

## Child Care Inspection Checklist

INSPECTION TYPE: Monitoring		INSPECTION DATE: 05/04/2026	
<b>I. PROVIDER INFORMATION</b>			
PROVIDER NAME: YMCA Sagecrest		PROVIDER ID: 1105220	
DOING BUSINESS AS:		CAPACITY: 60	
PRIMARY CONTACT PERSON: Jordan Engel		AGE RANGE: 5 years 0 months - 13 years 0 months	
FACILITY TYPE: School-age Program		LICENSING TYPE: Licensed	LICENSE STATUS: Open REFERRAL STATUS:
<b>II. WORKER ASSIGNMENT</b>			
LICENSOR: Brittany Grgich		EMAIL ADDRESS: brittany.grgich@dcyf.wa.gov	TELEPHONE NUMBER: (360) 233-6373
LICENSING SUPERVISOR: Brenda Banning		EMAIL ADDRESS: brenda.banning@dcyf.wa.gov	TELEPHONE NUMBER:
<b>III. DAYS AND HOURS OF OPERATION</b>			
DAYS OF OPERATION:		HOURS OF OPERATION:	

### DEFINITIONS

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

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

### Risk Level Classification:

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

**SERIOUS CONCERN (S).** Rules of serious concern are requirements developed by the department to protect the health and safety of children against substantial risk of injury or illness. The provider must correct any violation of rules of serious concern as soon as possible, but in no case later than five business days from the date of non-compliance.

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

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

<b>Professional Development, Training and Requirements</b>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0106(3)(a)(b)	Short Term	Compliance
<b>Description:</b> License applicants, program directors, site directors, lead teachers, and assistant teachers must complete the school-age basics training as approved or offered by the department: (a) Prior to being granted a license; or (b) Prior to working unsupervised with children.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0106(4)	Serious	Compliance
<b>Description:</b> A school-age provider must complete the recognizing and reporting suspected child abuse, neglect, and exploitation training as approved or offered by the department according to subsection (1) of this section. Training must include the prevention of child abuse and neglect as defined in RCW 26.44.020 and mandatory reporting requirements under RCW 26.44.030.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0106(9)(a)(b)(c)(i)(ii)(iii)	Short Term	Compliance
<b>Description:</b> Program directors, site directors, lead teachers, assistant teachers and any other school-age provider counted in staff-to-child ratio, or who could potentially be counted in ratio, must be trained in adult and pediatric first aid and adult and pediatric cardiopulmonary resuscitation (CPR) and: (a) At least one school-age provider counted in staff-to-child ratio for each group of children must have current adult and pediatric first-aid and CPR certificates; (b) Proof of training can be shown with a certification card, certificate, or instructor letter; and (c) The trainings for adult and pediatric first aid and CPR must include a live, hands-on component demonstrated in front of an instructor either in-person or remotely who is certified by the American Red Cross, American Heart Association, Health and Safety Institute, or other nationally recognized certification program.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0106(10)(a)(b)	Serious	Compliance
<b>Description:</b> A school-age provider who prepares or serves food to children at a school-age program must obtain a current food worker card prior to preparing or serving food. Food worker cards must: (a) Be obtained through the local health jurisdiction, in-person or online; and (b) Be renewed prior to expiring.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0100(2)(a)(i)(ii)(A)(B)(iii)(iv)	Short Term	Compliance
<b>Description:</b> Program directors manage the overall school-age program operations and facilities and set appropriate program and staff expectations. The program director is not responsible for being on-site at the program, unless the program director is filling in for an on-site role. (a) A program director must meet the following		

qualifications: (i) Be at least eighteen years old; (ii) Complete forty-five college credits in any one hundred-level or above college coursework or equivalent as approved and verified in the electronic workforce registry by the department as follows: (A) A program director working at the time this chapter becomes effective must have completed at least twelve college credits in any one hundred-level or above college coursework or equivalent and complete an additional thirty-three college credits in any one hundred-level or above college coursework or equivalent within five years of the date this section becomes effective; (B) A program director hired or promoted after this chapter becomes effective must have completed twelve college credits in any one hundred-level or above college coursework or equivalent prior to being hired or promoted, and complete an additional thirty-three college credits in any one hundred-level or above coursework or equivalent within five years of the time of hire or promotion. (iii) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and (iv) Have their continued professional development progress documented annually.

WAC/RCW	Risk Level	Code
110-301-0100(2)(b)(i)(ii)(iii)	Short Term	Compliance

**Description:**

(b) A program director must provide the following services: (i) A program director may fill in as a site director or teacher if acting in this role does not interfere with the responsibilities of managing the school-age program; (ii) Comply with foundational quality standards; (iii) Develop a program philosophy, communicate the philosophy to all school-age program staff, parents, and guardians, and train staff to ensure the philosophy serves all children in the program (or designate a site director with this responsibility);

WAC/RCW	Risk Level	Code
110-301-0100(2)(b)(iv)(v)(A)(B)(C)	Long Term	Compliance

**Description:**

(b) A program director must provide the following services: (iv) Have knowledge of community resources available to families, including resources for children with special needs and be able to share these resources with families (or designate a site director with this responsibility); and (v) Oversee professional development plans for school-age program staff including, but not limited to: (A) Providing support to staff for creating and maintaining staff records; (B) Setting educational goals with staff and locating or coordinating state-approved training opportunities for staff; and (C) Mentoring the site director.

WAC/RCW	Risk Level	Code
110-301-0100(3)(a)(i)(ii)(A)(B)(iii)	Long Term	Compliance

**Description:**

Site directors plan and implement the school-age program services under the oversight of a program director. The site director is responsible for being on-site during the program's operating hours. (a) A site director must meet the following qualifications: (i) Be at least eighteen years old; (ii) Complete thirty college credits in any one hundred-level or above college coursework or equivalent as approved and verified in the electronic workforce registry by the department as follows: (A) A site director working at the time this chapter becomes effective must have completed at least twelve college credits in any one hundred-level or above college coursework or equivalent and complete an additional eighteen college credits in any one hundred-level or above coursework or equivalent within five years of the date this section becomes effective; (B) A site director hired or promoted after this chapter becomes effective must have completed twelve college credits in any one hundred-level or above coursework or equivalent prior to being hired or promoted, and complete an additional eighteen college credits in any one hundred-level or

above coursework or equivalent within five years of the time of hire or promotion. (iii) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and (iv) Have their continued professional development progress documented annually.

WAC/RCW	Risk Level	Code
110-301-0100(3)(b)(i)(ii)(iii)(iv)(v)	Short Term	Compliance
<b>Description:</b> A site director performs the following duties: (i) Plan and implement curriculum and environmental design of the school-age program; (ii) Be on-site providing regular supervision of staff and volunteers; (iii) Comply with foundational quality standards; (iv) Act as a teacher as long as it does not interfere with the site director's primary responsibilities; and (v) Observe and mentor staff.		
WAC/RCW	Risk Level	Code
110-301-0100(3)(c)	Long Term	Compliance
<b>Description:</b> (c) One person may be the program director and the site director when qualified for both positions, provided that all requirements of subsection (2)(a) of this section are met.		
WAC/RCW	Risk Level	Code
110-301-0100(3)(d)	Short Term	Compliance
<b>Description:</b> (d) For program continuity, a lead teacher can fill in for a site director up to two weeks. If longer than two weeks, the licensee or program director must notify the department with a plan for how the site director's responsibilities will be managed during the site director's absence.		
WAC/RCW	Risk Level	Code
110-301-0105(2)	Serious	Compliance
<b>Description:</b> A school-age provider must complete and pass a department background check, pursuant to chapter 110-06 WAC.		

Space and Furnishings		
WAC/RCW	Risk Level	Code
110-301-0135(2)(a)	Short Term	Compliance
<b>Description:</b> Furniture and equipment must be: (a) Maintained in a safe working condition;		
WAC/RCW	Risk Level	Code
110-301-0146(1)	Short Term	Not Applicable
<b>Description:</b>		

This section is applicable to any program that does not operate on public or private school premises. Playground equipment and surfacing used by a school-age provider must comply with applicable CPSC guidelines including, but not limited to, installing, arranging, designing, constructing, and maintaining outdoor play equipment and surfacing.

WAC/RCW	Risk Level	Code
110-301-0145(8)	Serious	Not Applicable
<b>Description:</b> For any program that does not operate on public or private school premises, licensed outdoor play areas must be enclosed to deter people without permission from entering the area.		
WAC/RCW	Risk Level	Code
110-301-0145(12)	Short Term	Not Applicable
<b>Description:</b> Within six months of the date this section becomes effective or prior to licensing, any program that does not operate on public or private school premises must have exiting mechanisms on gates from a licensed outdoor play area to unlicensed space that are equipped with a self-closing and self-latching mechanism (shuts automatically when released from an individual's control). A gate that is not an emergency exit must be locked or self-closing and self-latching.		
WAC/RCW	Risk Level	Code
110-301-0145(13)	Short Term	Not Applicable
<b>Description:</b> For any program that does not operate on public or private school premises, outdoor play areas must have two exits that must not be partially or entirely blocked. At least one of the two exits must not lead back into licensed indoor space.		

<b>Safety</b>		
WAC/RCW	Risk Level	Code
110-301-0165(2)(a)	Immediate	Compliance
<b>Description:</b> A school-age provider must take steps to prevent hazards to children including, but not limited to: (a) Ensuring firearms, guns, weapons, and ammunition are not on the premises of a school-age program; and		
WAC/RCW	Risk Level	Code
110-301-0165(2)(b)(i)(ii)	Serious	Not Applicable
<b>Description:</b> A school-age provider must take steps to prevent hazards to children including, but not limited to: (b) For any program that does not operate on public or private school premises, eliminating and not using in the licensed space, pursuant to RCW 43.216.380, any window blinds or other window coverings with pull cords or inner cords capable of forming a loop and posing risk of strangulation to children. (i) Window		

blinds and other window coverings that have been manufactured or properly retrofitted in a manner that eliminates the formation of loops posing a risk of strangulation are allowed; and (ii) A window covering must not be secured to the frame of a window or door used as an emergency exit in a way that would prevent the window or door from opening easily;

WAC/RCW	Risk Level	Code
110-301-0165(3)(a)	Short Term	Compliance
<p><b>Description:</b> A school-age provider must take measures intended to prevent other hazards to children in care in school-age program space including, but not limited to: (a) Cuts, abrasions, and punctures. Equipment, materials, and other objects on the premises that have splintered edges, sharp edges, points, protruding nails, bolts, or other dangers must be repaired, removed, or made inaccessible to children;</p>		
WAC/RCW	Risk Level	Code
110-301-0165(3)(b)	Serious	Compliance
<p><b>Description:</b> A school-age provider must take measures intended to prevent other hazards to children in care in school-age program space including, but not limited to: (b) Burns. Equipment, materials, or products that may be hot enough to injure a child must be made inaccessible to children;</p>		
WAC/RCW	Risk Level	Code
110-301-0165(3)(c)	Short Term	Compliance
<p><b>Description:</b> A school-age provider must take measures intended to prevent other hazards to children in care in school-age program space including, but not limited to: (c) Sheering, crushing, or pinching. Broken or cracked equipment, materials, and objects must be repaired, removed, or made inaccessible to children;</p>		
WAC/RCW	Risk Level	Code
110-301-0165(3)(d)	Short Term	Compliance
<p><b>Description:</b> A school-age provider must take measures intended to prevent other hazards to children in care in school-age program space including, but not limited to: (d) Entrapment. Spare or secondary freezers and refrigerators, washers, dryers, large compost bins, and other entrapment dangers must be inaccessible to children unless being actively supervised;</p>		
WAC/RCW	Risk Level	Code
110-301-0165(3)(f)	Short Term	Compliance
<p><b>Description:</b> A school-age provider must take measures intended to prevent other hazards to children in care in school-age program space including, but not limited to: (f) Falling objects. Large objects that pose a risk of falling or tipping must be securely anchored. Large objects include, but are not limited to, televisions, dressers, bookshelves, wall cabinets, sideboards or hutches, and wall units; and</p>		
WAC/RCW	Risk Level	Code
110-301-0165(3)(g)	Short Term	Compliance

**Description:**

A school-age provider must take measures intended to prevent other hazards to children in care in school-age program space including, but not limited to: (g) Equipment in poor condition. Equipment in poor condition (loose parts, rusty parts, flaking paint, or other dangers) must be repaired, removed, or made inaccessible to children.

WAC/RCW	Risk Level	Code
110-301-0165(4)(f)	Short Term	Not Applicable

**Description:**

To ensure a safe environment for children in care, a school-age provider must comply with the following requirements: (f) safe water temperature. For any program that does not operate on public or private school premises, all water accessible to enrolled children must not be hotter than 120 degrees Fahrenheit; and

WAC/RCW	Risk Level	Code
110-301-0165(5)(a)	Short Term	Compliance

**Description:**

To ensure a safe environment for children in care, a school-age provider must comply with the following electrical requirements: (a) Electrical cords must be in good working condition, not torn or frayed, and not have any exposed wires;

WAC/RCW	Risk Level	Code
110-301-0165(5)(b)	Short Term	Compliance

**Description:**

To ensure a safe environment for children in care, a school-age provider must comply with the following electrical requirements: (b) Electrical cords must be plugged directly into a wall outlet or a power strip with surge protector;

WAC/RCW	Risk Level	Code
110-301-0165(5)(c)	Short Term	Compliance

**Description:**

To ensure a safe environment for children in care, a school-age provider must comply with the following electrical requirements: (c) Extension cords may only be used for a brief, temporary purpose and must not replace direct wiring;

WAC/RCW	Risk Level	Code
110-301-0165(5)(d)	Serious	Compliance

**Description:**

To ensure a safe environment for children in care, a school-age provider must comply with the following electrical requirements: (d) Electrical devices accessible to children must not be plugged into an electrical outlet near a water source such as sink, tub, water table, or swimming pool; and

WAC/RCW	Risk Level	Code
110-301-0165(5)(e)	Serious	Not Applicable

**Description:**

To ensure a safe environment for children in care, a school-age provider must comply with the following electrical requirements: (e) For any program that does not operate on public or private premises, outlets near sinks, tubs, toilets, or other water sources must be inaccessible to children or be tamper-resistant and equipped with a ground fault circuit interrupter (GFCI) outlet type.

WAC/RCW	Risk Level	Code
110-301-0166(3)(a)	Serious	Compliance

**Description:**

To ensure a safe exit from the premises during an emergency, the school-age provider must comply with the following requirements: (a) Exit doors must not be partially or entirely blocked;

WAC/RCW	Risk Level	Code
110-301-0166(3)(b)	Serious	Not Applicable

**Description:**

To ensure a safe exit from the premises during an emergency, the school-age provider must comply with the following requirements: (b) For any program that does not operate on public or private school premises, emergency exit doors must remain unlocked from the inside, but may be locked from the outside while the school-age program is open. The door handle must be of the type that can be opened from the inside without the use of a key, tools, or special knowledge, and must automatically unlock when the knob or handle is turned; and

WAC/RCW	Risk Level	Code
110-301-0166(3)(c)	Serious	Compliance

**Description:**

To ensure a safe exit from the premises during an emergency, the early learning provider must comply with the following requirements: (c) Exit doors that are not designated as an emergency exit door may be locked during operating hours. For any program that does not operate on public or private school premises, locking interior doors in school-age program space must be designed to be unlocked from either side. An unlocking device must be readily available.

WAC/RCW	Risk Level	Code
110-301-0170(3)(a)(i)(ii)(iii)	Serious	Not Applicable

**Description:**

To ensure a safe environment for children in care, a school age provider must comply with the following fire safety requirements: (a) Combustible materials. For any program that does not operate on public or private school premises, combustible materials: (i) Must be properly discarded pursuant to local jurisdictions, removed from the premises, or properly stored in closed plastic or metal containers specifically designed to hold such combustible materials; (ii) Stored in a closed plastic or metal container must be inaccessible to children in care; and (iii) Include, but are not limited to, lint, gasoline, natural gas, diesel, fuel, propane, rags soaked in combustible materials, oils, chemicals, or solvents.

WAC/RCW	Risk Level	Code
110-301-0170(3)(b)(i)	Serious	Compliance

**Description:**

To ensure a safe environment for children in care, a school-age provider must comply with the following fire safety requirements: (b) Furnaces and other heating devices. (i) An appliance or heating device that has

a surface capable of burning a child or reaching 110 degrees Fahrenheit must be inaccessible to children in care unless a program activity involves such an appliance or device and children are being actively supervised;

WAC/RCW	Risk Level	Code
110-301-0170(3)(d)(i)(ii)(iii)	Serious	Compliance

**Description:**

To ensure a safe environment for children in care, a school-age provider must comply with the following fire safety requirements: (d) Open flame devices, candles, matches and lighters. (i) Except for the use of a gas kitchen range, open flame devices must not be used in school-age program space or any other space accessible to children in care during operating hours; (ii) Candles must not be used during operating hours; (iii) Matches and lighters must be inaccessible to children.

WAC/RCW	Risk Level	Code
110-301-0170(3)(e)(i)(ii)(iii)	Short Term	Compliance

**Description:**

To ensure a safe environment for children in care, a school-age provider must comply with the following fire safety requirements: (e) Portable heaters and generators. Portable heaters or fuel powered generators must not be used inside school-age program space during operating hours. (i) In case of an emergency, a generator may be used but must be placed at least twenty feet from buildings, windows, doors, ventilation intakes, or other places where exhaust fumes may be vented into the premises or school-age program space; and (ii) Appliances must be plugged directly into a generator or into a heavy duty outdoor-rated extension cord that is plugged into a generator.

WAC/RCW	Risk Level	Code
110-301-0170(3)(f)(i)(ii)	Short Term	Not Applicable

**Description:**

To ensure a safe environment for children in care, a school-age provider must comply with the following fire safety requirements: (f) Fire alarms and smoke and carbon monoxide detectors. (i) For any program that does not operate on public or private school premises, a school-age program must have and maintain at least one smoke detector per floor, unless exempt under WAC 51-50-0907; and (ii) For any program that does not operate on public or private school premises, a school-age program must have and maintain carbon monoxide detectors, unless exempt under WAC 51-50-0915.

WAC/RCW	Risk Level	Code
110-301-0170(3)(h)(i)(ii)(iii)	Short Term	Not Applicable

**Description:**

To ensure a safe environment for children in care, a school-age provider must comply with the following fire safety requirements: (h) Extinguishers. For any program that does not operate on public or private school premises, a school-age provider must have and maintain working fire extinguishers that are marked with a minimum rating of 2A:10 BC. (i) Fire extinguishers must be located pursuant to the state building code chapter 51-54A WAC, and must be readily available for use in case of an emergency; (ii) Fire extinguishers must be located on each level of the school-age program space used by children and mounted within seventy-five feet of an exit next to the path of the exit; and (iii) If a fire extinguisher is mounted in a closet, there must be a sign indicating the location of the extinguisher and obstructions must not block access to the closet.

WAC/RCW	Risk Level	Code
110-301-0175(1)	Serious	Not Applicable
<p><b>Description:</b> To prevent injury or drowning and ensure the health and safety of children, a school-age provider must comply with the requirements described in this section. (1) Filtered wading pools must be inaccessible to children when not in use. Wading pools that do not have a filtering system are not permitted in the school-age program space.</p>		
WAC/RCW	Risk Level	Code
110-301-0175(2)	Serious	Compliance
<p><b>Description:</b> Bodies of water not located in school-age program space, but that are in close proximity, must be made inaccessible to children in care, and the school-age program must have a written plan approved by the department.</p>		
WAC/RCW	Risk Level	Code
110-301-0175(3)	Short Term	Compliance
<p><b>Description:</b> If a school-age provider uses water tables or similar containers, the tables or containers must be emptied and sanitized daily, or more often if necessary.</p>		
WAC/RCW	Risk Level	Code
110-301-0175(4)	Immediate	Not Applicable
<p><b>Description:</b> For any program that does not operate on public or private school premises, the following bodies of water must be inaccessible to children in care by using a physical barrier with a locking mechanism in compliance with WAC 246-260-031(4): (a) Swimming pools when not being used as part of the school-age program; (b) Ponds, lakes, storm retention ponds, ditches, fountains, fish ponds, landscape pools or similar bodies of water; and (c) Uncovered wells, septic tanks, wastewater, wastewater tanks, below grade storage tanks, farm manure ponds or other similar hazards.</p>		
WAC/RCW	Risk Level	Code
110-301-0175(5)	Immediate	Not Applicable
<p><b>Description:</b> Hot tubs and similar equipment must be made inaccessible by using a physical barrier with a locking mechanism.</p>		
WAC/RCW	Risk Level	Code
110-301-0175(6)	Immediate	Not Applicable
<p><b>Description:</b> A school-age provider must comply with the supervision requirements of WAC 110-301-0350 when using a swimming pool as part of the school-age program.</p>		
WAC/RCW	Risk Level	Code

110-301-0175(7)	Immediate	Not Applicable
<p><b>Description:</b>  For any program that does not operate on public or private school premises, a school-age provider must comply with the following requirements when using a swimming pool on the premises as part of the school-age program: (a) Audible alarms must be on all doors, screens, and gates in licensed areas that lead to a swimming pool. The alarm must be sufficient to warn staff when children enter the outdoor area and could access the swimming pool; (b) Swimming pools must be maintained according to manufacturer specifications; (c) Swimming pools must be cleaned and sanitized according to manufacturer instructions, chapter 246-260 WAC, and DOH or local health jurisdiction guidelines; and (d) A swimming pool must not be used if the main drain cover is missing.</p>		

Health Practices		
WAC/RCW	Risk Level	Code
110-301-0200(4)(a)(b)(c)(d)(e)(f)(g)(h)(i)(j)(k)(l)(m)(n)	Short Term	Compliance
<p><b>Description:</b>  A school-age provider must wash their hands following the handwashing procedures listed above: (a) When arriving at work; (b) After assisting with toileting; (c) After personal toileting; (d) After attending to an ill child; (e) Before and after preparing, serving, or eating food; (f) After handling raw or undercooked meat, poultry, or fish; (g) Before and after giving medication or applying topical ointment; (h) After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals; (i) After handling bodily fluids; (j) After using tobacco or vapor products; (k) After being outdoors; (l) After gardening activities; (m) After handling garbage and garbage receptacles; and (n) As needed or required by the circumstances.</p>		
WAC/RCW	Risk Level	Code
110-301-0200(5)(a)(b)(c)(d)(e)(f)(g)(h)	Short Term	Compliance
<p><b>Description:</b>  A school-age provider must direct, assist, teach, and coach, children to wash their hands, using the steps listed above: (a) When arriving at the school-age premises; (b) After using the toilet; (c) After outdoor play; (d) After gardening activities; (e) After playing with animals; (f) After touching body fluids such as blood or after nose blowing or sneezing; (g) Before and after eating or participating in food activities including table setting; and (h) As needed or required by the circumstances.</p>		
WAC/RCW	Risk Level	Code
110-301-0210(1)(2)(a)(b)(c)	Long Term	Compliance
<p><b>Description:</b>  (1) Before attending a school-age program, a child must be vaccinated against or show proof of acquired immunity for the vaccine-preventable disease, pursuant to chapter 246-105 WAC. A school-age provider may accept children without proof of vaccinations or immunity as otherwise indicated in this section. (2) Pursuant to WAC 246-105-050, a school-age provider must receive for each enrolled child: (a) A current and complete DOH-approved certificate of immunization status (CIS) form or an alternative in lieu of CIS</p>		

pursuant to WAC 246-105-050(3); (b) A department approved certificate of exemption (COE) form, if applicable; or (c) A current immunization record from the Washington state immunization information system (WA IIS).

WAC/RCW	Risk Level	Code
110-301-0215(3)	Serious	Compliance

**Description:**

Medication administration. A school-age provider must not give medication to any child without written and signed consent from that child's parent or guardian, must administer medication pursuant to directions on the medication label, and must use cleaned and sanitized medication measuring devices.

WAC/RCW	Risk Level	Code
110-301-0215(3)(a)(i)(A)(B)(C)(D)(E)	Serious	Compliance

**Description:**

A school-age provider must administer medication to children in care as follows: (i) Prescription medication. Prescription medication must only be given to the child named on the prescription. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied with medication authorization form that has the medical need and the possible side effects of the medication. Prescription medication must be labeled with: (A) A child's first and last name; (B) The date the prescription was filled; (C) The name and contact information of the prescribing health professional; (D) The expiration date, dosage amount, and length of time to give the medication; and (E) Instructions for administration and storage.

WAC/RCW	Risk Level	Code
110-301-0215(3)(a)(ii)(A)(B)	Serious	Compliance

**Description:**

A school-age provider must administer medication to children in care as follows: (ii) Nonprescription oral medication. Nonprescription (over-the-counter) oral medication brought to the school-age program by a parent or guardian must be in the original packaging. (A) Nonprescription (over-the-counter) medication needs to be labeled with child's first and last name and accompanied with medication authorization form that has the expiration date, medical need, dosage amount, age, and length of time to give the medication. A school-age provider must follow the instructions on the label or the parent or guardian must provide a medical professional's note; and (B) Nonprescription medication must only be given to the child named on the label provided by the parent or guardian.

WAC/RCW	Risk Level	Code
110-301-0215(3)(c)	Serious	Compliance

**Description:**

Medication must be stored and maintained as directed on the packaging or prescription label, including applicable refrigeration requirements. A school-age provider must comply with the following additional medication storage requirements: (i) Medication must be inaccessible to children except as provided for in this subsection (3) (a) (v) (A) of this section; (ii) Controlled substances must be locked in a container or cabinet which is inaccessible to children; (iii) Medication must be kept away from food in a separate, sealed container; and (iv) External medication (designed to be applied to the outside of the body) must be stored to provide separation from internal medication (designed to be swallowed or injected) to prevent cross contamination.

WAC/RCW	Risk Level	Code
110-301-0225(3)(a)(b)(c)	Serious	Not Applicable
<b>Description:</b> Pets or other animals that have contact with children must: (a) Have all required vaccinations, pursuant to local and county regulations; (b) Show no signs of illness, disease, worms, or parasites. If these symptoms appear, the pet or animal must be removed from the licensed space until appropriately treated for the condition; and (c) Be nonaggressive. If the pet or animal exhibits aggressive behavior, the pet or animal must be removed from the licensed space.		
WAC/RCW	Risk Level	Code
110-301-0225(5)(a)	Short Term	Not Applicable
<b>Description:</b> A school-age provider must require: (a) Animals and pets to go to the bathroom outdoors if the animals do not have a designated indoor litter area. The designated outdoor area must be inaccessible to children in care;		
WAC/RCW	Risk Level	Code
110-301-0230(2)	Short Term	Compliance
<b>Description:</b> A school-age provider must keep a complete first aid kit in the licensed space, on any off-site trip, and in a vehicle used to transport children in care.		

<b>Cleaning and Sanitation</b>		
WAC/RCW	Risk Level	Code
110-301-0241(1)(a)	Short Term	Compliance
<b>Description:</b> A school-age provider must develop and follow a cleaning schedule that includes: (a) Food preparation areas, tables and chairs, and food service counters, which must be cleaned and sanitized before and after each meal and snack with single use paper towels or one-time use wiping cloths;		
WAC/RCW	Risk Level	Code
110-301-0241(4)	Short Term	Compliance
<b>Description:</b> Toileting areas including, but not limited to, toilets, counters, sinks, and floors must be cleaned and disinfected daily or more often as needed.		
WAC/RCW	Risk Level	Code
110-301-0260(1)(a)	Serious	Compliance
<b>Description:</b>		

A school-age provider must ensure all poisonous or dangerous substances including, but not limited to fuels, solvents, oils, laundry, dishwasher, other detergents, sanitizing products, and disinfectants are stored:  
 (a) In a location that is inaccessible to children;

WAC/RCW	Risk Level	Code
110-301-0260(1)(b)	Serious	Compliance

**Description:**

A school-age provider must ensure all poisonous or dangerous substances including, but not limited to fuels, solvents, oils, laundry, dishwasher, other detergents, sanitizing products, and disinfectants are stored:  
 (b) Separate and apart from food preparation areas, food items, and food supplies;

WAC/RCW	Risk Level	Code
110-301-0260(1)(c)(d)	Short Term	Compliance

**Description:**

A school-age provider must ensure all poisonous or dangerous substances including, but not limited to fuels, solvents, oils, laundry, dishwasher, other detergents, sanitizing products, and disinfectants are stored:  
 (c) In their original containers or clearly labeled with the name of the product and the word "poison" or "toxic" if not in the original container; (d) In compliance with the manufacturer's directions (including not storing products near heat sources).

WAC/RCW	Risk Level	Code
110-301-0260(2)	Serious	Compliance

**Description:**

Saws, power tools, lawn mowers, and other maintenance and janitorial equipment must be inaccessible to children.

WAC/RCW	Risk Level	Code
110-301-0260(3)	Serious	Compliance

**Description:**

Storage areas and storage rooms must be inaccessible to children.

**Learning Supports**

WAC/RCW	Risk Level	Code
110-301-0300(1)(a)	Short Term	Compliance

**Description:**

A school-age provider must develop an individual care plan for each child with special needs. Plans and documentation required under this section must: (a) Meet the requirements of this section;



<b>Records, Policies, Reporting and Posting</b>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0455(2)(a)(b)(c)(d)(e)	Short Term	Compliance
<p><b>Description:</b>  A school-age provider must keep daily child attendance records, either in paper or electronic format, for each child (including the children of staff in the program). These records must be easily accessible and kept on-site or in the program's administrative office for department review. These records must clearly document: (a) The name of the child; (b) The date of care; (c) Child arrival and departure times from the school-age program; (d) Signature or electronic signature of parent, guardian or other authorized person at the time of arrival and departure; and (e) A staff signature when a child leaves the school-age program to attend school or participate in off-site activities not offered by the school-age program.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0455(3)(a)(b)(c)(d)(e)	Long Term	Compliance
<p><b>Description:</b>  A school-age provider must keep daily staff attendance records for each classroom or group of children. These attendance records must be on paper or in an electronic format and clearly document: (a) The name of each staff member (including staff assigned to care for children with special needs and one-on-one care) and volunteers; (b) The number of children in each classroom or with each group of children; (c) The staff-to-child ratio; (d) The date; and (e) Start and end times of the assigned staff or volunteers.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0460(3)	Short Term	Compliance
<p><b>Description:</b>  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>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0470(4)(a)	Short Term	Compliance
<p><b>Description:</b>  A school-age provider must practice and record emergency drills with staff and children as follows: (a) Fire and evacuation drill once each calendar month;</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0470(4)(b)	Short Term	Compliance
<p><b>Description:</b>  A school-age provider must practice and record emergency drills with staff and children as follows: (b) Earthquake, lockdown, or shelter-in-place drill once every three calendar months;</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0480(2)(a)(b)(c)(d)(e)(f)(g)	Serious	Not Applicable
<p><b>Description:</b>  During travel to an off-site activity, a school-age provider must: (a) Have the health history, appropriate medication (if applicable), emergency information, and emergency medical authorization forms accessible</p>		

for each child being transported; (b) Have a phone to call for emergency help; (c) Have a complete first-aid kit; (d) Maintain the staff-to-child ratio and active supervision requirements; (e) Have current first aid and CPR certification pursuant to WAC 110-301-0106 (9); (f) Take attendance using a roll call or other method that assures all children are accounted for each time children begin and end travel to an off-site activity, and every time children enter and exit a vehicle; and (g) Never leave children unattended in the vehicle.

WAC/RCW	Risk Level	Code
110-301-0480(3)(a)(b)(c)(d)(e)(f)(g)(h)(i)	Short Term	Not Applicable

**Description:**

When a school-age provider supplies the vehicle to transport children in care, the program and provider must: (a) Follow chapter 46.61 RCW, Rules of the road, and other applicable laws regarding child restraint and car seats; (b) Assure that the number of passengers does not exceed the seating capacity of the vehicle; (c) Maintain the vehicle in good repair and safe operating condition; (d) Maintain the vehicle temperature at a comfortable level to children; (e) Assure the vehicle has a current license and registration as required by Washington state transportation laws; (f) Assure the vehicle has emergency reflective triangles or other devices to alert drivers of an emergency; (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 five years; (h) Prevent any driver with a known condition that would compromise driving, supervision, or evacuation capabilities from operating program vehicles; and (i) Have a current insurance policy that covers the driver, the vehicle, and all occupants.

**Food and Nutrition**

WAC/RCW	Risk Level	Code
110-301-0186(1)(a)(b)(c)(i)(ii)(iii)(iv)	Serious	Compliance

**Description:**

A school-age provider must obtain written instructions (the individual care plan) from the child's health care provider and parent or guardian when caring for a child with a known food allergy or special dietary requirement due to a health condition. The individual care plan pursuant to WAC 110-301-0300 must: (a) Identify foods that must not be consumed by the child and steps to take in the case of an unintended allergic reaction; (b) Identify foods that can substitute for allergenic foods; and (c) Provide a specific treatment plan for the school-age provider to follow in response to an allergic reaction. The specific treatment plan must include the: (i) Names of all medication to be administered; (ii) Directions for how to administer the medication; (iii) Directions related to medication dosage amounts; and (iv) Description of allergic reactions and symptoms associated with the child's particular allergies.

WAC/RCW	Risk Level	Code
110-301-0186(2)	Serious	Compliance

**Description:**

A school-age provider must arrange with the parents or guardians of a child in care to ensure the school-age program has the necessary medication, training, and equipment to properly manage a child's food allergies.

WAC/RCW	Risk Level	Code
110-301-0195(3)(a)(b)(c)(d)(e)(f)	Short Term	Compliance

**Description:**

A school-age provider must: (a) Supply durable and developmentally appropriate individual eating and drinking equipment, or developmentally appropriate single use disposable items; (b) Clean and sanitize eating and drinking equipment after each use. Water bottles or cups designated for a single child must be cleaned and sanitized daily; (c) Ensure plastic eating and drinking equipment does not contain BPA (a chemical used in hard plastic bottles and as a protective lining in food and beverage cans) or have cracks or chips; (d) Use gloves, utensils, or tongs to serve food; (e) Serve meals or snacks on plates, dishware, containers, trays, or napkins or paper towels, if appropriate. Food should not be served directly on the eating surface; and (f) Be respectful of each child's cultural food practices.

WAC/RCW	Risk Level	Code
110-301-0197(4)(a)(b)(c)(d)(e)(f)	Short Term	Compliance
<b>Description:</b> Food must be stored as follows: (a) In original containers or in clean, labeled, dated, and airtight food grade containers, if appropriate. (b) Food not required to be refrigerated or frozen must not be stored directly on the floor; (c) In a manner that prevents contamination; (d) Food and food service items (such as utensils, napkins, and dishes) must not be stored in an area with toxic materials (such as cleaning supplies, paint, or pesticides); (e) Food that is past the manufacturer's expiration or best served by date must not be served to enrolled children; and (f) Raw meat must be stored in the refrigerator or freezer below cooked or ready to eat foods.		

Program Structure and Organization		
WAC/RCW	Risk Level	Code
110-301-0345(2)(a)(b)(c)(d)(e)	Short Term	Compliance
<b>Description:</b> A school-age provider must meet capacity, group size, and staff-to-child ratios while children are in care. This includes, but is not limited to: (a) Indoor and outdoor play activities; (b) Off-site activities; (c) During transportation; (d) Meal times; (e) Evening and overnight care, if applicable; and (f) When children are on different floor levels of the school-age program.		
WAC/RCW	Risk Level	Code
110-301-0345(3)(a)(b)(c)(d)(e)(f)(i)(ii)(i ii)(iv)(v)	Short Term	Compliance
<b>Description:</b> A school-age provider must supervise children in care by: (a) Scanning the environment looking and listening for both verbal and nonverbal cues to anticipate problems and plan accordingly; (b) Visibly checking children on many occasions with little time in between; (c) Positioning themselves to supervise all areas accessible to children; (d) Attending to children and being aware of what children are doing at all times; (e) Being available and able to promptly assist or redirect a child as necessary; and (f) Considering the following when deciding whether increased supervision is needed: (i) Ages of children; (ii) Individual differences and abilities of children; (iii) Layout of the indoor and outdoor licensed space and play area; (iv) The risk associated with the activities children are engaged in; and (v) Any nearby hazards including those in the licensed or unlicensed space.		
WAC/RCW	Risk Level	Code

110-301-0345(5)(b)	Short Term	Compliance
<p><b>Description:</b> A school-age provider must: (b) Be able to hear when doors in the immediate area are opened to prevent children from leaving unsupervised;</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0345(5)(c)(i)(ii)(iii)(iv)(v)(vi)(vii)(viii)	Serious	Compliance
<p><b>Description:</b> A school-age provider must: (c) Actively supervise children when the children: (i) Interact with pets or animals; (ii) Engage in water or sand play; (iii) Play in an area in close proximity to a body of water; (iv) Use a safe route to access an outdoor play area not immediately adjacent to the school-age program; (v) Engage in planned activities in the kitchen; (vi) Ride on public transportation; (vii) Engage in outdoor play; and (viii) During field trips.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0356(3)(a)(b)(c)	Serious	Compliance
<p><b>Description:</b> A licensee must not exceed the total capacity or age range stated on the school-age program license at any time except as provided in this section. All children on the premises, signed in to the school-age program, on an off-site trip from the school-age program, or being transported by the school-age program staff are counted in capacity including the children of staff. (a) A licensee must receive department approval to care for a child with special needs, pursuant to WAC 110-301-0300, if the child is older than the maximum age identified on the license. A child with documented special needs may be in care up to age nineteen and must be counted in capacity and staff-to-child ratio. (b) A child with special needs who requires individualized supervision pursuant WAC 110-301-0300 counts toward capacity but does not count in the staff-to-child ratio. (c) A child who turns thirteen years old permitted by chapter 110-15 WAC must be counted in both capacity and staff-to-child ratio.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0356(5)	Short Term	Compliance
<p><b>Description:</b> In each classroom or well-defined space, the maximum group size of thirty children and ratio of 1:15 staff members to children, including children related to staff or the licensee, must be met. Group size may exceed thirty children only for special events such as assemblies or performances.</p>		

<b>Summary, Comments, and Recommendations</b>
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