

## Child Care Inspection Checklist

INSPECTION TYPE: Second Initial		INSPECTION DATE: 04/09/2025	
<b>I. PROVIDER INFORMATION</b>			
PROVIDER NAME: El Centro de la Raza - Luis Alfonso Velasquez Flores After School Program		PROVIDER ID: 2583192	
DOING BUSINESS AS: El Centro de la Raza - Luis Alfonso Velasquez Flores After School Program		CAPACITY: 23	
PRIMARY CONTACT PERSON: Hilda Magana		AGE RANGE: 5 years 0 months - 13 years 0 months	
FACILITY TYPE: School-age Program		LICENSING TYPE: Licensed	LICENSE STATUS: Open
<b>II. WORKER ASSIGNMENT</b>			
LICENSOR: Anita Stewart		EMAIL ADDRESS: anita.stewart@dcyf.wa.gov	TELEPHONE NUMBER: 206-556-9104
LICENSING SUPERVISOR: Jessica Lohrman		EMAIL ADDRESS: jessica.lohrman@dcyf.wa.gov	TELEPHONE NUMBER: 206-300-9621
<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.

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

### Risk Level Classification:

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

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

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

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

<b>Intent and Authority</b>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0015(2)(a)(b)(c)(i)(ii)(iii)(iv)(v )	Long Term	Compliance
<p><b>Description:</b>            A written notification under this section must include the following information: (a) The time period of the absence; (b) Emergency contact information for the absent school-age provider; and (c) A written plan for program staff to follow that includes: (i) A staffing plan that meets child-to-staff ratios; (ii) Identification of a lead teacher to be present and in charge; (iii) School-age program staff roles and responsibilities; (iv) How each child's needs will be met during the absence; and (v) The responsibility for meeting licensing requirements.</p>		

<b>Family Engagement and Partnerships</b>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0085(1)	Long Term	Compliance
<p><b>Description:</b>            A school-age provider must attempt to obtain information from each child's family about that child's developmental, behavioral, health, linguistic, cultural, social, and other relevant information. The provider must make this attempt upon that child's enrollment and annually thereafter.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0085(2)	Long Term	Compliance
<p><b>Description:</b>            A school-age provider must determine how the program can best accommodate each child's individual characteristics, strengths, and needs. The provider must utilize the information in subsection (1) of this section and seek input from family members and staff familiar with a child's behavior, developmental, and learning patterns.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0085(3)(e)	Long Term	Compliance
<p><b>Description:</b>            A school-age provider must: (e) Allow parents or guardians access to their child during normal hours of operation, except as excluded by a court order; and</p>		

<b>Professional Development, Training and Requirements</b>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0100(1)	Long Term	Compliance
<p><b>Description:</b>  School-age program licensees must meet the requirements of a program director listed in subsection (2) of this section or hire a program director who meets the qualifications prior to being granted an initial license. School-age program licensees who fulfill the role of program director in their school-age program must complete all trainings and requirements for program director.</p>		
<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
<p><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.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0100(2)(b)(i)(ii)(iii)	Short Term	Compliance
<p><b>Description:</b>  (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);</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0100(2)(b)(iv)(v)(A)(B)(C)	Long Term	Compliance
<p><b>Description:</b>  (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</p>		

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

**Description:**

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(4)(a)(b)(c)(d)(e)	Short Term	Compliance

**Description:**

Lead teachers are responsible for implementing the school-age program. Lead teachers develop and provide a nurturing and responsive environment that meets the needs of enrolled children. A lead teacher must meet the following qualifications: (a) Be at least eighteen years old; (b) Have a high school diploma or equivalent; (c) Have completed twelve 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 within five years of the date this section becomes effective, or five years from being employed or promoted into this position at any licensed school-age program, whichever comes later; (d) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; and (e) Have their professional development progress documented annually.

WAC/RCW	Risk Level	Code
110-301-0100(5)(a)(i)(ii)(iii)	Short Term	Compliance

**Description:**

Assistant teachers help a lead teacher provide instructional support to children and implement developmentally appropriate programming. (a) An assistant teacher must meet the following qualifications: (i) Be at least eighteen years old; (ii) Have a high school diploma or equivalent; (iii) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105.

WAC/RCW	Risk Level	Code
110-301-0100(5)(b)	Short Term	Compliance

**Description:**

(b) Assistant teachers may work alone with children with regular, scheduled, and documented oversight and on-the-job training from the lead teacher who is primarily responsible for the care of the same group of children for the majority of their day.

WAC/RCW	Risk Level	Code
110-301-0100(5)(c)	Short Term	Compliance

**Description:**

(c) For continuity of care, assistant teachers can act as a substitute lead teacher up to two weeks. If longer than two weeks, the program director or site director must notify the department with a plan for how the lead teacher's responsibilities will be managed during the lead teacher's absence.

WAC/RCW	Risk Level	Code
110-301-0100(6)(a)(b)(c)(d)	Long Term	Compliance

**Description:**

Aides provide classroom support to an assistant teacher, lead teacher, site director, or program director. Aides must meet the following qualifications: (a) Be at least fourteen years old; (b) Have a high school diploma or equivalent, or be currently enrolled in high school or an equivalent education program; (c) Complete the applicable preservice requirements, pursuant to WAC 110-301-0105; (d) Aides may be counted in the staff-to-child ratio if they are working under the continuous supervision of a lead teacher, site director, or program director.

WAC/RCW	Risk Level	Code
110-301-0100(7)	Long Term	Compliance

**Description:**

Other personnel who do not directly care for children and are not listed in subsections (1) through (6) of this section must meet the following qualifications: (a) Complete and pass a background check, pursuant to chapter 110-06 WAC; (b) Have a negative TB test, pursuant to WAC 110-301-0105; and (c) Complete program based staff policies and training, pursuant to WAC 110-301-0110.

WAC/RCW	Risk Level	Code
110-301-0100(8)(a)(b)(c)(i)(ii)(iii)(iv)(d)	Short Term	Compliance

**Description:**

Volunteers help at school-age programs. Volunteers must meet the following qualifications: (a) Be at least fourteen years old and have written permission to volunteer from their parent or guardian if they are under eighteen years old; (b) Work under the continuous supervision of a lead teacher, site director, or program director; (c) Regular, ongoing volunteers may count in staff-to-child ratio if they: (i) Complete and pass a background check, pursuant to chapter 110-06 WAC; (ii) Complete a TB test, pursuant to WAC 110-301-0105; (iii) Complete the training requirements, pursuant to WAC 110-301-0106; (iv) Complete

program-based staff policies and training, pursuant to WAC 110-301-0110; (d) Occasional volunteers must comply with (a) and (b) of this subsection and cannot count in staff-to-child ratio. Occasional volunteers may include, but are not limited to, a parent or guardian helping on a field trip, special guest presenters, or a parent or guardian, family member, or community member helping with a cultural celebration.

WAC/RCW	Risk Level	Code
110-301-0105(1)	Long Term	Compliance
<p><b>Description:</b> All applicants, co-applicants, program directors, and site directors must complete a department provided orientation for school-age programs. Prior to being in charge of the school-age program, those newly promoted or assuming a role of one of the roles listed here must complete or be registered in a department provided orientation training.</p>		
WAC/RCW	Risk Level	Code
110-301-0105(2)	Serious	Compliance
<p><b>Description:</b> A school-age provider must complete and pass a department background check, pursuant to chapter 110-06 WAC.</p>		
WAC/RCW	Risk Level	Code
110-301-0105(3)(a)(b)(c)(i)(ii)(iii)	Short Term	Compliance
<p><b>Description:</b> A school-age provider, including volunteers must provide documentation signed within the last twelve months by a licensed health care professional of tuberculosis (TB) testing or treatment consisting of: (a) A negative TB symptom screen and negative TB risk assessment; (b) A previous positive FDA-approved TB test and a current negative chest radiograph and documentation of clearance to safely work in a school-age program; or (c) A positive symptom screening or a positive risk assessment with documentation of: (i) A current negative FDA-approved TB test; (ii) A previous or current positive FDA-approved TB test; and (iii) A current negative chest radiograph and documentation of clearance to safely work in a school-age program.</p>		
WAC/RCW	Risk Level	Code
110-301-0106(1)	Long Term	Compliance
<p><b>Description:</b> A school-age provider licensed, working, or volunteering in a school-age program must complete the applicable training requirements of subsections (4) through (9) of this section within three months of the date of hire and prior to working in an unsupervised capacity with children, unless otherwise indicated. State or federal rules may require health and safety training described under this chapter to be renewed annually.</p>		
WAC/RCW	Risk Level	Code
110-301-0106(2)	Long Term	Compliance
<p><b>Description:</b> License applicants and school-age providers must register with the electronic workforce registry prior to being granted an initial license or working with children in an unsupervised capacity.</p>		

WAC/RCW	Risk Level	Code
110-301-0106(3)(a)(b)	Short Term	Compliance
<p><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.</p>		
WAC/RCW	Risk Level	Code
110-301-0106(3)(a)(b)(c)	Short Term	Compliance
<p><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; (b) Prior to working unsupervised with children; or (c) Within three months of the date this section becomes effective if already employed or being promoted to a new role.</p>		
WAC/RCW	Risk Level	Code
110-301-0106(4)	Serious	Compliance
<p><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.</p>		
WAC/RCW	Risk Level	Code
110-301-0106(5)	Short Term	Compliance
<p><b>Description:</b> A school-age provider must complete the emergency preparedness training as approved or offered by the department according to subsection (1) of this section.</p>		
WAC/RCW	Risk Level	Code
110-301-0106(6)	Short Term	Compliance
<p><b>Description:</b> A school-age provider must complete the serving children experiencing homelessness training as approved or offered by the department according to subsection (1) of this section.</p>		
WAC/RCW	Risk Level	Code
110-301-0106(7)	Short Term	Compliance
<p><b>Description:</b> Program directors, site directors, and lead teachers must complete the medication management and administration training as approved or offered by the department prior to giving medication to an enrolled child, or as indicated in subsection (1) of this section.</p>		
WAC/RCW	Risk Level	Code
110-301-0106(8)	Short Term	Compliance

**Description:**

A school-age provider who directly cares for children must complete the prevention of exposure to blood and bodily fluids training that meets Washington state department of labor and industries' requirements prior to being granted a license or working with children. This training must be repeated pursuant to Washington state department of labor and industries regulations.

WAC/RCW	Risk Level	Code
110-301-0106(9)(a)(b)(c)(i)(ii)(iii)	Short Term	Compliance

**Description:**

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 training 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.

WAC/RCW	Risk Level	Code
110-301-0106(9)(a)(b)(i)(ii)	Short Term	Compliance

**Description:**

Program directors, site directors, lead teachers, assistant teachers, and any other school-age providers counted in staff-to-child ratio, or who could potentially be counted in ratio, must be trained in first-aid and cardiopulmonary resuscitation (CPR). (a) Proof of training can be shown with a certification card, certificate, or instructor letter. (b) The first-aid and CPR training and certification must: (i) Be delivered in person and include a hands-on component for first aid and CPR demonstrated in front of an instructor certified by the American Red Cross, American Heart Association, American Safety and Health Institute, or other nationally recognized certification program; and (ii) Include child and adult first-aid and CPR.

WAC/RCW	Risk Level	Code
110-301-0106(10)(a)(b)	Serious	Compliance

**Description:**

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.

WAC/RCW	Risk Level	Code
110-301-0107(1)(a)(i)	Short Term	Compliance

**Description:**

Program directors, site directors, lead teachers, and assistant teachers must complete ten hours of annual in-service training after twelve months of cumulative employment. (a) Every thirty-six months, program directors and site directors must complete a minimum of ten hours of in-service training on "leadership practices." (i) Leadership practices training includes the following Washington state core competencies: Program planning and development, and professional development and leadership.

WAC/RCW	Risk Level	Code

110-301-0107(3)	Long Term	Compliance
<b>Description:</b> Only five in-service training hours that exceed the requirements of subsection (1) of this section may be carried over from one calendar year to the next calendar year.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0110(1)	Long Term	Compliance
<b>Description:</b> A school-age provider must have and follow written policies for school-age program staff. Staff policies must include those listed in subsections (2) and (3) of this section and must be reviewed and approved by the department prior to issuing a provider's initial license. The provider must notify the department when substantial changes are made.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0110(2)(a)(b)(c)(d)(e)(i)(ii)(iii)(iv)(v)(vi)(vii)(viii)(ix)(x)(xi)(xii)(xiii)(xiv)(xv)(xvi)(xvii)(xviii)(f)(g)(h)	Long Term	Compliance
<b>Description:</b> School-age program staff policies must include, but are not limited to: (a) All of the information in the parent or guardian handbook except fees; (b) Job descriptions, pay dates, and benefits; (c) Professional development expectations and plans; (d) Expectations for attendance and conduct; (e) School-age program staff responsibilities for: (i) Child supervision requirements, including preventing children's access to unlicensed space; (ii) Child growth and development; (iii) Developmentally appropriate curriculum and activities; (iv) Teacher-child interaction; (v) Child protection, guidance, and discipline techniques; (vi) Food service practices; (vii) Off-site field trips, if applicable; (viii) Transporting children, if applicable; (ix) Health, safety, and sanitization procedures; (x) Medication management procedures; (xi) Medical emergencies, fire, disaster evacuation and emergency preparedness plans; (xii) Mandatory reporting of suspected child abuse, neglect, and exploitation, per RCW 26.44.020 and 26.44.030 and all other reporting requirements; (xiii) Implementation of child's individual health care or special needs plan; (xiv) Following nonsmoking, vaping, alcohol and drug regulations; (xv) Religious, equity, and cultural responsiveness; (xvi) Nondiscrimination; (xvii) Planned daily activities and routines; and (xviii) Evening and overnight care, if applicable. (f) Staff responsibilities if the program director or site director is absent from the school-age program; (g) A plan that includes how both administrative and child caretaking duties are met when a job requires such dual responsibilities; and (h) Observation, evaluation, and feedback policies.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0110(4)(a)(i)(ii)(iii)(b)	Short Term	Compliance
<b>Description:</b> A school-age provider must develop, deliver, and document the delivery of school-age staff training specific to the school-age program and premises. (a) Training topics must include: (i) Staff policies listed in subsections (2) and (3) of this section; (ii) Chapter 43.216 RCW; and (iii) Chapters 110-301 and 110-06 WAC. (b) Training must be updated with changes in program policies and state or federal regulations.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0111(1)(a)(b)	Short Term	Compliance
<b>Description:</b>		

A school-age provider who oversees staff must: (a) Establish a work plan with clear expectations; (b) Be aware of what staff members are doing; and

WAC/RCW	Risk Level	Code
110-301-0111(1)(c)	Serious	Compliance

**Description:**

A school-age provider who oversees staff must: (c) Be available and able to respond in an emergency as needed to protect the health and safety of children in care.

WAC/RCW	Risk Level	Code
110-301-0115(1)(a)(b)(c)(d)	Long Term	Compliance

**Description:**

A school-age provider must establish a records system for themselves, staff, and volunteers that complies with the requirements of this chapter. School-age program staff records must be: (a) Verified by the licensee, program director or site director; (b) Entered and maintained in the electronic workforce registry, if applicable. Paper records may be discarded once entered into the electronic workforce registry and confirmed by the department; (c) Updated to delete staff names from the electronic workforce registry when they are no longer employed at the school-age program; and (d) Kept on-site or in the program's administrative office in a manner that allows the department to review the records.

WAC/RCW	Risk Level	Code
110-301-0115(2)(a)(b)(c)(d)(e)	Long Term	Compliance

**Description:**

Records for each school-age provider and staff member must include: (a) First and last name; (b) Date of birth; (c) Job title; (d) First and last day of employment, if applicable; and (e) Proof of professional credentials, requirements, and training for each school-age staff member, pursuant to WAC 110-301-0100 through 110-301-0110.

WAC/RCW	Risk Level	Code
110-301-0115(3)(a)(b)(c)(d)(e)(f)	Short Term	Compliance

**Description:**

A licensee, program director, or site director must maintain the following records for each school-age provider and program staff in a confidential manner. These records must be reviewable by the department and must include at a minimum: (a) A copy of current government issued photo identification; (b) Emergency contact information; (c) Completed employment application or resume; (d) Annual observation, evaluation, and feedback information; (e) The licensee's Social Security number, federal employer identification number, or a written document stating the licensee does not possess either; and (f) Immunization records including exemption documents.

WAC/RCW	Risk Level	Code
110-301-0120(1)(a)(b)(c)	Short Term	Compliance

**Description:**

A licensee must provide for the personal and professional needs of staff by: (a) Having a place to store personal belongings that is inaccessible to children; (b) Having a readily accessible phone to use for emergency calls or to contact the parents and guardians of enrolled children; and (c) Providing file and storage space for professional materials.

WAC/RCW	Risk Level	Code
110-301-0120(2)	Serious	Compliance
<b>Description:</b> A school-age provider must be excluded from the school-age premises when that provider's illness or condition poses a risk of spreading a harmful disease or compromising the health and safety of others. The illnesses and conditions that require a staff member to be excluded are pursuant to WAC 110-301-0205.		

Space and Furnishings		
WAC/RCW	Risk Level	Code
110-301-0130(1)	Short Term	Compliance
<b>Description:</b> School-age program space, ramps, and handrails must comply with, be accessible to, and accommodate children and adults with disabilities as required by the Washington law against discrimination (chapter 49.60 RCW) and the ADA.		
WAC/RCW	Risk Level	Code
110-301-0135(1)	Short Term	Compliance
<b>Description:</b> A school-age provider must have accessible and child-size furniture and equipment in sufficient quantity.		
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
110-301-0135(2)(b)	Short Term	Compliance
<b>Description:</b> Furniture and equipment must be: (b) Developmentally and age appropriate;		
WAC/RCW	Risk Level	Code
110-301-0135(2)(c)	Short Term	Compliance
<b>Description:</b> Furniture and equipment must be: (c) Visually inspected at least weekly for hazards, broken parts, or damage. All equipment with hazardous, broken parts, or damage must be repaired as soon as possible and must be inaccessible to children until repairs are made according to the manufacturer's instructions, if available;		
WAC/RCW	Risk Level	Code
110-301-0135(2)(d)	Short Term	Compliance

<b>Description:</b> Furniture and equipment must be: (d) Arranged in a way that does not interfere with other play equipment;		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0135(2)(e)	Short Term	Compliance
<b>Description:</b> Furniture and equipment must be: (e) Installed and assembled according to manufacturer's specifications;		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0135(2)(f)	Short Term	Compliance
<b>Description:</b> Furniture and equipment must be: (f) Stored in a manner to prevent injury;		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0135(2)(g)	Short Term	Compliance
<b>Description:</b> Furniture and equipment must be: (g) Accessible to the child's height so that children can find, use, and return materials independently.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0140(1)	Long Term	Compliance
<b>Description:</b> School-age materials and equipment must be visible, accessible to children in care, and arranged to promote and encourage independent access by children.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0140(2)	Long Term	Compliance
<b>Description:</b> A school-age provider must display age and developmentally appropriate school-age materials. Materials must be related to current activities and located so a child can find, use, and return materials independently.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0140(3)(a)(b)	Short Term	Compliance
<b>Description:</b> A school-age provider must offer, or allow a child to create, a place for privacy. This space must: (a) Allow the provider to supervise children; and (b) Include an area accessible to children who seek or need time alone or in small groups.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0146(1)	Short Term	Compliance
<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
110-301-0140(4)	Long Term	Compliance

**Description:**

A school-age provider must have extra clothing available for children who wet, soil, or have a need to change clothes.

WAC/RCW	Risk Level	Code
110-301-0146(1)(a)(b)	Serious	Compliance

**Description:**

This section is applicable to any program that does not operate on public or private school premises. (a) Climbing play equipment must not be placed on or above concrete, asphalt, packed soil, lumber, or similar hard surfaces; and (b) The ground under swings and play equipment must be covered by a shock absorbing material (grass alone is not an acceptable) such as: (i) Pea gravel at least nine inches deep; (ii) Playground wood chips at least nine inches deep; (iii) Shredded recycled rubber at least six inches deep; or (iv) Any material that has a certificate of compliance, label, or documentation stating it meets ASTM standards F1292.

WAC/RCW	Risk Level	Code
110-301-0140(5)(a)(b)(i)(ii)	Long Term	Compliance

**Description:**

A school-age provider must ensure children have individual storage space for each child's belongings while in attendance. This may include, but is not limited to, a child's personal backpack or individual storage bins provided by the program. At a minimum, the space must be: (a) Accessible to the child; and (b) Large enough and spaced sufficiently apart from other storage space to: (i) Store the child's personal articles and clothing; and (ii) Promote or encourage children to organize their possessions.

WAC/RCW	Risk Level	Code
110-301-0146(2)	Short Term	Compliance

**Description:**

This section is applicable to any program that does not operate on public or private school premises. Permanently anchored outdoor play equipment must not be placed over septic tank areas or drain fields, and must be installed according to the manufacturer's directions.

WAC/RCW	Risk Level	Code
110-301-0146(3)	Short Term	Compliance

**Description:**

This section is applicable to any program that does not operate on public or private school premises. Handmade playground equipment must be maintained for safety or removed when no longer safe. Prior to construction of new handmade playground equipment, the provider must notify the department and have plans and a materials list available upon request.

WAC/RCW	Risk Level	Code

110-301-0140(6)(a)(b)(c)	Short Term	Compliance
<b>Description:</b> Child useable and accessible areas must be arranged to provide sufficient space for routine care, child play, and learning activities. These areas must be designed to: (a) Allow the provider to supervise or actively supervise the children, depending on the nature of the activities; (b) Allow children to move freely; and (c) Allow for different types of activities at the same time, such as manipulatives, language and literary materials, art materials, table games, music, or dramatic play.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0145(1)	Short Term	Compliance
<b>Description:</b> A school-age provider must visually inspect outdoor program space and equipment daily to ensure outdoor areas and equipment are free of hazards.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0145(10)	Short Term	Compliance
<b>Description:</b> For any program that does not operate on public or private school premises, the opening between a fence post and gate or fence post and building must have no gap through which a sphere with a diameter of three and one-half inches can pass.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0145(11)	Short Term	Compliance
<b>Description:</b> For any program that does not operate on public or private school premises, a school-age provider must not install any wooden fence, playground structure, or furniture if it contains chromated copper arsenate (CCA), creosote or pentachlorophenol. If wooden fences, structures, and furniture are suspected of having CCA, they must be tested. If CCA is present, fences, structures, and furniture must be removed or sealed with an oil-based outdoor sealant annually or as needed within six months of the date this section becomes effective.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0145(12)	Short Term	Non Compliance
<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.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0145(13)	Short Term	Compliance
<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.		

WAC/RCW	Risk Level	Code
110-301-0145(2)	Short Term	Compliance
<p><b>Description:</b> Outdoor play space must contain a minimum of seventy-five square feet of licensed usable space per child accessing the play space at any given time. A school-age provider may develop an alternate plan if a school-age program does not have enough outdoor play space to accommodate all enrolled children at once, such as rotating groups of children to play outdoors or using an off-site play area. The department must approve alternate plans to use off-site play spaces.</p>		
WAC/RCW	Risk Level	Code
110-301-0145(3)	Short Term	Compliance
<p><b>Description:</b> A school-age program must have shaded areas in outdoor play space provided by trees, buildings, or shade structures.</p>		
WAC/RCW	Risk Level	Code
110-301-0145(4)	Long Term	Compliance
<p><b>Description:</b> Outdoor play space must promote a variety of age and developmentally appropriate active play areas for children in care. Activities must encourage and promote both moderate and vigorous physical activity such as running, jumping, skipping, throwing, pedaling, pushing, pulling, kicking, and climbing.</p>		
WAC/RCW	Risk Level	Code
110-301-0145(5)	Serious	Not Applicable
<p><b>Description:</b> Bouncing equipment including, but not limited to, trampolines, rebounders, and inflatable equipment must be inaccessible and locked. This requirement does not apply to bounce balls designed to be used by individual children.</p>		
WAC/RCW	Risk Level	Code
110-301-0145(6)	Short Term	Compliance
<p><b>Description:</b> When the licensed outdoor play space is not immediately adjacent to the school-age program site, a school-age provider must use a safe route when moving to and from the licensed outdoor play space.</p>		
WAC/RCW	Risk Level	Code
110-301-0145(7)	Serious	Compliance
<p><b>Description:</b> For any program that does not operate on public or private school premises, licensed outdoor play areas must be enclosed with a fence or barrier that is intended to prevent children from exiting and discourages climbing. If the outdoor play area is enclosed by a barrier that is not a fence, the barrier may be a wall constructed with brick, stone, or a similar material.</p>		

WAC/RCW	Risk Level	Code
110-301-0145(8)	Serious	Compliance
<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(9)	Short Term	Compliance
<b>Description:</b> For any program that does not operate on public or private school premises, fences, barriers, and gates must be in good condition, have no gap through which a sphere with a diameter of three and one-half inches can pass, and have a minimum height of forty-eight inches or conform in height to applicable local codes.		
WAC/RCW	Risk Level	Code
110-301-0147(1)	Short Term	Compliance
<b>Description:</b> A school-age provider must observe weather conditions and other possible hazards to take appropriate action for child health and safety. Conditions that pose a health or safety risk may include, but are not limited to: (a) Heat in excess of 100 degrees Fahrenheit or pursuant to advice of the local authority; (b) Cold less than 20 degrees Fahrenheit, or pursuant to advice of the local authority; (c) Lightning storm, tornado, hurricane, or flooding if there is immediate or likely danger; (d) Earthquake; (e) Air quality emergency ordered by a local or state authority on air quality or public health; (f) Lockdown notification ordered by a public safety authority; and (g) Other similar incidents.		
WAC/RCW	Risk Level	Code
110-301-0147(2)	Short Term	Compliance
<b>Description:</b> A school-age provider must ensure children are dressed for weather conditions during outdoor play time.		
WAC/RCW	Risk Level	Code
110-301-0148(1)(a)	Short Term	Compliance
<b>Description:</b> A garden in a school-age program space must: (a) Have safeguards in place to minimize risk of cross-contamination by animals;		
WAC/RCW	Risk Level	Code
110-301-0148(1)(b)	Short Term	Compliance
<b>Description:</b> A garden in a school-age program space must: (b) Use soil free from agricultural or industrial contaminants such as lead or arsenic if gardening directly in the ground;		
WAC/RCW	Risk Level	Code
110-301-0148(1)(c)(i)(ii)	Short Term	Compliance

**Description:**

A garden in a school-age program space must: (c) If gardening in raised beds use: (i) New soil that is labeled as "organic" or "safe for children" and was obtained from a gardening supply store or other retail store; or (ii) Composted soil made from material that is safe according to the Washington State University's extension master gardener composting guidelines; and

WAC/RCW	Risk Level	Code
110-301-0148(1)(d)	Short Term	Compliance

**Description:**

A garden in a school-age program space must: (d) Use water that comes from a private well approved by the local health jurisdiction or from a public water system. A school-age provider must make water for gardens inaccessible to children if the provider uses irrigation water.

WAC/RCW	Risk Level	Code
110-301-0148(2)	Short Term	Compliance

**Description:**

Garden beds must be made of materials that will not leach chemicals into the soil including, but not limited to, wood treated with chromated copper arsenate, creosote or pentachlorophenol, reclaimed railroad ties, or tires.

Activities		
WAC/RCW	Risk Level	Code
110-301-0150(1)(a)	Short Term	Compliance
<b>Description:</b> A school-age provider must supply children in care with a variety of school-age materials that are age and developmentally appropriate and meet children's individual and cultural needs. School-age materials must be: (a)Clean;		
110-301-0150(1)(b)	Short Term	Compliance
<b>Description:</b> School-age materials must be: (b)Washable or disposable;		
110-301-0150(1)(c)	Short Term	Compliance
<b>Description:</b> School-age materials must be: (c)Accommodating to a range of abilities of children in care;		
110-301-0150(1)(d)	Short Term	Compliance
<b>Description:</b>		

School-age materials must be: (d) Available to children in care appropriate to a child's age and developmental level;

WAC/RCW	Risk Level	Code
110-301-0150(1)(e)	Short Term	Compliance
<p><b>Description:</b> School-age materials must be: (e) Nonpoisonous and free of toxins. If a school-age provider is using prepackaged art materials, the material packaging must be labeled non-toxic by the manufacturer and meet ASTM standard D-4236 as described in 16 C.F.R. 1500.14(b)(8)(i);</p>		
WAC/RCW	Risk Level	Code
110-301-0150(1)(f)	Short Term	Compliance
<p><b>Description:</b> School-age materials must be: (f) In good and safe working condition;</p>		
WAC/RCW	Risk Level	Code
110-301-0150(1)(g)	Short Term	Compliance
<p><b>Description:</b> School-age materials must be: (g) Accommodating to special needs of children in care; and</p>		
WAC/RCW	Risk Level	Code
110-301-0150(2)(a)(b)(c)(d)(e)(f)(g)	Short Term	Compliance
<p><b>Description:</b> A school-age provider must ensure a sufficient quantity and variety of materials to engage children in the school-age program, such as arts and crafts supplies, construction materials, manipulative materials, music and sound devices, table games, books, social living equipment, and gross motor materials such as balls and jump ropes. Materials must: (a) Encourage both active physical play and quiet play activities; (b) Promote imagination and creativity; (c) Promote communication and literacy skills; (d) Encourage social skill development; (e) Promote numeracy, math, and spatial ability; (f) Encourage discovery, exploration, and reasoning; and (g) Promote learning skills.</p>		
WAC/RCW	Risk Level	Code
110-301-0155(1)	Short Term	Not Applicable
<p><b>Description:</b> If a school-age provider offers screen time to children in care, the screen time must be educational, developmentally and age appropriate, nonviolent, and culturally sensitive.</p>		
WAC/RCW	Risk Level	Code
110-301-0155(2)	Short Term	Not Applicable
<p><b>Description:</b> Children must not be required to participate in screen time activities. Alternative activities must be provided to children in care when screen time is offered.</p>		
WAC/RCW	Risk Level	Code

110-301-0155(3)	Short Term	Not Applicable
<b>Description:</b> Screen time must not occur during meals or snacks.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0160(1)(a)(b)(c)	Short Term	Compliance
<b>Description:</b> A school-age provider must provide culturally and racially diverse learning opportunities. Diverse learning opportunities must be demonstrated by the provider's activities and materials that represent all children, families, and staff. A provider must use equipment and materials that include, but are not limited to: (a) Diverse dolls, books, pictures, games, or materials that do not reinforce stereotypes; (b) Diverse music from many cultures in children's primary languages; and (c) A balance of different ethnic and cultural groups, ages, abilities, family styles, and genders.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0160(2)(a)(b)(c)	Short Term	Compliance
<b>Description:</b> A school-age provider must intervene appropriately to stop biased behavior displayed by children or adults including, but not limited to: (a) Redirecting an inappropriate conversation or behavior; (b) Being aware of situations that may involve bias and responding appropriately; and (c) Refusing to ignore bias.		

<b>Safety</b>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
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		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0165(2)(b)(i)(ii)	Serious	Compliance
<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;		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>

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>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
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>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
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>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
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>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0165(3)(e)	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: (e) Tripping. Tripping hazards must be eliminated. For any program that does not operate on public or private school premises, uneven walkways and damaged flooring or carpeting, or other tripping hazards must be removed or repaired;</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
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
<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: (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.</p>		
WAC/RCW	Risk Level	Code
110-301-0165(4)(a)	Long Term	Compliance
<p><b>Description:</b> To ensure a safe environment for children in care, a school-age provider must comply with the following requirements: (a)'safe noise levels. Noise levels must be maintained at a level in which a normal conversation may occur, except when children are engaged in gross motor activities;</p>		
WAC/RCW	Risk Level	Code
110-301-0165(4)(b)(i)	Short Term	Compliance
<p><b>Description:</b> To ensure a safe environment for children in care, a school-age provider must comply with the following requirements: (b) Stairway safety. (i) There must not be clutter or obstructions in the stairway; than thirty-eight inches on at least one side of the stairway;</p>		
WAC/RCW	Risk Level	Code
110-301-0165(4)(b)(ii)(A)(B)(C)	Short Term	Compliance
<p><b>Description:</b> To ensure a safe environment for children in care, a school-age provider must comply with the following requirements: (ii) For any program that does not operate on public or private school premises, all stairways (indoor and outdoor), not including play structures, must meet local building codes pursuant to RCW 43.216.340. (A) Open stairways with no walls on either side must have handrails with slats (balusters) that prevent a child from falling off either side of the stairway. (B) Stairways with a wall on only one side must have a handrail with slats (balusters) on the side without the wall that prevents a child from falling off the stairway. (C) Stairways with a wall on both sides must have a handrail no higher than thirty-eight inches on at least one side of the stairway;</p>		
WAC/RCW	Risk Level	Code
110-301-0165(4)(c)	Short Term	Compliance
<p><b>Description:</b> To ensure a safe environment for children in care, a school-age provider must comply with the following requirements: (c) Indoor temperatures for the premises. For any program that does not operate on public or private school premises, the temperature of indoor school-age licensed space must be between 68 and 82 degrees Fahrenheit. If indoor licensed space is colder than 68 or hotter than 82 degrees Fahrenheit, a school-age provider must use climate control devices that are inaccessible to children to bring the temperature within the required range;</p>		
WAC/RCW	Risk Level	Code
110-301-0165(4)(d)	Short Term	Compliance

**Description:**

To ensure a safe environment for children in care, a school-age provider must comply with the following requirements: (d) Window openings. For any program that does not operate on public or private school premises, windows within the reach of children must only open up to three and one-half inches or have some barrier or preventative measure to discourage children from exiting through the window;

WAC/RCW	Risk Level	Code
110-301-0165(4)(e)	Short Term	Compliance

**Description:**

To ensure a safe environment for children in care, a school-age provider must comply with the following requirements: (e) Licensed space lighting. For any program that does not operate on public or private school premises, school-age program space must have natural or artificial light that provides appropriate illumination for school-age program activities and supervision. A provider must comply with all light fixture manufacturers' installation and use requirements. A provider must also ensure compliance with the following requirements: (i) Light fixtures must have shatter-resistant covers or light bulbs; (ii) Lights or light fixtures used indoors must be designed for indoor use only; (iii) Free standing lamps must be attached or secured to prevent tipping; and (iv) Halogen lamps and bulbs are prohibited.

WAC/RCW	Risk Level	Code
110-301-0165(4)(f)	Short Term	Compliance

**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(4)(g)	Short Term	Compliance

**Description:**

To ensure a safe environment for children in care, a school-age provider must comply with the following requirements: (g) Platforms and decks. For any program that does not operate on public or private school premises, all platforms and decks used for school-age program activities must meet local building codes pursuant to RCW 43.216.340. This does not include play equipment. All platforms and decks with a drop zone of more than eighteen inches must have guardrails in sections without steps.

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	Compliance

**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(2)(a)	Short Term	Compliance

**Description:**

A school-age provider must have the following in case of an emergency: (a) A working flashlight or other emergency lighting device must be available for use as an emergency light source. Battery powered flashlights must have an extra set of batteries easily available; and

WAC/RCW	Risk Level	Code
110-301-0166(2)(b)	Short Term	Compliance

**Description:**

A school-age provider must have the following in case of an emergency: (b) A working telephone must be available for use with sufficient backup power to function in an emergency.

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	Compliance
<p><b>Description:</b></p> <p>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</p>		
WAC/RCW	Risk Level	Code
110-301-0166(3)(c)	Serious	Compliance
<p><b>Description:</b></p> <p>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.</p>		
WAC/RCW	Risk Level	Code
110-301-0170(2)	Short Term	Compliance
<p><b>Description:</b></p> <p>For any program that does not operate on public or private school premises, a school-age provider must arrange for a fire safety inspection annually. A provider must arrange a fire safety inspection with a local government agency. If a local government agency is not available to conduct a fire safety inspection, a provider must inspect for fire safety using the state fire marshal form.</p>		
WAC/RCW	Risk Level	Code
110-301-0170(3)(a)(i)(ii)(iii)	Serious	Compliance
<p><b>Description:</b></p> <p>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.</p>		
WAC/RCW	Risk Level	Code
110-301-0170(3)(b)(i)	Serious	Compliance
<p><b>Description:</b></p> <p>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;</p>		

WAC/RCW	Risk Level	Code
110-301-0170(3)(b)(ii)(iii)	Serious	Compliance
<p><b>Description:</b></p> <p>To ensure a safe environment for children in care, a school-age provider must comply with the following fire safety requirements:(ii) For any program that does not operate on public or private school premises, paper, rubbish, or other combustible materials must be at least three feet from furnaces, fireplaces, or other heating devices; and (iii) For any program that does not operate on public or private school premises, furnaces and other heating devices must be inaccessible to children in care.</p>		
WAC/RCW	Risk Level	Code
110-301-0170(3)(d)(i)(ii)(iii)	Serious	Compliance
<p><b>Description:</b></p> <p>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.</p>		
WAC/RCW	Risk Level	Code
110-301-0170(3)(e)(i)(ii)(iii)	Short Term	Compliance
<p><b>Description:</b></p> <p>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.</p>		
WAC/RCW	Risk Level	Code
110-301-0170(3)(f)(i)(ii)	Short Term	Compliance
<p><b>Description:</b></p> <p>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.</p>		
WAC/RCW	Risk Level	Code
110-301-0170(3)(g)	Short Term	Compliance
<p><b>Description:</b></p> <p>To ensure a safe environment for children in care, a school-age provider must comply with the following fire safety requirements: (g) Backup method to sound an alarm. In addition to working smoke detectors, a school-age provider must have another method to alert all staff and enrolled children of a fire, emergency situation, or drill.</p>		

WAC/RCW	Risk Level	Code
110-301-0170(3)(h)(i)(ii)(iii)	Short Term	Compliance
<p><b>Description:</b></p> <p>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.</p>		
WAC/RCW	Risk Level	Code
110-301-0170(3)(i)	Short Term	Compliance
<p><b>Description:</b></p> <p>To ensure a safe environment for children in care, a school-age provider must comply with the following fire safety requirements: (i) Monthly inspections. For any program that does not operate on public or private school premises, a school-age provider must involve staff responsible for different groups of children or individual classrooms during monthly inspections. At least once per month, a provider must inspect the premises to identify possible fire hazards and eliminate any hazards found, including but not limited to: (i) Fire extinguishers; (ii) Smoke detectors; (iii) Alternate alarms; and (iv) Emergency lighting.</p>		
WAC/RCW	Risk Level	Code
110-301-0175(1)	Serious	Compliance
<p><b>Description:</b></p> <p>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></p> <p>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></p> <p>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	Compliance
<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.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0175(5)	Immediate	Compliance
<b>Description:</b> Hot tubs and similar equipment must be made inaccessible by using a physical barrier with a locking mechanism.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0175(7)	Immediate	Compliance
<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.		

<b>Health Practices</b>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0200(1)(a)(b)(c)(d)(e)(f)(g)	Short Term	Compliance
<b>Description:</b> A school-age provider must comply with the following handwashing procedures or those defined by the United States Center for Disease Control and Prevention, and children should strongly be encouraged to: (a) Wet hands with warm water; (b) Apply soap to the hands; (c) Rub hands together to wash for at least twenty seconds; (d) Thoroughly rinse hands with water; (e) Dry hands with a paper towel, single-use cloth towel, or air hand dryer; (f) Turn water faucet off using a paper towel or single-use cloth towel unless it turns off automatically; and (g) Properly discard paper single-use towels after each use.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0200(2)	Short Term	Compliance
<b>Description:</b> A school-age provider must wash and sanitize cloth towels after a single use. Soiled and used towels must be inaccessible to children.		

WAC/RCW	Risk Level	Code
110-301-0200(3)	Short Term	Compliance
<p><b>Description:</b> For any program that does not operate on public or private school premises, air hand dryers must have a heat guard (barrier that prevents user from touching heating element) and turn off automatically.</p>		
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
110-301-0200(6)(a)(b)(7)	Short Term	Compliance
<p><b>Description:</b> (6) Hand sanitizers or hand wipes with alcohol may be used for adults and children under the following conditions: (a) When proper handwashing facilities are not available; and (b) Hands are not visibly soiled or dirty. (7) Children must be actively supervised when using hand sanitizers to avoid ingestion or contact with eyes, nose, or mouths. (a) Hand sanitizer must not be used in place of proper handwashing. (b) An alcohol-based hand sanitizer must contain sixty to ninety percent alcohol to be effective.</p>		
WAC/RCW	Risk Level	Code
110-301-0205(3)	Short Term	Compliance
<p><b>Description:</b> When a child becomes ill, a school-age provider (or school nurse, if applicable) must determine whether the child should be sent home or separated from others. A provider must supervise the child to reasonably prevent contact between the ill child and healthy children.</p>		
WAC/RCW	Risk Level	Code

110-301-0205(4)(a)(b)(c)(d)	Short Term	Compliance
<p><b>Description:</b> An ill child must be sent home or reasonably separated from other children if: (a) The illness or condition prevents the child from participating in normal activities; (b) The illness or condition requires more care and attention than the school-age provider can give; (c) The required amount of care for the ill child compromises or places at risk the health and safety of other children in care; or (d) There is a risk that the child's illness or condition will spread to other children or individuals.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0205(5)(a)(b)(c)(d)(e)(f)	Short Term	Compliance
<p><b>Description:</b> Unless covered by an individual care plan or protected by the ADA, an ill child, staff member, or other individual must be sent home or isolated from children in care if the ill individual has: (a) A fever 101 degrees Fahrenheit by any method, and behavior change or other signs and symptoms of illness (including sore throat, earache, headache, rash, vomiting, diarrhea); (b) Vomited two or more times in the previous twenty-four hours; (c) Diarrhea where stool frequency exceeds two stools above normal per twenty-four hours for that individual or whose stool contains more than a drop of blood or mucus; (d) A rash not associated with heat or an allergic reaction; (e) Open sores or wounds discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling; (f) A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0205(6)	Short Term	Compliance
<p><b>Description:</b> At the first opportunity, but in no case longer than twenty-four hours of learning that an enrolled child, staff member, or volunteer has been diagnosed by a health care professional with a contagious disease pursuant to WAC 246-110-010(3), a school-age provider must provide written notice to the parents or guardians of the enrolled children, and notify the department and the local health jurisdiction pursuant to WAC 110-301-0475(2)(d).</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0205(7)(a)(b)	Short Term	Compliance
<p><b>Description:</b> A school-age provider must not take ear or rectal temperatures to determine a child's body temperature. (a) Oral temperatures may be taken for children if single-use covers are used to prevent cross contamination; and (b) Glass thermometers containing mercury must not be used.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0205(8)	Short Term	Compliance
<p><b>Description:</b> A school-age provider may readmit a child, staff member, or volunteer into the school-age program area with written permission of a health care provider or health jurisdiction stating the individual may safely return after being diagnosed with a contagious disease listed in WAC 246-110-010(3).</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>

110-301-0210(1)(2)(a)(b)(c)	Long Term	Compliance
<p><b>Description:</b></p> <p>(1) Before attending a school-age program, a child must be vaccinated against or show proof of acquired immunity for the vaccine-preventable disease, pursuant to chapter 246-105 WAC. A school-age provider may accept children without proof of vaccinations or immunity as otherwise indicated in this section. (2) Pursuant to WAC 246-105-050, a school-age provider must receive for each enrolled child: (a) A current and complete DOH-approved certificate of immunization status (CIS) form or an alternative in lieu of CIS pursuant to WAC 246-105-050(3); (b) A department approved certificate of exemption (COE) form, if applicable; or (c) A current immunization record from the Washington state immunization information system (WA IIS).</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0210(3)(a)(b)	Long Term	Compliance
<p><b>Description:</b></p> <p>To accept a child who is not current with their immunizations, a school-age provider must give written notice to that child's parent or guardian stating the child may be accepted if the immunizations are completed consistent with chapter 246-105 WAC and: (a) Prior to enrollment the parent or guardian provides written proof the child is scheduled to be immunized; or (b) The parent or guardian provides a signed and dated statement detailing when the child's immunizations will be brought up to date.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0210(5)	Long Term	Compliance
<p><b>Description:</b></p> <p>A school-age provider may accept homeless or foster children into care without the records listed in this section if the child's parent or guardian, caseworker, or health care provider offers written proof that they are in the process of obtaining the child's immunization records.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0215(2)(a)(b)(c)	Short Term	Compliance
<p><b>Description:</b></p> <p>Medication training. A school-age provider must not give medication to a child if the provider has not successfully completed: (a) An orientation about the school-age program's medication policies and procedures; (b) The department standardized training course in medication administration that includes a competency assessment pursuant to WAC 110-301-0106(7) or equivalent training; and (c) If applicable, a training from a child's parent or guardian (or an appointed designee) for special medical procedures that are part of a child's individual care plan. This training must be documented and signed by the provider and the child's parent or guardian (or designee).</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0215(3)	Serious	Compliance
<p><b>Description:</b></p> <p>Medication administration. A school-age provider must not give medication to any child without written and signed consent from that child's parent or guardian, must administer medication pursuant to directions on the medication label, and must use cleaned and sanitized medication measuring devices.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>

110-301-0215(3)(a)(i)(A)(B)(C)(D)(E)	Serious	Compliance
<p><b>Description:</b>  A school-age provider must administer medication to children in care as follows: (i) Prescription medication. Prescription medication must only be given to the child named on the prescription. Prescription medication must be prescribed by a health care professional with prescriptive authority for a specific child. Prescription medication must be accompanied with medication authorization form that has the medical need and the possible side effects of the medication. Prescription medication must be labeled with: (A) A child's first and last name; (B) The date the prescription was filled; (C) The name and contact information of the prescribing health professional; (D) The expiration date, dosage amount, and length of time to give the medication; and (E) Instructions for administration and storage.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0215(3)(a)(ii)(A)(B)	Serious	Compliance
<p><b>Description:</b>  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.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0215(3)(a)(iii)(A)(B)(C)(D)	Short Term	Compliance
<p><b>Description:</b>  A school-age provider must administer medication to children in care as follows: (iii) Other nonprescription medication: A school-age provider must receive written authorization from a child's parent or guardian and health care provider with prescriptive authority prior to administering if the item does not include age, expiration date, dosage amount, and length of time to give the medication: (A) Vitamins; (B) Herbal supplements; (C) Fluoride supplements; and (D) Homeopathic or naturopathic medication.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0215(3)(a)(vi)	Immediate	Compliance
<p><b>Description:</b>  A school-age provider must administer medication to children in care as follows: (vi) A school-age provider must not give or permit another to give any medication to a child for the purpose of sedating the child unless the medication has been prescribed for a specific child for that particular purpose by a qualified health care professional.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0215(3)(b)	Short Term	Compliance
<p><b>Description:</b>  (b) Medication documentation (excluding nonmedical items). A school-age provider must keep a current written medication log that includes: (i) A child's first and last name; (ii) The name of the medication that</p>		

was given to the child; (iii) The dose amount that was given to the child; (iv) Notes about any side effects exhibited by the child; (v) The date and time of each medication given or reasons that a particular medication was not given; and (vi) The name and signature of the person that gave the medication.

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
110-301-0215(3)(d)	Short Term	Compliance

**Description:**

A school-age provider must return a child's unused medication to that child's parent or guardian. If this is not possible, a provider must follow the FDA recommendations for medication disposal.

WAC/RCW	Risk Level	Code
110-301-0215(3)(e)	Short Term	Compliance

**Description:**

A school-age provider must not accept or give to a child homemade medication, such as sunscreen.

WAC/RCW	Risk Level	Code
110-301-0220(1)(a)	Short Term	Compliance

**Description:**

For any program that does not operate on public or private school premises, a school-age provider must provide at least one indoor bathroom in the licensed space that has the following: (a) A school-age program must have one working flush toilet for every thirty children and staff. One-third of the toilets may be replaced by a urinal. Toilets for staff may be located outside of licensed space on the premises.

WAC/RCW	Risk Level	Code
110-301-0220(1)(b)(i)(ii)(iii)(iv)(v)	Short Term	Compliance

**Description:**

For any program that does not operate on public or private school premises, a school-age provider must provide at least one indoor bathroom in the licensed space that has the following: (b) A school-age program must have one working sink and faucet for every thirty children and staff; (i) A faucet used for handwashing must provide warm running water. (ii) Sinks and faucets must be located inside the bathroom or immediately outside the bathroom. (iii) Sinks and faucets for staff may be outside of licensed space on the school-age premises. (iv) Water controls on bathroom sinks must be accessible for the intended user. (v) Bathroom sinks must not be used as a drinking source or for food preparation.

WAC/RCW	Risk Level	Code
110-301-0220(1)(c)	Short Term	Compliance
<b>Description:</b> For any program that does not operate on public or private school premises, a school-age provider must provide at least one indoor bathroom in the licensed space that has the following: (c) A means of providing privacy for children who demonstrate the need for privacy while toileting;		
WAC/RCW	Risk Level	Code
110-301-0220(1)(d)	Short Term	Compliance
<b>Description:</b> For any program that does not operate on public or private school premises, a school-age provider must provide at least one indoor bathroom in the licensed space that has the following: (d) A toilet paper dispenser for each toilet that is appropriate for the height and size of children;		
WAC/RCW	Risk Level	Code
110-301-0220(1)(e)	Short Term	Compliance
<b>Description:</b> For any program that does not operate on public or private school premises, a school-age provider must provide at least one indoor bathroom in the licensed space that has the following: (e) An operable window or exhaust fan; and		
WAC/RCW	Risk Level	Code
110-301-0220(1)(f)(i)(ii)	Short Term	Compliance
<b>Description:</b> For any program that does not operate on public or private school premises, a school-age provider must provide at least one indoor bathroom in the licensed space that has the following: (f) An easily cleanable floor. (i) Floors must have a washable surface; and (ii) Be resistant to moisture.		
WAC/RCW	Risk Level	Code
110-301-0220(2)	Short Term	Compliance
<b>Description:</b> Bathroom floors must be cleaned and disinfected daily, or more often as needed.		
WAC/RCW	Risk Level	Code
110-301-0220(3)	Short Term	Compliance
<b>Description:</b> For any program that does not operate on public or private school premises and is equipped with a bathtub or shower, the provider must ensure that: (a) The floor covering around it is resistant to slipping; or (b) It is equipped with a grab bar for use when entering and exiting.		
WAC/RCW	Risk Level	Code
110-301-0220(4)	Short Term	Compliance
<b>Description:</b> Toilet plungers and toilet brushes must be inaccessible to children.		

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(4)(a)	Short Term	Not Applicable
<b>Description:</b> A school-age provider must: (a) Make reptiles and amphibians that are not part of the school-age program or activities inaccessible to enrolled children due to the risk of salmonella or other diseases;		
WAC/RCW	Risk Level	Code
110-301-0225(4)(b)	Short Term	Not Applicable
<b>Description:</b> A school-age provider must: (b) Require that chickens, ducks, turkeys, doves, pigeons, or other birds are caged, cooped, or penned outside school-age program space when children are in care, at a distance that prevents children from having direct access to the enclosures or waste;		
WAC/RCW	Risk Level	Code
110-301-0225(4)(c)	Short Term	Not Applicable
<b>Description:</b> A school-age provider must: (c) Cage indoor birds;		
WAC/RCW	Risk Level	Code
110-301-0225(4)(d)	Short Term	Not Applicable
<b>Description:</b> A school-age provider must: (d) Prevent debris from spilling out of a container or cage used for pets and animals, if applicable;		
WAC/RCW	Risk Level	Code
110-301-0225(4)(e)	Short Term	Not Applicable
<b>Description:</b> A school-age provider must: (e) Not allow pets and animals in the kitchen during food preparation and ensure pets and animals do not come into contact with food, food preparation, or serving areas while food is served;		
WAC/RCW	Risk Level	Code
110-301-0225(4)(f)	Short Term	Not Applicable
<b>Description:</b>		

A school-age provider must: (f) Not use a sink that is used for cleaning food or utensils to clean pet supplies;

WAC/RCW	Risk Level	Code
110-301-0225(4)(g)	Short Term	Not Applicable

**Description:**

A school-age provider must: (g) Store pet and animal medication separate from human medication.

WAC/RCW	Risk Level	Code
110-301-0225(5)(a)	Short Term	Not Applicable

**Description:**

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
110-301-0225(5)(b)	Short Term	Not Applicable

**Description:**

A school-age provider must require: (b) Pet containers and cages to be cleaned and disinfected at least weekly, or more often if needed;

WAC/RCW	Risk Level	Code
110-301-0225(5)(c)	Short Term	Not Applicable

**Description:**

A school-age provider must require: (c) Litter boxes to be kept inaccessible to children and cleaned daily;

WAC/RCW	Risk Level	Code
110-301-0225(5)(d)	Short Term	Not Applicable

**Description:**

A school-age provider must require: (d) Animal waste and litter to be disposed of as soon as possible and the area disinfected;

WAC/RCW	Risk Level	Code
110-301-0225(5)(e)	Short Term	Not Applicable

**Description:**

A school-age provider must require: (e) Indoor and outdoor play space to be cleaned and disinfected where animal or bird waste or vomit is present. This must be done as soon as possible or prior to access by children. Alternatively, animal waste to be inaccessible to children;

WAC/RCW	Risk Level	Code
110-301-0225(5)(f)	Short Term	Not Applicable

**Description:**

A school-age provider must require: (f) Animal waste to be disposed of in a manner that prevents children from coming into contact with the waste material;

WAC/RCW	Risk Level	Code
110-301-0225(5)(g)	Short Term	Not Applicable
<p><b>Description:</b> A school-age provider must require: (g) Animal waste, including fish tank water, must be disposed of in unlicensed space or toilets or custodial sinks. Toilets and custodial sink areas must be washed, rinsed, and disinfected after disposal;</p>		
WAC/RCW	Risk Level	Code
110-301-0230(1)	Short Term	Compliance
<p><b>Description:</b> School-age program directors, site directors, lead teachers, assistant teachers, and any other school-age providers counted in staff-to-child ratio, or who could potentially be counted in ratio, must have a current pediatric and adult first-aid and CPR certificate, pursuant to WAC 110-301-0106.</p>		
WAC/RCW	Risk Level	Code
110-301-0230(2)	Short Term	Compliance
<p><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.</p>		
WAC/RCW	Risk Level	Code
110-301-0230(2)(a)	Short Term	Compliance
<p><b>Description:</b> A first-aid kit must: (a) Be stored in a location that is easily accessible to staff;</p>		
WAC/RCW	Risk Level	Code
110-301-0230(2)(b)	Serious	Compliance
<p><b>Description:</b> A first-aid kit must: (b) Be inaccessible to children;</p>		
WAC/RCW	Risk Level	Code
110-301-0230(2)(c)	Short Term	Compliance
<p><b>Description:</b> A first-aid kit must: (c) Be separate from food or chemicals;</p>		
WAC/RCW	Risk Level	Code
110-301-0230(2)(d)	Short Term	Compliance
<p><b>Description:</b> A first-aid kit must: (d) Be kept clean and sanitary;</p>		

WAC/RCW	Risk Level	Code
110-301-0230(2)(e)	Short Term	Compliance
<b>Description:</b> A first-aid kit must: (e) Be stored in a manner that prevents contamination; and		
WAC/RCW	Risk Level	Code
110-301-0230(2)(f)	Short Term	Compliance
<b>Description:</b> A first-aid kit must: (f) Have sufficient supplies for the number of enrolled children and staff consistent with the school-age program's licensed capacity, or sufficient supplies for each room in the licensed space.		
WAC/RCW	Risk Level	Code
110-301-0235(1)	Short Term	Compliance
<b>Description:</b> Hot and cold running water must be directly plumbed to the school-age program premises.		
WAC/RCW	Risk Level	Code
110-301-0235(2)(a)(b)(c)	Short Term	Compliance
<b>Description:</b> A licensee for a program that does not operate on public or private school premises must use a Washington state certified water laboratory accredited by the department of ecology to test the program water supply for lead and copper. (a) All fixtures used to obtain water for preparing food, drinking, or cooking must be tested prior to licensing approval and at least once every six years; (b) Testing must be done pursuant to current environmental protection agency standards; and (c) A copy of the water testing results must be kept on the licensed premises or in the program's administrative office.		
WAC/RCW	Risk Level	Code
110-301-0235(3)(a)(b)(c)(d)(e)	Short Term	Compliance
<b>Description:</b> If the test results are at or above the current EPA lead action level, a school-age provider must do the following within twenty-four hours: (a) Consult with the DOH for technical assistance; (b) Close the school-age program to prevent children from using or consuming water or supply bottled or packaged water to meet the requirements of this chapter; (c) Notify all parents and guardians of enrolled children of the test result; (d) Notify the department of the water test results and steps taken to protect the enrolled children; and (e) Notify the department once lead and copper levels are below the current EPA action level.		
WAC/RCW	Risk Level	Code
110-301-0235(4)(a)(i)(ii)(b)(i)(ii)(iii)(c)(i)(ii)	Short Term	Not Applicable
<b>Description:</b> If a school-age program space receives water from a private well, the well must comply with chapter 173-160 WAC, minimum standards for construction and maintenance of wells. (a) Well water must be tested at least once every twelve months for E. Coli bacteria and nitrates by a Washington state certified laboratory accredited by the department of ecology to analyze drinking water. To achieve desirable results the test must indicate: (i) No presence of E. coli bacteria; and (ii) The presence of less than ten parts per		

million (ppm) for nitrates. If test results for nitrates are greater than five but less than ten ppm, the water must be retested within six months. (b) If well water tests positive for E. Coli bacteria, or greater than ten ppm for nitrates, the provider must: (i) Stop using the well water in the school-age program premises within twenty-four hours; (ii) Inform the local health jurisdiction, the DOH, and the department of the positive test results; and (iii) If directed to do so by the department, discontinue school-age program operations until repairs are made to the water system and water tests indicate desirable results pursuant to (a) of this subsection. (c) If the department determines that school-age program operations may continue while an unsafe water system is being repaired or while the provider installs treatment, the provider must: (i) Provide an alternate source of water, approved by the department; and (ii) Retest until water tests indicate desirable results pursuant to (a) of this subsection.

WAC/RCW	Risk Level	Code
110-301-0236(1)(a)	Short Term	Compliance
<b>Description:</b> A school-age program's drinking water must: (a) Be offered multiple times throughout the day and be readily available to children at all times;		
WAC/RCW	Risk Level	Code
110-301-0236(1)(b)	Short Term	Compliance
<b>Description:</b> A school-age program's drinking water must: (b) Be offered in outdoor play areas and in each classroom;		
WAC/RCW	Risk Level	Code
110-301-0236(1)(c)	Short Term	Compliance
<b>Description:</b> A school-age program's drinking water must: (c) Be served in a manner that prevents contamination;		
WAC/RCW	Risk Level	Code
110-301-0236(1)(d)	Short Term	Compliance
<b>Description:</b> A school-age program's drinking water must: (d) Not be obtained from a handwashing sink used with toileting; and		
WAC/RCW	Risk Level	Code
110-301-0236(1)(e)	Short Term	Compliance
<b>Description:</b> A school-age program's drinking water must: (e) Be served fresh daily or more often as needed.		
WAC/RCW	Risk Level	Code
110-301-0236(2)	Short Term	Compliance
<b>Description:</b> For any program that does not operate on public or private school premises, drinking fountains at a school-age program must: (a) Not be attached to handwashing sinks or disabled; (b) Not be located in bathrooms; (c) Not be a bubble type fountain (the water flow must form an arch); (d) Be cleaned and sanitized daily or more often as needed; and (e) Be located above water impervious flooring.		

<b>Cleaning and Sanitation</b>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0240(2)(a)(i)(ii)(iii)	Short Term	Compliance
<b>Description:</b> For any program that does not operate on public or private school premises, hard surfaces in a school-age program including, but not limited to, floors (excluding carpet), walls, counters, bookshelves, and tables must be smooth and easily cleanable. (a) A cleanable surface must be: (i) Designed to be cleaned frequently and made of sealed wood, linoleum, tile, plastic, or other solid surface materials; (ii) Moisture resistant; and (iii) Free of chips, cracks, and tears.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0240(2)(b)	Short Term	Compliance
<b>Description:</b> For any program that does not operate on public or private school premises, hard surfaces in school-age programs including, but not limited to, floors (excluding carpet), walls, counters, bookshelves, and tables must be smooth and easily cleanable. (b) A school-age provider must have at least twenty-four inches of moisture resistant and cleanable material or barrier around sinks, drinking fountains, and toilets.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0240(3)(a)	Short Term	Compliance
<b>Description:</b> A school-age provider or their designee must clean all surfaces before sanitizing or disinfecting. (a) Surfaces must be cleaned with a soap and water solution or spray cleaner and rinsed. If using a spray cleaner, directions on the label must be followed.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0240(3)(b)	Short Term	Compliance
<b>Description:</b> (b) Aerosol sprays and air fresheners must not be used during school-age program hours.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0240(3)(c)	Short Term	Compliance
<b>Description:</b> (c) If a bleach solution is used for sanitizing or disinfecting, a school-age provider or their designee must use one that is fragrance-free and follow the DOH's current guidelines for mixing bleach solutions for child care and similar environments.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0240(3)(d)(i)(ii)(iii)(iv)(A)(B)(C)(D)(v)(A)(B)(vi)	Short Term	Compliance

**Description:**

(d) If a school-age provider or their designee uses a product other than bleach, including wipes, to sanitize or disinfect, the product must be: (i) Approved by the department prior to use; (ii) Used by trained staff only; (iii) Registered with the EPA and have safety data sheets (SDSs) available; (iv) Used in accordance with the manufacturer's label, which must include: (A) Directions for use; (B) A description of the safety precautions, procedures, and equipment that must be used for mixing the substitute product concentration, if applicable; (C) A description of the safety precautions and procedures if the substitute product contacts skin or is inhaled, if applicable; and (D) A description of the procedures and safety precautions for rinsing cleaned areas and cleaning equipment, if applicable. (v) Labeled as safe to use on food surfaces if the product will be used to sanitize: (A) Food contact surfaces; or (B) Items such as eating utensils or toys used by the child or put into the child's mouth; and (vi) Fragrance-free.

WAC/RCW	Risk Level	Code
110-301-0241(1)(a)	Short Term	Compliance

**Description:**

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(1)(b)	Short Term	Compliance

**Description:**

A school-age provider must develop and follow a cleaning schedule that includes: (b) Eating utensils, drinking equipment, and dishes, which must be cleaned and sanitized after each use;

WAC/RCW	Risk Level	Code
110-301-0241(1)(c)	Short Term	Compliance

**Description:**

A school-age provider must develop and follow a cleaning schedule that includes: (c) Furniture and equipment, which must be cleaned monthly or more often as needed.

WAC/RCW	Risk Level	Code
110-301-0241(1)(d)(i)(ii)	Short Term	Compliance

**Description:**

A school-age provider must develop and follow a cleaning schedule that includes: (d) Toys, which must be cleaned and sanitized as follows: (i) Weekly or more often as needed; and (ii) When a toy comes into contact with a child's mouth or bodily fluids it must be removed from use until it can be cleaned and sanitized prior to reuse;

WAC/RCW	Risk Level	Code
110-301-0241(1)(e)	Short Term	Compliance

**Description:**

A school-age provider must develop and follow a cleaning schedule that includes: (e) For any program that does not operate on public or private school premises, appliances used to prepare food, which must be cleaned after each use and sanitized daily or more often as needed;

WAC/RCW	Risk Level	Code
110-301-0241(1)(f)	Short Term	Compliance
<b>Description:</b> A school-age provider must develop and follow a cleaning schedule that includes: (f) For any program that does not operate on public or private school premises, refrigerators, which must be cleaned and sanitized monthly or more often as needed; and		
WAC/RCW	Risk Level	Code
110-301-0241(1)(g)	Short Term	Compliance
<b>Description:</b> A school-age provider must develop and follow a cleaning schedule that includes: (g) For any program that does not operate on public or private school premises, freezers, which must be cleaned and sanitized quarterly or more often as needed;		
WAC/RCW	Risk Level	Code
110-301-0241(10)	Short Term	Compliance
<b>Description:</b> Children must not: (a) Be present when carpets are cleaned or vacuumed unless the provider is spot vacuuming, the vacuum has a HEPA filter, and children are not within the immediate area; or (b) Use or play on or near carpet areas until dry.		
WAC/RCW	Risk Level	Code
110-301-0241(2)	Short Term	Compliance
<b>Description:</b> Machine washable clothes provided by the school-age program must be laundered as needed.		
WAC/RCW	Risk Level	Code
110-301-0241(3)	Short Term	Compliance
<b>Description:</b> Sinks that are not used for handwashing after toileting or food preparation must be cleaned and sanitized daily or more often as needed.		
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
110-301-0241(5)	Short Term	Compliance
<b>Description:</b> Garbage cans and receptacles must be emptied on a daily basis and cleaned and disinfected as needed.		

WAC/RCW	Risk Level	Code
110-301-0241(6)	Short Term	Compliance
<b>Description:</b> Floors must be cleaned by either sweeping or vacuuming at least once per day or more often as needed. Moisture resistant flooring must be cleaned and sanitized at least once per day or more often as needed. Bathroom flooring must be cleaned, pursuant to WAC 110-301-0220.		
WAC/RCW	Risk Level	Code
110-301-0241(7)	Short Term	Compliance
<b>Description:</b> For any school-age program that does not operate on public or private school premises, large area rugs or installed carpet must be cleaned at least once every six months, or when visible dirt or stains are present, using a carpet shampoo machine, steam cleaner, or other method that minimizes the exposure of children in care to pathogens and allergens. A school-age provider must not use dry shampoos or dry chemical sanitizers or disinfectants, unless approved by the department.		
WAC/RCW	Risk Level	Code
110-301-0241(8)	Short Term	Compliance
<b>Description:</b> Small area rugs must be shaken outdoors or vacuumed daily, and laundered as needed.		
WAC/RCW	Risk Level	Code
110-301-0241(9)	Short Term	Compliance
<b>Description:</b> Carpets or area rugs soiled with bodily fluids must be cleaned and disinfected with high heat or an EPA registered product. A school-age provider must limit exposure to blood and body fluids during cleanup.		
WAC/RCW	Risk Level	Code
110-301-0245(1)	Short Term	Compliance
<b>Description:</b> Laundry and laundry equipment at a school-age program must be inaccessible to children and separated from areas where food is prepared to prevent cross contamination.		
WAC/RCW	Risk Level	Code
110-301-0245(2)(a)(b)(c)(d)(i)(ii)	Short Term	Compliance
<b>Description:</b> Dirty or soiled laundry must be: (a) Kept separate from clean laundry; (b) Cleaned with laundry soap or detergent; (c) Rinsed; and (d) Sanitized: (i) With bleach or a similar sanitizer registered by the EPA; or (ii) By using a "sanitize" setting on a washing machine or dryer that reaches at least 140 degrees Fahrenheit.		
WAC/RCW	Risk Level	Code
110-301-0245(3)	Short Term	Compliance
<b>Description:</b> A dryer must be vented to the outside of the building or following the manufacturer's specifications.		

WAC/RCW	Risk Level	Code
110-301-0250(1)	Short Term	Compliance
<p><b>Description:</b> For any program that does not operate on public or private school premises, and is served by a private septic system, the septic system must be designed, constructed, and maintained in accordance with state and local health jurisdiction requirements.</p>		
WAC/RCW	Risk Level	Code
110-301-0250(2)(a)(b)	Short Term	Compliance
<p><b>Description:</b> For any program that does not operate on public or private school premises, pursuant to WAC 110-301-0146(2), playground design must not: (a) Interfere with access to or the operation of a private septic system, including a private septic system's drain field and tanks; or (b) Be located or placed in a way that impacts the private septic system's drain field or tanks as determined by local officials.</p>		
WAC/RCW	Risk Level	Code
110-301-0255(2)(b)	Short Term	Compliance
<p><b>Description:</b> For any school-age program that does not operate on public or private school premises, a provider must take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Pest control steps must include: (b) Inspection. Indoor and outdoor areas in and around the licensed space must be inspected for evidence of pests. A provider must document the date and location if evidence is found.</p>		
WAC/RCW	Risk Level	Code
110-301-0255(2)(c)	Short Term	Compliance
<p><b>Description:</b> For any school-age program that does not operate on public or private school premises, a provider must take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Pest control steps must include: (c) Identification. Pests found in the licensed space must be identified and documented so the pest may be properly removed or exterminated.</p>		
WAC/RCW	Risk Level	Code
110-301-0255(2)(d)	Short Term	Compliance
<p><b>Description:</b> For any school-age program that does not operate on public or private school premises, a provider must take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Pest control steps must include: (d) Management. A provider must document steps taken to remove or exterminate the pests found in the licensed space.</p>		
WAC/RCW	Risk Level	Code
110-301-0255(2)(e)	Short Term	Compliance
<p><b>Description:</b></p>		

For any school-age program that does not operate on public or private school premises, a provider must take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Pest control steps must include: (e) Notification. If pesticides are used, the school-age provider must notify the parents or guardians of enrolled children what pesticide will be applied and where it will be applied no less than forty-eight hours before application, unless in cases of emergency (such as a wasp nest).

WAC/RCW	Risk Level	Code
110-301-0255(2)(f)	Serious	Compliance
<p><b>Description:</b> For any school-age program that does not operate on public or private school premises, a provider must take appropriate steps to safely prevent or control pests that pose a risk to the health and safety of adults and children in and around the licensed space. Pest control steps must include: (f) Application. Pesticide must be applied to school-age program space when children are not present. When pesticide is applied, the school-age provider must comply with chapter 17.21 RCW.</p>		
WAC/RCW	Risk Level	Code
110-301-0260(1)(a)	Serious	Compliance
<p><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;</p>		
WAC/RCW	Risk Level	Code
110-301-0260(1)(b)	Serious	Compliance
<p><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: (b) Separate and apart from food preparation areas, food items, and food supplies;</p>		
WAC/RCW	Risk Level	Code
110-301-0260(1)(c)(d)	Short Term	Compliance
<p><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: (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).</p>		
WAC/RCW	Risk Level	Code
110-301-0260(2)	Serious	Compliance
<p><b>Description:</b> Saws, power tools, lawn mowers, and other maintenance and janitorial equipment must be inaccessible to children.</p>		
WAC/RCW	Risk Level	Code

110-301-0260(3)	Serious	Compliance
<b>Description:</b> Storage areas and storage rooms must be inaccessible to children.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0260(4)(a)	Short Term	Compliance
<b>Description:</b> For any program that does not operate on public or private school premises, storage areas and storage rooms must: (a) Have moisture resistant and easily cleanable floors;		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0260(4)(b)	Short Term	Compliance
<b>Description:</b> For any program that does not operate on public or private school premises, storage areas and storage rooms must: (b) Have a designated maintenance or janitorial utility sink, or another method to dispose of wastewater (kitchen sinks must not be used for disposal of wastewater); and		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0260(4)(c)	Short Term	Compliance
<b>Description:</b> For any program that does not operate on public or private school premises, storage areas and storage rooms must: (c) Be kept clean and sanitary.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0260(5)	Short Term	Compliance
<b>Description:</b> For any program that does not operate on public or private school premises, storage areas and rooms that contain chemicals, utility sinks, or wet mops must be ventilated to the outdoors with an exterior window or mechanical ventilation to prevent the buildup of odors, fumes, or other hazards.		

<b>Learning Supports</b>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0300(1)(a)	Short Term	Compliance
<b>Description:</b> 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>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0300(1)(b)	Long Term	Compliance
<b>Description:</b>		

Plans and documentation required under this section must: (b) Be available for department review;

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

**Description:**

Plans and documentation required under this section must: (c) Have written permission from a child's parent or guardian stating that a visiting health professional may provide services to the child at the school-age program, if applicable;

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

**Description:**

Plans and documentation required under this section must: (d) Have verification that school-age program staff involved with a particular child has been trained on implementing the individual care plan for that child, if applicable;

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

**Description:**

Plans and documentation required under this section must: (e) Be updated annually or when there is a change in the child's special needs; and

WAC/RCW	Risk Level	Code
110-301-0305(1)	Long Term	Compliance

**Description:**

A school-age provider must have a written program philosophy that describes the program of planned daily activities related to child development.

WAC/RCW	Risk Level	Code
110-301-0305(4)	Long Term	Compliance

**Description:**

Program staff responsible for program and activity planning must be given regularly scheduled time to plan and develop the program and activities.

WAC/RCW	Risk Level	Code
110-301-0310(1)	Long Term	Compliance

**Description:**

A school-age provider must facilitate activities to support child learning and understanding.

WAC/RCW	Risk Level	Code
110-301-0315(1)	Long Term	Compliance

**Description:**

A school-age provider must be aware of and responsive to children's developmental, linguistic, cultural, and learning needs.

WAC/RCW	Risk Level	Code
110-301-0320(1)	Long Term	Compliance
<b>Description:</b> A school-age provider must work to maximize children's interests, engagement with developmentally and culturally responsive activities, and ability to learn from play.		

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

A school-age provider must work to maintain positive relationships with children by using consistent guidance techniques to help children learn. Guidance techniques must adapt a school-age program's environment, routines, and activities to a child's strengths, age and developmental level, abilities, culture, community, and relate to the child's behavior.

WAC/RCW	Risk Level	Code
110-301-0330(2)(a)(b)(c)(d)(e)(f)(g)(h)(i)	Short Term	Compliance

**Description:**

Guidance techniques may include: (a) Coaching behavior; (b) Modeling and teaching social skills such as taking turns, cooperation, waiting, self-control, respect for the rights of others, treating others kindly, and conflict resolution; (c) Offering choices; (d) Distracting; (e) Redirecting or helping a child change their focus to something appropriate to achieve their goal; (f) Planning ahead to prevent problems and letting children know what events will happen next; (g) Explaining consistent, clear rules and involving children in defining simple, clear limits; (h) Involving children in solving problems; and (i) Explaining to children the natural and logical consequence related to the child's behavior in a reasonable and developmentally appropriate manner.

WAC/RCW	Risk Level	Code
110-301-0331(3)(a)(b)	Short Term	Compliance

**Description:**

A school-age provider may separate a child from other children when that child needs to regain control of themselves. (a) During separation time, the child must remain under the appropriate level of supervision of a licensee, program director, site director, lead teacher or an assistant teacher. (b) Separation time should be minimized and appropriate to the needs of the individual child.

WAC/RCW	Risk Level	Code
110-301-0331(4)(a)(b)	Short Term	Compliance

**Description:**

If a child is separated from other children, a school-age provider must: (a) Consider the child's developmental level, language skills, individual and special needs, and ability to understand the consequences of their actions; and (b) Communicate to the child the reason for being separated from the other children.

WAC/RCW	Risk Level	Code
110-301-0331(5)	Short Term	Compliance

**Description:**

If a school-age provider follows all strategies in this section, and a child continues to behave in an unsafe manner, only a licensee, program director, site director, lead teacher, or an assistant teacher may separate the child to a less stimulating environment. Staff must remain calm and use a calm voice when directing or removing the child.

WAC/RCW	Risk Level	Code
110-301-0335(2)(a)(b)(c)(d)	Serious	Compliance

**Description:**

Physical restraint must only be used if a child's safety or the safety of others is threatened, and must be: (a) Limited to holding a child as gently as possible to accomplish restraint; (b) Limited to the minimum

amount of time necessary to control the situation; (c) Developmentally appropriate; and (d) Only performed by school-age providers trained in the program's child restraint policy, pursuant to WAC 110-301-0490.

<b>Licensing Process</b>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0410(4)(a)(b)(c)(d)(e)(f)	Serious	Compliance
<p><b>Description:</b>            (4) For any program that does not operate on public or private school premises, a school-age provider must prevent enrolled children from being exposed to the following known hazards within and around the licensed premises: (a) Lead based paint; (b) Plumbing and fixtures containing lead or lead solders; (c) Asbestos; (d) Arsenic, lead, or copper in the soil or drinking water; (e) Toxic mold; and (f) Other identified toxins or hazards.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0410(5)	Long Term	Compliance
<p><b>Description:</b>            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.</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0420(2)(a)	Short Term	Compliance
<p><b>Description:</b>            Pursuant to RCW 70.160.050, a school-age provider must: (a) Prohibit smoking, vaping, or similar activities in licensed indoor space, even during nonbusiness hours;</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0420(2)(b)	Short Term	Compliance
<p><b>Description:</b>            Pursuant to RCW 70.160.050, a school-age provider must: (b) Prohibit smoking, vaping, or similar activities in licensed outdoor space unless: (i) Smoking, vaping or similar activities occurs during nonbusiness hours; or (ii) In an area for smoking or vaping tobacco products that is not a public place or place of employment, as defined in RCW 70.160.020;</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0420(2)(c)	Short Term	Compliance
<p><b>Description:</b>            Pursuant to RCW 70.160.050, a school-age provider must: (c) Prohibit smoking, vaping, or similar activities in motor vehicles used to transport enrolled children;</p>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>

110-301-0420(2)(d)	Short Term	Compliance
<b>Description:</b> Pursuant to RCW 70.160.050, a school-age provider must: (d)Prohibit smoking, vaping, or similar activities by any provider who is supervising children, including during field trips;		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0420(2)(e)	Short Term	Compliance
<b>Description:</b> Pursuant to RCW 70.160.050, a school-age provider must: (e)Prohibit smoking, vaping, or similar activities within twenty-five feet from entrances, exits, operable windows, and vents, pursuant to RCW 70.160.075; and		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0420(3)	Short Term	Compliance
<b>Description:</b> A school-age provider must: (a) Prohibit any person from consuming or being under the influence of alcohol on licensed space during business hours; (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; (c) Store any tobacco or vapor products, or the packaging of tobacco or vapor products in a space that is inaccessible to children; (d) Prohibit children from accessing cigarette or cigar butts or ashes; (e) Store any cannabis or associated paraphernalia out of the licensed space and in a space that is inaccessible to children; and (f) Store alcohol in a space that is inaccessible to children (both opened and closed containers).		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0420(4)	Short Term	Compliance
<b>Description:</b> A school-age provider must prohibit any person from using, consuming, or being under the influence of cannabis in any form on licensed space.		

<b>Records, Policies, Reporting and Posting</b>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0450(1)	Long Term	Compliance
<b>Description:</b> 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.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0450(2)	Long Term	Compliance
<b>Description:</b>		

A school-age provider must have and follow formal written policies in either paper or electronic format, including: (a) A nondiscrimination statement; (b) A family engagement and partnership communication plan; (c) A parent or guardian's permission for photography, videotaping, or surveillance of their child; (d) Alcohol, tobacco, cannabis use and prohibition of illegal drugs; (e) Program philosophy pursuant to WAC 110-301-0305, and how this philosophy is implemented; (f) Child guidance plan, which includes restraint policies and forbidding corporal punishment; (g) Expulsion policy; (h) School-age program staff-to-child ratios and classroom or age grouping types offered, if applicable; (i) If the school-age program offers any of the following, they must include a policy for each that applies to their program: (i) Care for children with specific or special needs; (ii) Dual language learning; (iii) Religious and cultural activities, including how holidays will be celebrated; (iv) Transportation and off-site field trips; (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; (v) Liability insurance; (vi) Inspection reports and notices of enforcement actions, if applicable; and (vii) Other relevant program policies.

WAC/RCW	Risk Level	Code
110-301-0455(2)(a)(b)(c)(d)(e)	Short Term	Compliance

**Description:**

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.

WAC/RCW	Risk Level	Code
110-301-0455(3)(a)(b)(c)(d)(e)	Long Term	Compliance

**Description:**

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.

WAC/RCW	Risk Level	Code
110-301-0455(4)(a)(b)(c)(d)(e)(f)(g)(h)	Long Term	Compliance

**Description:**

If the attendance records are kept electronically, the electronic system must: (a) Record either an electronic signature, swipecard, personal identification number (PIN), biometric reader, or similar action by the parent, guardian, or authorized person when signing the child in or out of care (or staff notation of who

picked up or dropped off along with time in and out if authorized person does not have electronic signature, swipe card, PIN, biometric reader or similar action); (b) Ensure the authenticity, confidentiality, integrity, security, accessibility, and protection against disproof of the electronic records; (c) Be able to produce an authentic, verifiable and uniquely identified written record for each transaction; (d) Be able to authenticate (prove the identity of) the sender of the record and ensure that the electronic record has not been altered; (e) Be able to capture an electronic record for each transaction conducted; (f) Be able to retain the electronic record in an accessible form for their legal minimum retention period; (g) Be able to search and retrieve electronic records in the normal course of business; and (h) Be able to perform in an accurate, reliable, and consistent manner in the normal course of business.

WAC/RCW	Risk Level	Code
110-301-0455(5)(a)(b)(c)	Long Term	Compliance

**Description:**

Electronic attendance records must contain information necessary to reproduce the entire electronic record and associated signatures in a form that permits a person viewing or printing the entire electronic record to verify the: (a) Contents of the electronic record; (b) Person signing the electronic record; and (c) Date signatures were executed.

WAC/RCW	Risk Level	Code
110-301-0460(2)(a)(b)(c)(d)(e)(f)(i)(ii)(i ii)(iv)(g)(h)(i)(j)	Long Term	Compliance

**Description:**

Each child's enrollment record must include the following: (a) The child's birth date; (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; (c) Emergency contact information. If no emergency contact is available, a written and signed emergency contact plan may be accepted; (d) Names and phone numbers of persons authorized to pick up enrolled children; (e) A plan for special or individual needs of the child, if applicable, including parent or guardian signature, pursuant to WAC 110-301-0300; (f) Signed parent or guardian permissions, pursuant to WAC 110-301-0450 as applicable for: (i) Field trips; (ii) Transportation; (iii) Bathing, if the program uses a bathtub or shower described in WAC 110-301-03220(3); (iv) Water activities including swimming pools or other bodies of water; and (v) Photo, video, or surveillance activity. (g) The beginning and end enrollment date for children no longer in the school-age program's care; (h) Physical restraint documentation pursuant to WAC 110-301-0335, if applicable; (i) Expulsion information, documentation, and steps taken to avoid expulsion, if applicable; and (j) Termination of services documentation and communication.

WAC/RCW	Risk Level	Code
110-301-0460(3)	Short Term	Compliance

**Description:**

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.

WAC/RCW	Risk Level	Code
110-301-0460(4)	Short Term	Compliance

**Description:**

A health record is required for every child who is enrolled and counted in a school-age program's capacity.

WAC/RCW	Risk Level	Code
110-301-0460(4)(a)	Short Term	Compliance
<b>Description:</b> A health record must include: (a) An immunization record, pursuant to WAC 110-301-0210;		
WAC/RCW	Risk Level	Code
110-301-0460(4)(b)	Short Term	Compliance
<b>Description:</b> A health record must include: (b) The child's health history including any known health conditions and the child's individual care plan, if applicable;		
WAC/RCW	Risk Level	Code
110-301-0460(4)(d)	Short Term	Compliance
<b>Description:</b> A health record must include: (d) Documentation of special medical procedure training by parent or guardian, if applicable;		
WAC/RCW	Risk Level	Code
110-301-0460(4)(e)	Short Term	Compliance
<b>Description:</b> A health record must include: (e) Medical and dental care provider names and contact information or what facility the parent or guardian would prefer for treatment;		
WAC/RCW	Risk Level	Code
110-301-0460(4)(f)	Short Term	Compliance
<b>Description:</b> 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: (f) Dates of the child's last physical exam and dental exam, if available;		
WAC/RCW	Risk Level	Code
110-301-0460(4)(g)	Short Term	Compliance
<b>Description:</b> A health record must include: (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;		
WAC/RCW	Risk Level	Code
110-301-0460(4)(h)	Short Term	Compliance
<b>Description:</b> A health record must include: (h) Signed parent or guardian permission for visiting health professionals who provide direct services to children at the school-age program;		
WAC/RCW	Risk Level	Code
110-301-0460(4)(i)(i)(ii)(iii)	Short Term	Compliance

**Description:**

A health record must include: (i) An incident or injury report, pursuant to 110-301-0475, that includes: (i) The date and description of the child's incident or injury; (ii) Treatment provided to the child while in care; (iii) The names of the school-age program staff providing the treatment; and (iv) Evidence that a copy of the incident or injury report was given to the child's parent or guardian.

WAC/RCW	Risk Level	Code
110-301-0465(1)	Long Term	Compliance

**Description:**

A school-age provider must keep the records required in this chapter for a minimum of three years unless otherwise indicated.

WAC/RCW	Risk Level	Code
110-301-0460(4)(j)	Short Term	Compliance

**Description:**

A health record must include: (j) Documentation that a provider reported food poisoning or contagious diseases to the local health jurisdiction or the DOH, if applicable.

WAC/RCW	Risk Level	Code
110-301-0465(3)	Long Term	Compliance

**Description:**

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.

WAC/RCW	Risk Level	Code
110-301-0465(4)	Long Term	Compliance

**Description:**

Records older than twelve months must be provided within two weeks of a written request by the department.

WAC/RCW	Risk Level	Code
110-301-0465(5)(a)(b)(c)(d)(e)(f)(g)(h)	Long Term	Compliance

**Description:**

A school-age provider must keep the following records available for department review: (a) The parent or guardian handbook; (b) Food temperature logs pursuant to CACFP, if applicable; (c) Child incident and illness logs; (d) Vaccination records for pets or animals that are housed in the school-age provider program, accessible to children during program operating hours, or both; (e) Car insurance policy, if applicable; (f) Program planning schedule; (g) Documents from department visits (inspections, monitoring, compliance agreements, and safety plans); and (h) Waivers or variances from department rules, if applicable.

WAC/RCW	Risk Level	Code
110-301-0465(6)(a)(b)(c)(d)(e)(f)(g)(h)(i)(j)(k)	Long Term	Compliance

**Description:**

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: (a) Furniture and play equipment forms and specifications; (b) Chromated copper arsenate test results, if applicable; (c) Annual fire inspection by qualified fire professional, if applicable; (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.

WAC/RCW	Risk Level	Code
110-301-0470(1)(a)(b)(c)(d)(e)(f)(g)	Short Term	Compliance

**Description:**

A school-age provider must have and follow a written emergency preparedness plan. The plan must be reviewed and approved by the department prior to when significant changes are made. Emergency preparedness plans must: (a) Be designed to respond to fire, natural disasters, and other emergencies that might affect the school-age program; (b) Be specific to the school-age program and able to be implemented during hours of operation; (c) Address what the provider would do if the provider has an emergency and children may be left unsupervised; (d) Address what the school-age program must do if parents or guardians are not able to get to their children for up to three days; (e) Must follow requirements in chapter 212-12 WAC , Fire marshal standards, and the state fire marshal's office requirements; (f) Be reviewed at program orientation, annually with all school-age program staff with documented signatures, and when the plan is updated; and (g) Be reviewed with parents or guardians when a child is enrolled and when the plan is updated.

WAC/RCW	Risk Level	Code
110-301-0470(2)(a)(i)(ii)(iii)(iv)(v)(vi)(A)(B)(C)(D)(vii)(viii)(ix)(b)(i)(ii)(iii)(i)(ii)(d)	Short Term	Compliance

**Description:**

The written emergency preparedness plan must cover at a minimum: (a) Disaster plans, including fires that may require evacuation: (i) An evacuation floor plan that identifies room numbers or names of rooms, emergency exit pathways, and emergency exit doors; (ii) Methods to be used for sounding an alarm and calling 911; (iii) Actions to be taken by a person discovering an emergency; (iv) How the school-age provider will evacuate children, especially those who cannot walk independently. This may include children with disabilities, functional needs requirements, or other special needs; (v) Where the alternate evacuation location is; (vi) What to take when evacuating children, including: (A) First-aid kit(s); (B) Copies of emergency contact information; (C) Child medication records; and(D) Individual children's medication, if applicable; (vii) How the provider will maintain the required staff-to-child ratio and account for all children; (viii) How parents or guardians will be able to contact the school-age program; and (ix) How children will be reunited with their parents or guardians after the event. (b) Earthquake procedures including: (i) What a provider will do during an earthquake; (ii) How a provider will account for all children; and (iii) For any program that does not operate on public or private school premises, how a provider will coordinate with local or state officials to determine if the licensed space is safe for children after an earthquake. (c) Public safety related lockdown scenarios where an individual at or near a school-age program is harming or attempting to harm others with or without a weapon. This plan must include lockdown of the school-age program or shelter-in-place steps including: (i) How doors and windows will be secured to prevent access, if needed; and (ii) Where children will safely stay inside the school-age program; (d) How parents or guardians will be contacted after the emergency ends.

WAC/RCW	Risk Level	Code
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110-301-0470(4)(a)	Short Term	Compliance
<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;		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0470(4)(b)	Short Term	Compliance
<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;		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0470(4)(C)	Short Term	Compliance
<b>Description:</b> A school-age provider must practice and record emergency drills with staff and children as follows: (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		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0470(4)(d)	Short Term	Compliance
<b>Description:</b> A school-age provider must practice and record emergency drills with staff and children as follows: (d) Drills must be recorded on a department form and include: (i) The date and time of the drill; (ii) The number of children and staff who participated; (iii) The length of the drill; and (iv) Notes about how the drill went and how it may be improved.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0475(3)	Short Term	Compliance
<b>Description:</b> 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: (a) Situations that required an emergency response from emergency services (911), Washington poison center, or DOH; (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 (c) A serious injury to a child in care.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0480(2)(a)(b)(c)(d)(e)(f)(g)	Serious	Compliance
<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 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	Compliance

**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.

WAC/RCW	Risk Level	Code
110-301-0485(1)	Long Term	Compliance

**Description:**

A school-age provider must have and follow a termination of services policy.

WAC/RCW	Risk Level	Code
110-301-0486(1)	Long Term	Compliance

**Description:**

A school-age provider must have and follow an expulsion policy, pursuant to WAC 110-301-0340,

WAC/RCW	Risk Level	Code
110-301-0486(2)	Long Term	Compliance

**Description:**

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.

WAC/RCW	Risk Level	Code
110-301-0490(1)	Long Term	Compliance

**Description:**

A school-age provider must have and follow a child restraint policy that contains behavior management and practices, pursuant to WAC 110-301-0335.

WAC/RCW	Risk Level	Code
110-301-0490(2)(a)(b)(c)(d)	Short Term	Compliance

**Description:**

A restraint policy must be: (a) Appropriate for children's developmental level, abilities, and language skills; (b) Directly related to the child's behavior; and (c) Designed to be consistent, fair, and positive.

WAC/RCW	Risk Level	Code
110-301-0490(3)	Long Term	Compliance

**Description:**

Program directors, site directors, lead teachers and other appropriate staff members must be trained annually in the program's child restraint policy.

WAC/RCW	Risk Level	Code
110-301-0495(1)	None	Compliance

**Description:**

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.

WAC/RCW	Risk Level	Code
110-301-0500(1)	Long Term	Compliance

**Description:**

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.

WAC/RCW	Risk Level	Code
110-301-0500(2)(a)(b)(c)(d)(e)(f)(g)(h)(i)(j)(k)(l)(m)	None	Compliance

**Description:**

A school-age program's health policy must meet the requirements of this chapter including, but not limited to: (a) A prevention of exposure to blood and body fluids plan; (b) Meals, snacks, and food services including guidelines for food allergies and food brought from home; (c) Handwashing and hand sanitizer use; (d) Observing children for signs of illness daily; (e) Exclusion and return of ill children, staff, or any other person in the program space; (f) Contagious disease notification; (g) Medical emergencies, injury treatment and reporting; (h) Immunization tracking, (i) Medication management, storage, administration and documentation; (j) Care for pets and animals that have access to licensed space and the health risks of interacting with pets and animals; (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; (l) Pest control policies; and (m) Caring for children with special needs or health need, including allergies, as listed in the child's record;

WAC/RCW	Risk Level	Code
110-301-0505(1)(2)	Long Term	Compliance

**Description:**

(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. (2) Postings on school-age premises must include: (a) The school-age program license, pursuant to WAC 110-301-0010; (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); (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 110-301-0186(1); (d) Handwashing practices at each handwashing sink, pursuant to WAC 110-301-0200(1); (e) Pesticide treatment, if applicable, pursuant to RCW 43.216.280 and 17.21.410(1)(d); (f) Emergency numbers and information including, but not limited to: (i) 911 or emergency services number; (ii) Name, address and directions from the nearest arterial street or nearest cross street to the facility; (iii) The department's toll-free number; (iv) Washington poison center toll-free number; and (v) The department's child protective services. (g) The location of emergency medical information for children and staff; (h) A notice of any current or pending enforcement action, including probationary licenses pursuant to RCW 43.216.687. Notice must be posted: (i) Immediately upon receipt; and (ii) For at least two weeks or until the violation causing the enforcement action is corrected, whichever is longer. (i) No smoking and No vaping signs, pursuant to WAC 110-301-0420(2)(f); (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; (k) Notice that Insurance coverage has lapsed or been terminated, if applicable, pursuant to RCW 43.216.700; and (l) Any other information listed in RCW 43.216.687.

<b>Food and Nutrition</b>		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0180(1)(2)(a)(b)(3)(a)(b)(4)(5)	Short Term	Compliance
<b>Description:</b> A school-age provider must ensure meals and snacks meet the following requirements: (1) Meals and snacks must be served not less than two hours and not more than three hours apart; (2) Children in care for five to nine hours: (a) At least one meal and two snacks; or (b) Two meals and one snack. (3) Children in care for more than nine hours: (a) Two meals and two snacks; or (b) Three snacks and one meal. (4) A snack must be provided for children in care for one to three hours after school; and (5) A breakfast or morning snack must be made available to children in care either by the school-age program or the school.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0185(2)	Long Term	Compliance
<b>Description:</b> A school-age provider must serve a fruit or vegetable during at least one snack per day. The fruit or vegetable serving may count as one of the two required snack components or be a third snack component.		
<b>WAC/RCW</b>	<b>Risk Level</b>	<b>Code</b>
110-301-0186(1)(a)(b)(c)(i)(ii)(iii)(iv)	Serious	Compliance
<b>Description:</b> 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
110-301-0186(4)	Serious	Compliance

**Description:**

A school-age provider must review each child's individual care plan information for food allergies prior to serving food to children.

WAC/RCW	Risk Level	Code
110-301-0190(1)(a)(b)(c)(d)(e)	Short Term	Compliance

**Description:**

A written food plan must be developed by the provider and a child's parent or guardian, signed by all parties, and followed when accommodating a child's: (a) Special feeding needs; (b) Special diets; (c) Religious or cultural preferences; (d) Family preference; or (e) Other needs.

WAC/RCW	Risk Level	Code
110-301-0190(3)(a)(b)	Long Term	Compliance

**Description:**

If a parent or guardian provides meals for their child, a school-age provider must: (a) Notify the parent or guardian in writing of the USDA CACFP requirements for each meal; and (b) Supplement a child's meal that does not satisfy USDA CACFP requirements if necessary.

WAC/RCW	Risk Level	Code
110-301-0190(4)(a)(b)(c)	Long Term	Compliance

**Description:**

On special occasions, such as birthdays, a school-age provider may allow parents or guardians to bring in snacks that may not satisfy the nutritional requirements for all children. The snacks provided must be limited to: (a) Store purchased fruits and vegetables (uncut); (b) Foods prepackaged in the original manufacturer containers; or (c) Snacks prepared, cooked, or baked at home by parents or guardians of a child in care. Prior to serving, a school-age provider must receive written permission from each child's parent or guardian stating their child may consume food prepared, cooked, or baked by another child's parent or guardian.

WAC/RCW	Risk Level	Code
110-301-0195(1)	Short Term	Compliance

**Description:**

A school-age provider preparing or serving food must comply with the current DOH Washington State Food and Beverage Workers Manual and supervise services that prepare or deliver food to the school-age program.

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
110-301-0195(4)(a)(b)	Long Term	Compliance

**Description:**

A school-age provider must: (a) Serve each child individually or serve family style dining, allowing each child the opportunity to practice skills such as passing shared serving bowls and serving themselves; and (b) Sit with children during meals, when possible.

WAC/RCW	Risk Level	Code
110-301-0196(1)	Serious	Compliance

**Description:**

Food prepared and served from a school-age program must not be tampered with or spoiled.

WAC/RCW	Risk Level	Code
110-301-0196(2)(a)(b)(c)(d)(e)	Short Term	Compliance

**Description:**

Food prepared and served from a school-age program must be obtained from an approved source licensed and inspected by the local health jurisdiction, the Washington State department of agriculture (WSDA), or the USDA. Food items not approved to be served to children in care include: (a) Meat, fish, poultry, eggs, or milk that has not been inspected by the USDA or WSDA; (b) Home canned food; (c) Game meat or other meat that has not been inspected by the WSDA or USDA; (d) Leftover food that was previously served from outside of the school-age program; or (e) Food from roadside stands selling without a permit.

WAC/RCW	Risk Level	Code
110-301-0196(3)(a)(b)(c)	Short Term	Compliance

**Description:**

Food not prepared on-site by a school-age provider, pursuant to WAC 110-301-0195(2), must be provided by: (a) A licensed food establishment, kitchen, or catering business that meets food service requirements (chapter 246-215 WAC) and is regularly inspected by a local health jurisdiction; (b) Parents or guardians for their own children; or (c) A manufacturer of prepackaged food.

WAC/RCW	Risk Level	Code
110-301-0196(4)(a)(b)(c)	Long Term	Compliance
<p><b>Description:</b> Fruits and vegetables (produce) grown on-site in a garden as part of a school-age program may be served to children as part of a meal or snack. Prior to preparing and serving: (a) The produce must be thoroughly washed and scrubbed in running cold water to remove soil and other contaminants; (b) Damaged or bruised areas on the produce must be removed; and (c) Produce that shows signs of rotting must be discarded.</p>		
WAC/RCW	Risk Level	Code
110-301-0197(3)(a)(b)	Short Term	Compliance
<p><b>Description:</b> For all foods offered by the provider or given to an enrolled child by a parent or guardian, the provider must: (a) Provide appropriate refrigeration to preserve foods from spoiling. Foods that may be subject to spoiling include, but are not limited to, meats, cooked potatoes, cooked legumes, cooked rice, sprouts, cut melons, cut cantaloupes, milk, and cheese; and (b) Refrigerate foods requiring refrigeration at 41 degrees Fahrenheit or less and freeze foods required to be frozen at 10 degrees Fahrenheit or less.</p>		
WAC/RCW	Risk Level	Code
110-301-0197(4)(a)(b)(c)(d)(e)(f)	Short Term	Compliance
<p><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.</p>		
WAC/RCW	Risk Level	Code
110-301-0197(5)	Long Term	Compliance
<p><b>Description:</b> For food requiring temperature control, a school-age program must maintain a food temperature log by using a calibrated and working metal stem-type or digital food thermometer.</p>		
WAC/RCW	Risk Level	Code
110-301-0197(6)	Short Term	Compliance
<p><b>Description:</b> Prior to storing leftover food in a refrigerator or freezer, a school-age provider must label the food with the date the leftover food was opened or cooked.</p>		
WAC/RCW	Risk Level	Code
110-301-0197(7)(a)(b)	Short Term	Compliance
<p><b>Description:</b> A school-age provider may serve leftover food that originated from the school-age program if the leftover food was not previously served and: (a) Refrigerated leftover food must be stored and then served again</p>		

within forty-eight hours of originally being prepared; or (b) Frozen leftover food must be promptly served after thawing and being cooked.

WAC/RCW	Risk Level	Code
110-301-0197(8)(a)(b)(c)	Short Term	Compliance

**Description:**

Frozen food must be thawed by one of the following methods: (a) In a refrigerator; (b) Under cool running water inside a pan placed in a sink with the drain plug removed; or (c) In a microwave if the food is to be cooked as part of the continuous cooking process.

WAC/RCW	Risk Level	Code
110-301-0198(2)(a)(i)(ii)(b)(c)	Short Term	Compliance

**Description:**

For any program that does not operate on public or private school premises, the school-age program's food preparation area or kitchen must have: (a) Walls, counter tops, floors, cabinets, and shelves that are: (i) Maintained in good repair including, but not limited to, being properly sealed without chips, cracks, or tears; and (ii) Moisture resistant. (b) A properly maintained and vented range hood, exhaust fan, or operable window, if applicable; and (c) A properly maintained and working refrigerator, freezer, or a combination refrigerator and freezer with sufficient space for proper storage and cooling of food.

WAC/RCW	Risk Level	Code
110-301-0198(3)(a)(b)(c)(i)(ii)	Short Term	Compliance

**Description:**

A school-age provider must: (a) Clean and sanitize a sink immediately before using it to prepare food to be served to children in care; (b) Use a colander or other method to prevent food and kitchen utensils from touching the sink basin; and (c) Clean dishes, pans, and kitchen utensils as follows: (i) Clean and sanitize with an automatic dishwasher that uses heat or chemicals to sanitize; or (ii) Handwash, rinse, sanitize, and allow to air dry.

WAC/RCW	Risk Level	Code
110-301-0198(4)(a)(b)(c)(i)(ii)	Long Term	Compliance

**Description:**

Any program that does not operate on public or private school premises licensed after the date this chapter becomes effective must have: (a) A handwashing sink separate from dishwashing facilities; (b) A food preparation sink located in the food preparation area; and (c) A method to clean and sanitize dishes, pans, kitchen utensils, and equipment in the food preparation area using: (i) A two-compartment sink and an automatic dishwasher that sanitizes with heat or chemicals; or (ii) A three-compartment sink method (sink one is used to wash, sink two is used to rinse, sink three contains a sanitizer, and the dishes are allowed to air dry).

Program Structure and Organization		
WAC/RCW	Risk Level	Code
110-301-0345(2)(a)(b)(c)(d)(e)	Short Term	Compliance

**Description:**

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)(iii)(iv)(v)	Short Term	Compliance

**Description:**

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(4)	Short Term	Compliance

**Description:**

A school-age program staff member may undertake other activities for a temporary time period when not required to be providing active supervision required under subsection (5)(c) of this section. Such activities include, but are not limited to, cleaning up after an activity or preparing items for a new activity. This school-age staff member must remain in visual or auditory range, and be available and able to respond if needed.

WAC/RCW	Risk Level	Code
110-301-0345(5)(a)	Short Term	Compliance

**Description:**

A school-age provider must: (a) Not use devices such as audio monitors, video monitors, or mirrors in place of supervision;

WAC/RCW	Risk Level	Code
110-301-0345(5)(b)	Short Term	Compliance

**Description:**

A school-age provider must: (b) Be able to hear when doors in the immediate area are opened to prevent children from leaving unsupervised;

WAC/RCW	Risk Level	Code
110-301-0345(5)(c)(i)(ii)(iii)(iv)(v)(vi)(vii)(viii)	Serious	Compliance

**Description:**

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.

WAC/RCW	Risk Level	Code
110-301-0350(2)	Immediate	Compliance
<b>Description:</b> During water activities, a school-age provider must hold or have continuous touch of children with special needs as required.		
WAC/RCW	Risk Level	Code
110-301-0350(3)	Short Term	Compliance
<b>Description:</b> A school-age provider must have written permission for water activities from each child's parent or guardian.		
WAC/RCW	Risk Level	Code
110-301-0350(4)(a)(b)	Serious	Compliance
<b>Description:</b> For water activities on or off the school-age program premises, where the water is more than twenty-four inches deep, a school-age provider must ensure: (a) A certified lifeguard is present and on duty; and (b) At least one additional staff member than would otherwise be required is present to help actively supervise the children.		
WAC/RCW	Risk Level	Code
110-301-0350(5)	Immediate	Compliance
<b>Description:</b> A school-age provider must have life-saving equipment readily accessible during water activities if a pool is six feet or more in any direction and two feet or more in depth. Life-saving equipment may include a ring buoy and rope, a rescue tube, or a throwing line and a shepherd's hook that will not conduct electricity.		
WAC/RCW	Risk Level	Code
110-301-0354(1)	Short Term	Compliance
<b>Description:</b> To define capacity, licensed indoor school-age program space must have a minimum of thirty-five square feet per child in attendance and further comply with the requirements of this chapter.		
WAC/RCW	Risk Level	Code
110-301-0356(3)(a)(b)(c)	Serious	Compliance
<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.

WAC/RCW	Risk Level	Code
110-301-0356(4)	None	Compliance

**Description:**

A licensee must provide qualified staff to fulfill staffing requirements, staff-to-child ratios, and group size during operating hours, including off-site activities or when transporting children in care.

WAC/RCW	Risk Level	Code
110-301-0356(5)	Short Term	Compliance

**Description:**

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.

WAC/RCW	Risk Level	Code
110-301-0356(6)	Long Term	Compliance

**Description:**

A licensee must conduct activities for each group of children in a specific room or other defined space within a larger area.

WAC/RCW	Risk Level	Code
110-301-0356(7)	None	Compliance

**Description:**

A licensee must provide additional staff as described in WAC 110-301-0350 when children are participating in water activities or activities near water.

WAC/RCW	Risk Level	Code
110-301-0356(8)(a)(b)(c)	Serious	Compliance

**Description:**

When only one staff is required to care for the only group of children on-site for up to an hour at the beginning or end of the day, the licensee must ensure: (a) The staff member provides an appropriate level of supervision at all times to the children in care; (b) That staff member is free of all other duties while providing care to children; and (c) A second individual with a cleared background check is on-site and readily available to respond if needed, or the department approves an alternate plan.

WAC/RCW	Risk Level	Code
110-301-0360(1)	Long Term	Compliance

**Description:**

A school-age provider must have an established program and daily schedule that is familiar to children.

WAC/RCW	Risk Level	Code
110-301-0360(2)(a)(b)(i)(ii)(c)(d)	Long Term	Compliance

**Description:**

A schedule must be designed to meet enrolled children's developmental, cultural, and special needs. The daily schedule must: (a) Offer a variety of activities to meet children's needs, pursuant to WAC 110-301-0150; (b) Meet the following daily morning or afternoon active outdoor play time requirements: (i) Ten minutes for each one hour of programming for children; and (ii) A program that operates more than six hours a day must provide ninety minutes of active play (thirty minutes of which may be moderate to vigorous indoor activities). (c) Include scheduled and consistent times for meal service; (d) Include routine transportation times, if applicable; and Include evening and overnight care, if applicable.

**Summary, Comments, and Recommendations**