician's assistant, or a registered nurse and submitted to the department every three years.</p>

<p>(m) Caring for children with special needs or health needs, including allergies, as listed in the child's record; and</p> <p>(n) Dental hygiene practices and education.</p>	<p>(m) Caring for children with special needs or health needs, including allergies, as listed in the child's record.</p>	
---	--	--

**What's Different?** WAC 110-301-0500 Health policy.

- *Previous 110-305 vs Updated 110-301:* Similar rule, except Previous 110-305 requires the health plan include info about abuse and neglect protection/training and that the health plan be reviewed by a physician, and submitted to the department every three years; Updated 110-301 does not require those things in the health plan. Updated 110-301 requires the health plan to include: a prevention of exposure to blood and body fluids plan, info about observing children for signs of illness daily, and pest control policies; Previous 110-305 does not require those things in the health plan.
- *110-300 vs Updated 110-301:* Same rule, except 110-301 does not require the health policy to include dental hygiene practices and education, because school-age programs are not required to have children brush teeth.

**Program Administration and Oversight – Records, Policies, Reporting, and Posting**

110-300 WAC	Updated School-Age 110-301 WAC	Previous School-Age 110-305 WAC
<p><b>WAC 110-300-0505 Postings.</b></p> <p>(1) Postings listed in subsection (2) of this section that are part of an early learning program must be clearly visible to parents, guardians, and early learning program staff.</p> <p>(2) Postings on early learning premises must include:</p> <p>(a) The child care license, pursuant to WAC <a href="#">110-300-0010</a>;</p> <p>(b) Floor plan with emergency routes and exits identified in each child care area, pursuant to WAC <a href="#">110-300-0400</a> (1)(b)(i) and <a href="#">110-300-0470</a> (2)(a)(i);</p> <p>(c) Dietary restrictions, known allergies, and nutrition requirements, if applicable, in a location easily accessible for staff but not available to those who are not parents or guardians of the enrolled child, pursuant to WAC <a href="#">110-300-0186</a>(8);</p> <p>(d) Handwashing practices at each handwashing sink, pursuant to WAC <a href="#">110-300-0200</a>(1);</p> <p>(e) If applicable, diaper changing or stand-up diapering procedure at each diapering station,</p>	<p><b>WAC 110-301-0505 Postings.</b></p> <p>(1) Postings listed in subsection (2) of this section that are part of a school-age program must be clearly visible to parents, guardians, and school-age program staff.</p> <p>(2) Postings on school-age premises must include:</p> <p>(a) The school-age program license, pursuant to WAC 110-301-0010;</p> <p>(b) Floor plan with emergency routes and exits identified in each school-age program area, pursuant to WAC 110-301-0400(1)(b)(i) and 110-301-0470(2)(a)(i);</p> <p>(c) Dietary restrictions, known allergies, and nutrition requirements, if applicable, in a location easily accessible for staff but not available to those who are not parents or guardians of the enrolled child, pursuant to WAC 110-301-0186(1);</p> <p>(d) Handwashing practices at each handwashing sink, pursuant to WAC 110-301-0200(1);</p> <p>(e) Pesticide treatment, if applicable, pursuant to RCW <a href="#">43.216.280</a> and <a href="#">17.21.410</a> (1)(d);</p>	<p><b>WAC 110-305-2175 Materials that must be posted.</b></p> <p>The following must be posted in the licensed space during operating hours and clearly visible to the parents, guardians, volunteers, and staff:</p> <p>(1) A statement of the child care program philosophy of child development;</p> <p>(2) Emergency information posted adjacent to the telephone, including:</p> <p>(a) 911 or emergency services number;</p> <p>(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;</p> <p>(c) Washington poison center toll-free phone number; and</p> <p>(d) DSHS children's administration intake (child protective services) toll-free telephone number;</p> <p>(3) Emergency preparedness plan and drills posted near each emergency exit door with the following information:</p>

<p>pursuant to WAC <a href="#">110-300-0220</a> and <a href="#">110-300-0221</a> (1)(d);</p> <p>(f) Pesticide treatment, if applicable, pursuant to RCW <a href="#">43.216.280</a> and <a href="#">17.21.410</a> (1)(d);</p> <p>(g) Emergency numbers and information including, but not limited to:</p> <p>(i) 911 or emergency services number;</p> <p>(ii) Name, address and directions from the nearest arterial street or nearest cross street to the facility;</p> <p>(iii) The department's toll-free number;</p> <p>(iv) Washington poison center toll-free number; and</p> <p>(v) The department's child protective services.</p> <p>(h) The location of emergency medical information for children and staff;</p> <p>(i) A notice of any current or pending enforcement action, including probationary licenses pursuant to RCW <a href="#">43.216.687</a>. Notice must be posted:</p> <p>(i) Immediately upon receipt; and</p> <p>(ii) For at least two weeks or until the violation causing the enforcement action is corrected, whichever is longer.</p> <p>(j) A notice of safe sleep violation in the licensed space as required by WAC <a href="#">110-300-0291</a>(2), if applicable;</p> <p>(k) "No smoking" and "no vaping" signs, pursuant to WAC <a href="#">110-300-0420</a> (2)(f);</p> <p>(l) A copy of a department approved waiver or variance from a rule of this chapter, if applicable. Waivers or variances must be posted for parent or guardian view when related to the overall program (not related to any specific child), and as long as the waiver or variance is approved;</p>	<p>(f) Emergency numbers and information including, but not limited to:</p> <p>(i) 911 or emergency services number;</p> <p>(ii) Name, address and directions from the nearest arterial street or nearest cross street to the facility;</p> <p>(iii) The department's toll-free number;</p> <p>(iv) Washington poison center toll-free number; and</p> <p>(v) The department's child protective services.</p> <p>(g) The location of emergency medical information for children and staff;</p> <p>(h) A notice of any current or pending enforcement action, including probationary licenses pursuant to RCW <a href="#">43.216.687</a>. Notice must be posted:</p> <p>(i) Immediately upon receipt; and</p> <p>(ii) For at least two weeks or until the violation causing the enforcement action is corrected, whichever is longer.</p> <p>(i) "No smoking" and "no vaping" signs, pursuant to WAC 110-301-0420(2)(f);</p> <p>(j) A copy of a department approved waiver or variance from a rule of this chapter, if applicable. Waivers or variances must be posted for parent or guardian view when related to the overall program (not related to any specific child), and as long as the waiver or variance is approved;</p> <p>(k) Notice that insurance coverage has lapsed or been terminated, if applicable, pursuant to RCW <a href="#">43.216.700</a>; and</p> <p>(l) Any other information listed in RCW <a href="#">43.216.687</a>.</p>	<p>(a) Dates and times of previous drills;</p> <p>(b) Procedure for sounding alarm;</p> <p>(c) Monthly smoke detector check;</p> <p>(d) Annual fire extinguisher check;</p> <p>(e) Floor plan, with emergency exits and emergency exit pathways identified; and</p> <p>(f) Emergency medical information or explanation of where that information can be found;</p> <p>(4) Child care licensing information, including:</p> <p>(a) The current department-issued child care license;</p> <p>(b) Staff names and work hours; and</p> <p>(c) If applicable, a copy of current department-approved exceptions to the rules;</p> <p>(5) Food menus;</p> <p>(6) If applicable, notice of any current or pending department enforcement action. Notice must be posted:</p> <p>(a) Immediately upon receipt; and</p> <p>(b) For at least two weeks or until the violation causing the enforcement action is corrected, whichever is longer;</p> <p>(7) Notice that the licensee does not have the liability insurance coverage required under WAC <a href="#">170-297-1350</a>, or that the coverage is lapsed or terminated, if applicable;</p> <p>(8) A notice stating that additional information about the child care license is available upon request. This information must include:</p> <p>(a) Copies of department monitoring checklists;</p> <p>(b) If applicable, any facility licensing compliance agreements (FLCA); and</p>
--	--	--

<p>(m) Insurance coverage, or a lapse or termination of such coverage if applicable, pursuant to RCW <a href="#">43.216.700</a>; and</p> <p>(n) Any other information listed in RCW <a href="#">43.216.687</a>.</p>		<p>(c) If applicable, a copy of any enforcement action taken by the department for the previous three years;</p> <p>(9) A typical daily schedule as described in WAC <a href="#">170-297-6575</a>; and</p> <p>(10) Current lesson plans.</p> <p><b>WAC 110-305-3950 Pest control.</b></p> <p>(c) Use chemical pesticides for pest management. If chemical pesticides are used, the licensee must:</p> <p>(i) Post a notice visible to parents, guardians and staff forty-eight hours in advance of the application of chemical pesticides; and ...</p> <p><b>WAC 110-305-1350 Liability insurance coverage.</b></p> <p>(2) The licensee must:</p> <p>(b) Post notice, clearly visible to parents, guardians, volunteers, and staff, when insurance coverage lapses or is terminated; and ...</p>
<p><b>What's Different?</b> WAC 110-301-0505 Postings.</p> <ul style="list-style-type: none"> <li>• <i>Previous 110-305 vs Updated 110-301:</i> Similar rules, except Previous 110-305 requires the program to post: a statement of the child care program philosophy of child development, the program's phone number, the emergency preparedness plan and drills, staff names and work hours, and food menus; Updated 110-301 does not require those things to be posted. 110-301 requires the program to post handwashing practices at each handwashing sink, the department's toll-free number, and "No smoking" and "no vaping" signs; Previous 110-305 does not require those things to be posted.</li> <li>• <i>110-300 vs Updated 110-301:</i> Same rule, except 110-301 does not require posting of diaper changing procedures or infant safe sleep violations, because of the age range of children cared for by school-age licensees.</li> </ul>		