

Child Care Inspection Checklist

INSPECTION TYPE: Monitoring		INSPECTION DATE: 12/16/2025	
I. PROVIDER INFORMATION			
PROVIDER NAME: TUTOR TIME CHILD CARE		PROVIDER ID: 198410	
DOING BUSINESS AS: Tutor time		CAPACITY: 127	
PRIMARY CONTACT PERSON: Angel Mortland		AGE RANGE: 1 month - 12 years 0 months	
FACILITY TYPE: Child Care Center	LICENSING TYPE: Licensed	LICENSE STATUS: Open	REFERRAL STATUS:
II. WORKER ASSIGNMENT			
LICENSOR: Charlotte Dedman	EMAIL ADDRESS: charlotte.dedman-wimberly@dcyf.wa.gov	TELEPHONE NUMBER: 360-464-0047	
LICENSING SUPERVISOR: Jess Burnside	EMAIL ADDRESS: jessica.burnside@dcyf.wa.gov	TELEPHONE NUMBER: 360-280-4531	
III. DAYS AND HOURS OF OPERATION			
DAYS OF OPERATION: Mon; Tue; Wed; Thu; Fri;		HOURS OF OPERATION: 5:30 AM - 6:30 PM	

DEFINITIONS

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

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

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.

Interactions and Curriculum		
WAC/RCW	Risk Level	Code
110-300-0300(1)(a)	Short Term	Compliance
Description: An early learning provider must develop an individual care plan for each child with special needs and must notify the department when a child with special needs is enrolled or identified in the early learning program. Plans and documentation required under this section must: (a) Meet the requirements of this section;		
WAC/RCW	Risk Level	Code
110-300-0345(2)	Short Term	Compliance
Description: An early learning provider must meet capacity, group size, mixed age-grouping, 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) Rest periods; (f) Evening or overnight care; (g) When children are on different floor levels of the early learning program.		
WAC/RCW	Risk Level	Code
110-300-0345(3)	Short Term	Compliance
Description: An early learning 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
110-300-0345(5)(b)	Short Term	Compliance

Description: An early learning 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
110-300-0345(5)(c)	Serious	Compliance
Description: An early learning 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 early learning 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
110-300-0345(5)(d)	Serious	Compliance
Description: An early learning provider must: (d) Ensure no infant or child is left unattended during: (i) Diapering; (ii) Bottle feeding; or (iii) Tummy time;		
WAC/RCW	Risk Level	Code
110-300-0356(3)	Serious	Compliance
Description: A center licensee must not exceed the total capacity or age range stated on the child care license at any time except as provided in this section. All children on the premises, signed in to child care, on an off-site trip from the early learning program, or being transported by the early learning program staff are counted in capacity including the children of staff. (a) A center licensee must receive department approval to care for a child with special needs, pursuant to WAC 110-300-0300, 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 110-300-0300 does not count in the staff-to-child ratio. (c) A child who turns thirteen years old permitted by chapter 110-290 WAC must be counted in both capacity and staff-to-child ratio.		
WAC/RCW	Risk Level	Code
110-300-0356(5)	Short Term	Compliance
Description:		

In each classroom or well-defined space, the maximum group size and ratio of center staff members to children, including children related to staff or the licensee, must be:

- (a) Infants (birth through eleven months of age) with a:
 - (i) Maximum group size of eight with a ratio of one staff to four children (1:4);
 - (ii) Maximum group size of nine with a ratio of 1:3;
- (b) Toddlers (twelve through twenty-nine months of age) with a:
 - (i) Maximum group size of fourteen with a ratio of 1:7;
 - (ii) Maximum group size of fifteen with a ratio of 1:5;
- (c) Preschoolers (thirty months through six years of age who are not attending kindergarten or elementary school) with a maximum group size of twenty with a ratio of 1:10; and
- (d) School-age children (5 years through twelve years of age who are enrolled in or attending kindergarten or elementary school) with a maximum group size of thirty with a ratio of 1:15.

Program Administration and Oversight		
WAC/RCW	Risk Level	Code
110-300-0460(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
110-300-0480(2)	Serious	Not Applicable
Description: During travel to an off-site activity, an early learning 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, mixed groupings, and active supervision requirements; (e) Have a current first aid and CPR certification pursuant to WAC 110-300-0106 (11); (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
110-300-0480(3)	Short Term	Not Applicable
Description: When an early learning 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 the last 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
110-300-0455(2)	Short Term	Compliance
Description: An early learning provider must keep daily child attendance records, either in paper or electronic format, for each child (including the children of staff in the program). These records must be easily accessible and kept on-site or in the program's administrative office for department review. These records must clearly document: (a) The name of the child; (b) The date of care; (c) Child arrival and departure times from the early learning 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 early learning program to attend school or participate in off-site activities not offered by the early learning program.		
WAC/RCW	Risk Level	Code
110-300-0470(4)(a)	Short Term	Compliance
Description: An early learning provider must practice and record emergency drills with staff and children as follows: (a) Fire and evacuation drill once each calendar month;		
WAC/RCW	Risk Level	Code
110-300-0470(4)(b)	Short Term	Compliance
Description: An early learning 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;		

Professional Development, Training and Requirements		
WAC/RCW	Risk Level	Code
110-300-0106(3)	Short Term	Compliance
Description: License applicants, center directors, assistant directors, program supervisors, lead teachers, assistant teachers, and aides must complete the child care basics training as approved or offered by the department: (a) Prior to being granted a license; or (b) Prior to working unsupervised with children.		
WAC/RCW	Risk Level	Code
110-300-0106(4)	Serious	Compliance
Description: Early learning providers must complete the recognizing and reporting suspected child abuse, neglect, and exploitation training as approved or offered by the department according to subsection (1) of this section. Training must include the prevention of child abuse and neglect as defined in RCW 26.44.020 and mandatory reporting requirements under RCW 26.44.030.		

WAC/RCW	Risk Level	Code
110-300-0100(3)	Short Term	Compliance
Description: Center directors or assistant directors manage the early learning program and set appropriate program and staff expectations. (a) A center director must meet the following qualifications: (i) Be at least eighteen years old; (ii) Have an ECE State Certificate or equivalent as approved and verified in the electronic workforce registry by the department as follows: (A) A center director must complete an ECE State Certificate or equivalent by August 1, 2026. (B) A center director hired or promoted after this chapter becomes effective must have an ECE State Certificate or equivalent within five years of the time of hire. (iii) Have two years of experience as a teacher of children in any age group enrolled in the early learning program and at least six months of experience in administration or management or a department approved plan. (iv) Complete the applicable preservice requirements, pursuant to WAC 110-300-0105. (v) If a center director does not meet the minimum qualification requirements, the center early learning program must employ an assistant director or program supervisor who meets the minimum qualifications of these positions. (vi) Have their continued professional development progress documented annually.		
WAC/RCW	Risk Level	Code
110-300-0100(3)(b)	Short Term	Compliance
Description: An assistant director must meet the following qualifications: (i) Be at least eighteen years old; (ii) Have an ECE state certificate or equivalent as approved and verified in the electronic workforce registry by the department as follows: (A) An assistant director working at the time this chapter becomes effective must complete an ECE state certificate or equivalent within five years of the date this section becomes effective; (B) An assistant director hired or promoted after this chapter becomes effective must have an ECE state certificate or equivalent within five years of the time of hire. (iii) Have two years of experience as a teacher of children in any age group enrolled in the early learning program or two years of experience in administration or management, or a department approved plan; (iv) Complete the applicable preservice requirements, pursuant to WAC 110-300-0105; (v) Have their continued professional development progress documented annually.		
WAC/RCW	Risk Level	Code
110-300-0100(3)(c)(i)(ii)(iii)	Short Term	Compliance
Description: (c) A center director or assistant director or equivalent must provide the following services: (i) Be on-site for the daily operation of the early learning program fifty percent or more of weekly operating hours up to forty hours per week, or designate a person with the qualifications of an assistant director, program supervisor, or equivalent. A center director may act as a substitute teacher if acting as a substitute does not interfere with management or supervisory responsibilities. (ii) Comply with foundational quality standards; (iii) Develop a curriculum philosophy, communicate the philosophy to all early learning program staff and parents, and train staff to ensure the philosophy serves all children in the early learning program (or designate a program supervisor with this responsibility);		
WAC/RCW	Risk Level	Code
110-300-0100(3)(c)(iv)(v)	Long Term	Compliance
Description: (c) A center director or assistant director or equivalent must provide the following services: Have knowledge of community resources available to families, including resources for children with special		

needs and be able to share these resources with families; and (v) Oversee professional development plans for early learning program staff including, but not limited to: (A) Providing support to staff for creating and maintaining staff records; (B) Setting educational goals with staff and locating or coordinating state-approved training opportunities for staff; and (C) Observing and mentoring staff.

WAC/RCW	Risk Level	Code
110-300-0106(8)	Short Term	Compliance
Description: License applicants and early learning providers licensed to care for infants must complete the safe sleep training as approved or offered by the department. This training must be completed annually and: (a) Prior to being licensed; or (b) Prior to caring for infants.		
WAC/RCW	Risk Level	Code
110-300-0106(11)	Short Term	Compliance
Description: Family home licensees, center directors, assistant directors, program supervisors, lead teachers, assistant teachers, and any other early learning providers counted in staff-to-child ratio, or who could potentially be counted in ratio, must be trained in adult and pediatric first-aid, adult and pediatric cardiopulmonary resuscitation (CPR), and infant CPR, if applicable and (a) At least one early learning provider counted in staff-to-child ratio for each group of children must have current adult and pediatric first aid, adult and pediatric CPR, and infant CPR certificates, if applicable; (b) Proof of training can be shown with a certification card, certificate, or instructor letter; and (c) The trainings for adult and pediatric first aid, adult and pediatric CPR, and infant CPR, if applicable, 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
110-300-0106(12)	Serious	Compliance
Description: Early learning providers who prepare or serve food to children at an early learning 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
110-300-0105(2)	Serious	Compliance
Description: Early learning providers and household members in a family home early learning program must complete and pass a department background check, pursuant to chapter 110-06 WAC.		

Environment Infant and Toddler		
WAC/RCW	Risk Level	Code
110-300-0291(1)(a)	Serious	Compliance

Description:

An early learning provider must follow safe infant sleep practices when infants are napping or sleeping by following the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction, including: (a) Actively supervising infants by visibly checking every 15 minutes and being within sight and hearing range, including when an infant goes to sleep, is sleeping, or is waking up;

WAC/RCW**Risk Level****Code**

110-300-0291(1)(b)

Serious

Compliance

Description:

An early learning provider must follow safe infant sleep practices when infants are napping or sleeping by following the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction, including: (b) Placing an infant to sleep on their back or following the current standard of American Academy of Pediatrics. If an infant turns over while sleeping, the provider must return the infant to their back until the infant is able to independently roll from back to front and front to back;

WAC/RCW**Risk Level****Code**

110-300-0291(1)(c)

Serious

Compliance

Description:

An early learning provider must follow safe infant sleep practices when infants are napping or sleeping by following the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction, including: (c) Not using a sleep positioning device unless directed to do so by an infant's health care provider. The directive must be in writing and kept in the infant's file;

WAC/RCW**Risk Level****Code**

110-300-0291(1)(d)

Serious

Compliance

Description:

An early learning provider must follow safe infant sleep practices when infants are napping or sleeping by following the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction, including: (d) Sufficiently lighting the room in which the infant is sleeping to observe skin color;

WAC/RCW**Risk Level****Code**

110-300-0291(1)(g)

Serious

Compliance

Description:

An early learning provider must follow safe infant sleep practices when infants are napping or sleeping by following the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction, including: (g) Not allowing blankets, stuffed toys, pillows, crib bumpers, and similar items inside a crib, bassinet, or other equipment if occupied by a resting or sleeping infant;

WAC/RCW**Risk Level****Code**

110-300-0291(1)(h)

Immediate

Compliance

Description:

An early learning provider must follow safe infant sleep practices when infants are napping or sleeping by following the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction, including: (h) Not allowing a blanket or any other item to cover or drape over an occupied crib, bassinet, or other equipment where infants commonly sleep;

WAC/RCW	Risk Level	Code
110-300-0291(1)(i)	Immediate	Compliance

Description:

An early learning provider must follow safe infant sleep practices when infants are napping or sleeping by following the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction, including: (i) Not allowing bedding or clothing to cover any portion of an infant's head or face while sleeping, and readjusting these items when necessary; and

WAC/RCW	Risk Level	Code
110-300-0291(1)(j)	Serious	Compliance

Description:

An early learning provider must follow safe infant sleep practices when infants are napping or sleeping by following the current standard of American Academy of Pediatrics concerning safe sleep practices including SIDS/SUIDS risk reduction, including: (j) Preventing infants from getting too warm while sleeping, which may be exhibited by indicators that include, but are not limited to, sweating; flushed, pale, or hot and dry skin, warm to the touch; a sudden rise in temperature; vomiting; refusing to drink, a depressed fontanelle; or irritability.

WAC/RCW	Risk Level	Code
110-300-0221(1)(a)	Short Term	Compliance

Description:

Center early learning providers must have a designated diaper changing area, including stand-up diapering, for each classroom or for every age grouping of children who require diapering. Only one diaper changing area is required for family home early learning programs. (a) Diaper changing area must: (i) Be separate from areas where food is stored, prepared, or served; (ii) Have a sink with hot and cold running water, not used for food preparation and clean up; (iii) Have a sturdy surface or mat that: (A) Is not torn or repaired with tape; (B) Is washable; (C) Has a moisture resistant surface that is cleanable; and (D) Is large enough to prevent the area underneath the diaper changing area from being contaminated with bodily fluids. (iv) Be on moisture resistant, washable material that horizontally or vertically surrounds and extends at least two feet from the diaper changing station and handwashing area; and (v) Be uncluttered and not used for storage of any items not used in diapering a child.

WAC/RCW	Risk Level	Code
110-300-0280(2)(b)	Short Term	Compliance

Description:

A bottle preparation area must: (b) Be located at least eight feet from any diaper changing tables or counters and sinks used for diaper changing; or

WAC/RCW	Risk Level	Code
110-300-0290(3)(a)(b)	Short Term	Compliance

Description:

Sleep equipment not covered in WAC 110-300-0265 must: (a) Be approved by CPSC or ASTM International safety standards for use by infants and toddlers;(b) Cribs must have a certificate of compliance, sticker, or documentation from the manufacturer or importer stating the crib meets 16 C.F.R. 1219 and 1220;		
WAC/RCW	Risk Level	Code
110-300-0290(3)(c)	Short Term	Compliance
Description: Sleep equipment not covered in WAC 110-300-0265 must: (c) Have a clean, firm, and snug-fitting mattress designed specifically for the particular equipment;		
WAC/RCW	Risk Level	Code
110-300-0290(3)(d)	Short Term	Compliance
Description: Sleep equipment not covered in WAC 110-300-0265 must: (d) Have a tight-fitted sheet that is designed for the sleep equipment;		
WAC/RCW	Risk Level	Code
110-300-0290(4)	Immediate	Compliance
Description: An early learning provider must immediately remove sleeping children from car seats, swings, or similar equipment not designed for sleep unless doing so would put another enrolled child at risk.		

Environment Indoor		
WAC/RCW	Risk Level	Code
110-300-0135(2)(a)	Short Term	Compliance
Description: Furniture and equipment must be: (a) Maintained in a safe working condition;		
WAC/RCW	Risk Level	Code
110-300-0265(6)(a)	Short Term	Compliance
Description: Mats, cots, and other sleep equipment used in an early learning program must be: (a) In good condition, have no tears or holes, and have no repairs with tape;		
WAC/RCW	Risk Level	Code
110-300-0241(1)(a)	Short Term	Compliance
Description: An early learning provider must develop and follow a cleaning schedule that includes: (a) Food preparation areas, tables and chairs, high 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
110-300-0241(6)	Short Term	Compliance
Description: Toileting and diaper changing areas including, but not limited to, toilets, counters, sinks, and floors must be cleaned and disinfected daily or more often as needed.		

Environment Outdoor and General Safety		
WAC/RCW	Risk Level	Code
110-300-0145(8)	Short Term	Compliance
Description: 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
110-300-0145(11)	Short Term	Compliance
Description: Prior to licensing, exiting mechanisms on gates from a licensed outdoor play area to unlicensed space must be equipped with a self-closing and self-latching mechanism (shuts automatically when released from an individual's control). A gate that is not an emergency exit must be locked or self-closing and self-latching.		
WAC/RCW	Risk Level	Code
110-300-0145(12)	Short Term	Compliance
Description: 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
110-300-0146(1)	Short Term	Compliance
Description: Playground equipment and surfacing used by an early learning 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
110-300-0146(4)	Serious	Compliance
Description:		

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.

WAC/RCW	Risk Level	Code
110-300-0165(2)(b)	Serious	Compliance

Description:

An early learning provider must take steps to prevent hazards to children including, but not limited to:

- (b) Eliminating and not using in the licensed space, pursuant to RCW 43.216.380, any window blinds or other window coverings with pull cords or inner cords capable of forming a loop and posing risk of strangulation to children;
- (i) Window blinds and other window coverings that have been manufactured or properly retrofitted in a manner that eliminates the formation of loops posing a risk of strangulation are allowed; and
- (ii) A window covering must not be secured to the frame of a window or door used as an emergency exit in a way that would prevent the window or door from opening easily;

WAC/RCW	Risk Level	Code
110-300-0165(2)(c)	Short Term	Compliance

Description:

An early learning provider must take steps to prevent hazards to children including, but not limited to:

- (c) Making inaccessible to children straps, strings, cords, wires, or similar items capable of forming a loop around a child's neck that are not used during supervised early learning program activities;

WAC/RCW	Risk Level	Code
110-300-0165(2)(d)	Serious	Compliance

Description:

An early learning provider must take steps to prevent hazards to children including, but not limited to:

- (d) Making inaccessible to children plastic bags and other suffocation hazards;

WAC/RCW	Risk Level	Code
110-300-0165(2)(e)	Immediate	Compliance

Description:

An early learning provider must take steps to prevent hazards to children including, but not limited to:

- (e) Ensuring firearms, guns, weapons, and ammunition are not on the premises of a center early learning program. Firearms, guns, weapons, and ammunition on the premises of a family home early learning program must be stored in a locked gun safe or locked room inaccessible to children. If stored in a locked room, each gun must be stored unloaded and with a trigger lock or other disabling device. The locked room must be inaccessible to children at all times;

WAC/RCW	Risk Level	Code
110-300-0165(3)(a)	Short Term	Compliance

Description:

An early learning provider must take measures intended to prevent other hazards to children in care in early learning 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;		
WAC/RCW	Risk Level	Code
110-300-0165(3)(b)	Serious	Compliance
Description: An early learning provider must take measures intended to prevent other hazards to children in care in early learning 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;		
WAC/RCW	Risk Level	Code
110-300-0165(3)(c)	Short Term	Compliance
Description: An early learning provider must take measures intended to prevent other hazards to children in care in early learning 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;		
WAC/RCW	Risk Level	Code
110-300-0165(3)(d)	Short Term	Compliance
Description: An early learning provider must take measures intended to prevent other hazards to children in care in early learning program space including, but not limited to: (d) Entrapment. Washers, dryers, large compost bins, spare or secondary freezers and refrigerators, and other entrapment dangers must be inaccessible to children unless being actively supervised;		
WAC/RCW	Risk Level	Code
110-300-0165(3)(f)	Short Term	Compliance
Description: An early learning provider must take measures intended to prevent other hazards to children in care in early learning 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;		
WAC/RCW	Risk Level	Code
110-300-0165(3)(g)	Short Term	Compliance
Description: An early learning provider must take measures intended to prevent other hazards to children in care in early learning program space including, but not limited to: (g) Equipment in poor condition. Equipment in poor condition (loose parts, rusty parts, flaking paint, or other dangers) must be repaired, removed, or made inaccessible to children.		
WAC/RCW	Risk Level	Code

110-300-0165(4)(e)	Short Term	Compliance
Description: To ensure a safe environment for children in care, an early learning provider must comply with the following requirements: (e) Safe water temperature. All water accessible to enrolled children must not be hotter than 120 degrees Fahrenheit.		
WAC/RCW	Risk Level	Code
110-300-0165(5)(a)	Short Term	Compliance
Description: To ensure a safe environment for children in care, an early learning provider must comply with the following electrical requirements: (a) In areas accessible to children, electrical outlets must have automatic shutters that only allow electrical plugs to be inserted (tamper-resistant) or that are covered by blank plates or other tamper-resistant covers appropriate to the electrical outlet;		
WAC/RCW	Risk Level	Code
110-300-0165(5)(b)	Serious	Compliance
Description: To ensure a safe environment for children in care, an early learning provider must comply with the following electrical requirements: (b) 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
110-300-0165(5)(c)	Serious	Compliance
Description: To ensure a safe environment for children in care, an early learning provider must comply with the following electrical requirements: (c) Electrical cords must be in good working condition, not torn or frayed, and not have any exposed wires;		
WAC/RCW	Risk Level	Code
110-300-0165(5)(d)	Short Term	Compliance
Description: To ensure a safe environment for children in care, an early learning provider must comply with the following electrical requirements: (d) Electrical cords must be plugged directly into a wall outlet or a surge protector;		
WAC/RCW	Risk Level	Code
110-300-0165(5)(e)	Short Term	Compliance
Description: To ensure a safe environment for children in care, an early learning provider must comply with the following electrical requirements: (e) Power strips with surge protectors may be used but must not be accessible to children in care;		

WAC/RCW	Risk Level	Code
110-300-0165(5)(f)	Short Term	Compliance
Description: To ensure a safe environment for children in care, an early learning provider must comply with the following electrical requirements: (f) Extension cords may only be used for a brief, temporary purpose and must not replace direct wiring;		
WAC/RCW	Risk Level	Code
110-300-0165(5)(g)	Serious	Compliance
Description: To ensure a safe environment for children in care, an early learning provider must comply with the following electrical requirements: (g) 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.		
WAC/RCW	Risk Level	Code
110-300-0166(3)(a)	Serious	Compliance
Description: To ensure a safe exit from the premises during an emergency, early learning providers must comply with the following requirements: (a) Emergency exit doors must remain unlocked from the inside, but may be locked from the outside while the early learning 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;		
WAC/RCW	Risk Level	Code
110-300-0166(3)(b)	Serious	Compliance
Description: To ensure a safe exit from the premises during an emergency, early learning providers must comply with the following requirements: (b) Exit doors that are not designated as an emergency exit door may be locked during operating hours. Locking interior doors in early learning program space must be designed to be unlocked from either side. An unlocking device must be readily available; and		
WAC/RCW	Risk Level	Code
110-300-0166(3)(c)	Serious	Compliance
Description: To ensure a safe exit from the premises during an emergency, early learning providers must comply with the following requirements: (c) Exit doors must not be partially or entirely blocked.		
WAC/RCW	Risk Level	Code
110-300-0170(3)(a)	Serious	Compliance
Description: To ensure a safe environment for children in care, an early learning provider must comply with the following fire safety requirements: (a) Combustible materials. (i) Combustible materials must be properly discarded pursuant to local jurisdictions, removed from the premises, or properly stored in closed metal containers specifically designed to hold such combustible materials. (ii) Combustible materials stored in a		

closed metal container must not be stored in the premises licensed space or any place that may be accessible to children in care. (iii) Combustible materials include, but are not limited to, lint, gasoline, natural gas, diesel, fuel, propane, rags soaked in combustible materials, oils, chemicals, or solvents.

WAC/RCW	Risk Level	Code
110-300-0170(3)(b)	Serious	Compliance

Description:

To ensure a safe environment for children in care, an early learning provider must comply with the following fire safety requirements:

(b) Furnaces and other heating devices.

(i) Paper, rubbish, or other combustible materials must be at least three feet from furnaces, fireplaces, or other heating devices;

(ii) Furnaces and other heating devices must be inaccessible to children in care; and

(iii) An appliance or heating device that has a surface capable of burning a child or reaching 110 degrees Fahrenheit must be inaccessible to children in care unless a program activity involves such an appliance or device and children are being actively supervised.

WAC/RCW	Risk Level	Code
110-300-0170(3)(d)	Serious	Compliance

Description:

To ensure a safe environment for children in care, an early learning 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 early learning program space or any other space accessible to children in care during operating hours.

(ii) Candles must not be used during operating hours.

(iii) Matches and lighters must be inaccessible to children.

WAC/RCW	Risk Level	Code
110-300-0170(3)(e)	Short Term	Compliance

Description:

To ensure a safe environment for children in care, an early learning 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 early learning 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 early learning space; and (ii) Appliances must be plugged directly into a generator or into a heavy duty outdoor-rated extension cord that is plugged into a generator.

WAC/RCW	Risk Level	Code
110-300-0170(3)(g)	Short Term	Compliance

Description:

To ensure a safe environment for children in care, an early learning provider must comply with the following fire safety requirements:

(g) Fire alarms and smoke and carbon monoxide detectors.

(i) An early learning provider must have and maintain at least one smoke detector per licensed sleeping area and one per floor. Pursuant to the state building code, center early learning providers must comply with WAC 51-50-0907, as now and hereafter amended, and family early learning providers must comply

with WAC 51-51-0314, as now and hereafter amended; and

(ii) An early learning provider must have and maintain carbon monoxide detectors. Pursuant to the state building code, center early learning providers must comply with WAC 51-50-0915, as now and hereafter amended, and family early learning providers must comply with WAC 51-51-0315, as now and hereafter amended.

WAC/RCW	Risk Level	Code
110-300-0170(3)(i)	Short Term	Compliance
Description: To ensure a safe environment for children in care, an early learning provider must comply with the following fire safety requirements: (i) Extinguishers. An early learning 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, as now and hereafter amended, and must be readily available for use in case of an emergency; (ii) Fire extinguishers must be located on each level of the early learning program space used by children and mounted within seventy-five feet of an exit next to the path of the exit; and (iii) If a fire extinguisher is mounted in a closet, there must be a sign indicating the location of the extinguisher and obstructions must not block access to the closet.		
WAC/RCW	Risk Level	Code
110-300-0175(1)	Immediate	Not Applicable
Description: To prevent injury or drowning and ensure the health and safety of children, an early learning provider must comply with the requirements described in this section. (1) 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 early learning 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.		
WAC/RCW	Risk Level	Code
110-300-0175(2)	Immediate	Not Applicable
Description: Hot tubs and similar equipment must be made inaccessible by using a physical barrier with a locking mechanism.		
WAC/RCW	Risk Level	Code
110-300-0175(3)	Immediate	Not Applicable
Description: An early learning provider must comply with the following requirements when using a swimming pool as part of the early learning program: (a) Comply with the supervision requirements of WAC 110-300-0350; (b) 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; (c) Swimming pools must be maintained according to manufacturer specifications; (d) Swimming pools must be cleaned and sanitized according to manufacturer instructions, chapter 246-260		

WAC, and department of health or local health jurisdiction guidelines; (e) A swimming pool must not be used if the main drain cover is missing; and (f) Children in diapers or toilet training must wear swim pants to lower the risk of contaminating the water.

WAC/RCW	Risk Level	Code
110-300-0175(4)	Immediate	Not Applicable
Description: 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 early learning program space.		
WAC/RCW	Risk Level	Code
110-300-0175(5)	Serious	Compliance
Description: For bodies of water not located in early learning program space, but that are in close proximity, a physical barrier on the property must make such bodies of water inaccessible to children in care.		
WAC/RCW	Risk Level	Code
110-300-0225(3)	Serious	Not Applicable
Description: 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
110-300-0225(5)(a)	Short Term	Not Applicable
Description: An early learning 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
110-300-0230(2)	Short Term	Compliance
Description: An early learning 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.		
WAC/RCW	Risk Level	Code
110-300-0260(1)(a)	Serious	Compliance
Description:		

An early learning provider must ensure all poisonous or dangerous substances including, but not limited to fuels, solvents, oils, laundry, dishwasher, other detergents, sanitizing products, disinfectants and items labeled “keep out of reach of children” are stored:

(a) In a location that is inaccessible to children;

WAC/RCW	Risk Level	Code
110-300-0260(1)(b)	Serious	Compliance

Description:

An early learning provider must ensure all poisonous or dangerous substances including, but not limited to fuels, solvents, oils, laundry, dishwasher, other detergents, sanitizing products, disinfectants and items labeled “keep out of reach of children” are stored:

(b) Separate and apart from food preparation areas, food items, and food supplies;

WAC/RCW	Risk Level	Code
110-300-0260(1)(c)	Short Term	Compliance

Description:

An early learning provider must ensure all poisonous or dangerous substances including, but not limited to, fuels, solvents, oils, laundry, dishwasher, other detergents, sanitizing products, disinfectants and items labeled "keep out of reach of children" are stored: (c) In their original containers or clearly labeled with the name of the product if not in the original container; and

WAC/RCW	Risk Level	Code
110-300-0260(1)(d)	Short Term	Compliance

Description:

An early learning provider must ensure all poisonous or dangerous substances including, but not limited to fuels, solvents, oils, laundry, dishwasher, other detergents, sanitizing products, disinfectants and items labeled “keep out of reach of children” are stored:

(d) In compliance with the manufacturer’s directions (including not storing products near heat sources).

WAC/RCW	Risk Level	Code
110-300-0260(2)(a)(b)	Serious	Compliance

Description:

Storage areas and storage rooms must:

(a) Be inaccessible to children;

(b) Have locking doors or other methods to prevent child access;

WAC/RCW	Risk Level	Code
110-300-0260(2)(c)	Short Term	Compliance

Description:

Storage areas and storage rooms must: (c) Have moisture resistant and easily cleanable floors;

WAC/RCW	Risk Level	Code
110-300-0260(5)	Serious	Compliance

Description:

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

Environment Nutrition and Health		
WAC/RCW	Risk Level	Code
110-300-0186(1)	Serious	Compliance
Description: An early learning 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 110-300-0300 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 early learning 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
110-300-0186(2)	Serious	Compliance
Description: An early learning provider must arrange with the parents or guardians of a child in care to ensure the early learning program has the necessary medication, training, and equipment to properly manage a child's food allergies.		
WAC/RCW	Risk Level	Code
110-300-0195(3)	Short Term	Compliance
Description: An early learning 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 cups or bottles must be cleaned and sanitized daily if designated for a single child; (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
110-300-0197(4)	Short Term	Compliance
Description: 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.

WAC/RCW	Risk Level	Code
110-300-0200(4)	Short Term	Compliance

Description:

Early learning providers must wash their hands following the handwashing procedures listed above:

- (a) When arriving at work;
- (b) After toileting a child;
- (c) Before and after diapering a child (use a wet wipe in place of handwashing during the middle of diapering if needed);
- (d) After personal toileting;
- (e) After attending to an ill child;
- (f) Before and after preparing, serving, or eating food;
- (g) Before preparing bottles;
- (h) After handling raw or undercooked meat, poultry, or fish;
- (i) Before and after giving medication or applying topical ointment;
- (j) After handling or feeding animals, handling an animal's toys or equipment, or cleaning up after animals;
- (k) After handling bodily fluids;
- (l) After using tobacco or vapor products;
- (m) After being outdoors;
- (n) After gardening activities;
- (o) After handling garbage and garbage receptacles; and
- (p) As needed or required by the circumstances.

WAC/RCW	Risk Level	Code
110-300-0200(5)	Short Term	Compliance

Description:

Early learning providers must direct, assist, teach, and coach, children to wash their hands, using the steps listed above:

- (a) When arriving at the early learning premises;
- (b) After using the toilet;
- (c) After diapering;
- (d) After outdoor play;
- (e) After gardening activities;
- (f) After playing with animals;
- (g) After touching body fluids such as blood or after nose blowing or sneezing;
- (h) Before and after eating or participating in food activities including table setting; and
- (i) As needed or required by the circumstances.

WAC/RCW	Risk Level	Code
110-300-0210(1)(2)	Long Term	Compliance

Description:

(1) On or before their children's first day of attending an early learning program, the parents or guardians of enrolled children must give to early learning providers proof of vaccination or acquired immunity for the vaccine-preventable disease, required under RCW 43.216.690 and chapter 246-105 WAC. Early learning providers may accept children without proof of vaccinations or immunity as otherwise indicated in this section. (2) Early learning providers must receive for each enrolled child upon enrollment and annually thereafter, as required by RCW 43.216.690 and WAC 246-105-050: (a) A current, complete, and medically verified certificate of immunization status (CIS) form; (b) A department approved certificate of exemption (COE) form, if applicable; or (c) A current immunization record from the Washington state immunization information system (WA IIS).

WAC/RCW	Risk Level	Code
110-300-0215(3)	Serious	Compliance

Description:

Medication administration. An early learning 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 using appropriate cleaned and sanitized medication measuring devices.

WAC/RCW	Risk Level	Code
110-300-0215(3)(a)(i)	Serious	Compliance

Description:

An early learning 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 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 the administration and storage.

WAC/RCW	Risk Level	Code
110-300-0215(3)(c)	Serious	Compliance

Description:

Medication must be stored and maintained as directed on the packaging or prescription label, including applicable refrigeration requirements. An early learning provider must comply with the following additional medication storage requirements:

- (i) Medication must be inaccessible to children;
- (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.

Summary, Comments, and Recommendations

