

Records, Policies, Reporting and Posting: School-Age Updates

Previous WAC 305	New WAC 301
WAC 110-301-0450 Parent or guardian handbook and related policies	
<p>Communication plan with parents/guardians including:</p> <ul style="list-style-type: none"> (a) How the parent or guardian may contact the child care program staff with questions or concerns; (b) How the child care program staff will communicate the child's progress with the parent or guardian at least twice a year; and (c) How the child care program staff will work with parents to support the child; 	<ul style="list-style-type: none"> (2) A school-age provider must have and follow formal written policies in either paper or electronic format, including: <ul style="list-style-type: none"> (b) A family engagement and partnership communication plan;
<p>Not required</p>	<ul style="list-style-type: none"> (2) (c) A parent or guardian's permission for photography, videotaping, or surveillance of their child; (g) Expulsion policy; (i) If the school-age program offers any of the following, they must include a policy for each that applies to their program: <ul style="list-style-type: none"> (ii) Dual language learning; (v) Water activities; (vi) Evening and overnight care, if applicable. (m) Sign-in and sign-out requirements; (n) Information required for the child's record, including: (q) Termination of services policy;
<p>Health care and emergency preparedness policies including:</p> <ul style="list-style-type: none"> (b) Injury or medical emergency response and reporting; (c) Medication management including storage and dispensing. See WAC 170-297-3325; (d) Exclusion/removal policy of ill persons. See WAC 170-297-3210; (e) Reporting of notifiable conditions to public health; (f) Immunization tracking. See WAC 170-297-3250; and (g) Infection control methods, including: <ul style="list-style-type: none"> (i) Handwashing (WAC 170-297-3625) and, if applicable, hand sanitizers (WAC 170-297-3650); and (ii) Cleaning and sanitizing procedures including the sanitizing method and products used. See WAC 170-297-3850 through 170-297-3925; 	<ul style="list-style-type: none"> (2) A school-age provider must have and follow formal written policies in either paper or electronic format, including: <ul style="list-style-type: none"> (t) Description of where the parent or guardian may find and review the school-age program's: <ul style="list-style-type: none"> (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.



<p>(6) Typical daily schedule, including sample curriculum; (7) The program's policy on use of media such as movies, television, computers and music, in child learning and development; (19) Food service practices, including: (a) Meal and snack schedule; (b) How child food preferences are addressed; and (c) Guidelines on food brought from the child's (22) Staffing plan; (23) Access to staff training and professional development records;</p>	<p>Not Required</p>
<p>WAC 110-301-0455 Attendance records</p>	
<p>Not Required</p>	<p>(1) A school-age provider may keep a child in care up to a maximum of ten hours each day. If needed, the maximum time may be extended based upon the parent or guardian's work, an agreed upon alternate schedule, or travel to and from the school-age program.</p>
<p>(2) Names of staff being counted to meet the daily staff-to-child ratio requirements.</p>	<p>(3) A school-age provider must keep daily staff attendance records for each classroom or group of children. These attendance records must be on paper or in an electronic format and clearly document: (a) The name of each staff member (including staff assigned to care for children with special needs and one-on-one care) and volunteers; (b) The number of children in each classroom or with each group of children; (c) The staff-to-child ratio; (d) The date; and (e) Start and end times of the assigned staff or volunteers.</p>
<p>No language present regarding electronic records.</p>	<p>(4) If the attendance records are kept electronically, the electronic system must: (a) Record either an electronic signature, swipecard, personal identification number (PIN), biometric reader, or similar action by the parent, guardian, or authorized person when signing the child in or out of care (or staff notation of who picked up or dropped off along with time in and out if authorized person does not have electronic signature, swipe card, PIN, biometric reader or similar action); (b) Ensure the authenticity, confidentiality, integrity, security, accessibility, and protection against disproof of the electronic records; (c) Be able to produce an authentic, verifiable and uniquely identified written record for each transaction; (d) Be able to authenticate (prove the identity of) the sender of the record and ensure that the electronic record has not been altered; (e) Be able to capture an electronic record for each transaction conducted;</p>

	<p>(f) Be able to retain the electronic record in an accessible form for their legal minimum retention period;</p> <p>(g) Be able to search and retrieve electronic records in the normal course of business; and</p> <p>(h) Be able to perform in an accurate, reliable, and consistent manner in the normal course of business.</p> <p>(5) Electronic attendance records must contain information necessary to reproduce the entire electronic record and associated signatures in a form that permits a person viewing or printing the entire electronic record to verify the:</p> <p>(a) Contents of the electronic record;</p> <p>(b) Person signing the electronic record; and</p> <p>(c) Date signatures were executed</p>
<p>WAC 110-301-0460 Child records</p>	
<p>Did not include language on bathing, water activities including swimming pools or other bodies of water, and photo, video, or surveillance activity.</p>	<p><i>Includes: parent permission for water activities including swimming pools or other bodies of water, and photo, video, or surveillance activity.</i></p> <p>(1) A school-age provider must keep current individualized enrollment and health records for all enrolled children, including children of staff, updated annually or more often as health records are updated.</p> <p>(a) A child's record must be kept in a confidential manner but in an area easily accessible to staff.</p> <p>(2) Each child's enrollment record must include the following:</p> <p>(f) Signed parent or guardian permissions, pursuant to WAC 110-301-0450 as applicable for:</p> <p>(iii) Bathing, if the program uses a bathtub or shower described in WAC 110-301-0220(3)</p> <p>(iv) Water activities including swimming pools or other bodies of water; and</p> <p>(v) Photo, video, or surveillance activity.</p>
<p>Previously did not provide an option for documentation of physical or dental exams.</p> <p>WAC 110-305-2050 Child records—Contents.</p> <p>(1) An enrollment record is required for every child who is enrolled and counted in capacity. Each child's enrollment record must include the following:</p> <p>(e) The child's health history that includes:</p> <p>(i) Known health conditions such as allergies, asthma, and diabetes;</p> <p>(ii) Date of last physical exam; and</p> <p>(iii) Date of last dental exam.</p>	<p>Includes the words "if available" added to "Dates of the child's last physical exam and dental exam"</p> <p>(4) A health record is required for every child who is enrolled and counted in a school-age program's capacity. A health record must include:</p> <p>(f) Dates of the child's last physical exam and dental exam, if available;</p>
<p>Incident Reports: Required that the injury/incident report included a <i>written or verbal</i> notice to the parent/guardian in situations where injuries required first aid only.</p> <p>WAC 110-305-3575 Injuries requiring first aid only.</p>	<p>Incident Reports: The difference in 301 is that a provider must have "evidence that a copy of the incident or injury report was given to the child's parent or guardian."</p> <p>(4) A health record is required for every child who is enrolled and counted in a school-age program's capacity. A health record must include:</p>

<p>When a child has an injury that requires first aid only, a written or verbal notice must be given by program staff to the parent or guardian and a record must:</p>	<p>(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.</p>
<p>Not Required</p>	<p>(4) A health record is required for every child who is enrolled and counted in a school-age program's capacity. A health record must include: (j) Documentation that a provider reported food poisoning or contagious diseases to the local health jurisdiction or the DOH, if applicable.</p>
<p>WAC 110-301-0465 Retaining facility and program records</p>	
<p>WAC 110-305-2000 Recordkeeping—Records available to the department.</p> <p>The licensee must keep all records required in this chapter for a minimum of five years:</p> <p>(1) All records from the previous twelve months must be kept in the licensed space as defined in WAC 170-297-0010 and be available immediately for the department's review.</p>	<p>(1) A school-age provider must keep the records required in this chapter for a minimum of three years unless otherwise indicated.</p> <p>(2) Attendance records must be kept for a minimum of five years.</p>
<p>Although 110-305 did require policies, and other documents as part of their business, it did not specifically state which documentation must be retained and made available for review.</p>	<p><i>Similar rules, however 110-301 includes a detailed list of records that must retained and available for department review.</i></p> <p>(5) A school-age provider must keep the following records available for department review:</p> <p>(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 program and/or 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.</p>
<p>WAC 110-301-0470 Emergency preparedness plan</p>	
<p><i>Similar rules, however 110-305 required the licensee to post a written fire evacuation plan at a place that was clearly visible to the staff, parents, guardians, and volunteers.</i></p>	<p><i>Chapter 110-301 does not require evacuation plans placed in a location clearly visible for staff, parents and guardians. However, in order to orient staff and families</i></p>

<p>WAC 110-305-2825 Fire evacuation plan. (2) The licensee or designee must develop a written fire evacuation plan and post it at a place that is clearly visible to the staff, parents, guardians, and volunteers. The evacuation plan must be evaluated annually and updated as needed.</p>	<p><i>to emergency procedures, Chapter 110-301 requires that plans are reviewed as follows:</i> (1) A school-age provider must have and follow a written emergency preparedness plan. The plan must be reviewed and approved by the department prior to when significant changes are made. Emergency preparedness plans must: (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.</p>
<p><i>Similar rules however 110-305 did not include the added language we find in 110-301. Additionally, fire evacuation plans were organized separately from disaster preparedness.</i></p>	<p><i>Instead of separating out fire evacuation plans from disaster preparedness, 110-301 organizes all requirements relating to emergency preparedness (regardless of circumstance) into one heading. Plans must be reviewed and approved by the department prior to when significant changes are made.</i></p> <p>The plans must address:</p> <ul style="list-style-type: none"> • What the provider would do if the provider has an emergency and a child(ren) is left unsupervised • What the school-age program must do if parents are not able to get to their children for up to three days, and allows programs <p><i>In addition, 110-301 allows providers who are in areas where local emergency plans are already in place, such as school districts, a school-age program to adopt or amend such procedures when developing their own plan.</i></p> <p><i>This section also includes the highlighted language that was not entirely in 110-305:</i> (1) A school-age provider must have and follow a written emergency preparedness plan. The plan must be reviewed and approved by the department prior to when significant changes are made. Emergency preparedness plans must: (e) Must follow requirements in chapter 212-12 WAC, Fire marshal standards, and the state fire marshal's office requirements;...</p>
<p>WAC 110-305-2850 Disaster plan. (3) The licensee must keep on the premises a three-day supply of food, water, and medications required by individual children for use in a disaster, lockdown, or shelter-in-place incident.</p>	<p><i>New regulations still include a requirement to maintain emergency supplies on the premises to accommodate three days. The change is that a program located on school premises may utilize existing supplies located in the school.</i></p> <p>(3) A school-age provider must keep on the premises a three-day supply of food, water, and life-sustaining medication for the licensed capacity of children and current staff for use in case of an emergency. If a program is located in a public or private school building</p>

	<p>with an existing three-day supply of food and water that would sustain the school-age program’s licensed capacity of children and staff, the school-age provider may submit to the department documentation from the school verifying the school agrees to allow the school-age program to access and use the three-day supply of food and water in an emergency.</p>
<p>WAC 110-305-2900 required the following: The licensee and program staff must practice emergency drills with the children as follows: (1) Fire/evacuation drill: Once each calendar month; (2) Earthquake or lockdown/shelter-in-place drill: Once every three calendar months; and (3) Emergency drills must be conducted during different times of the day.</p>	<p>New regulation expanded the language to include: (4) 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 care hours if the school-age program offers care for children during those hours.</p>
<p>WAC 110-301-0475 Duty to protect children and report incidents</p>	
<p><i>WAC 110-305 separated out reporting requirements across several the following WAC subsections:</i></p> <ul style="list-style-type: none"> • WAC 110-305-1525 Change in circumstances. • WAC 110-305-2200 Reporting incidents to 911 (emergency services). • WAC 110-305-2225 Reporting incidents to Washington poison center. • WAC 110-305-2250 Reporting incidents to child’s parent or guardian and the department. • WAC 110-305-2275 Other incident reporting to the department. • WAC 110-305-2300 Reporting to DSHS children’s administration intake. • WAC 110-305-3575 Injuries requiring first aid only. • WAC 110-305-3600 Injuries or illness requiring professional medical treatment. • WAC 110-305-6275 Abuse and neglect—Protection and training. 	<p><i>WAC 110-301 consolidated reporting requirements into one section to improve the ease of reference, and streamlined the language to improve clarity and guidance on what is required.</i></p> <p>(3) In addition to reporting to the department by phone or email, a school-age provider must submit a written incident report of the following on a department form within twenty-four hours:</p> <p>(a) Situations that required an emergency response from emergency services (911), Washington poison center, or DOH;</p> <p>(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</p> <p>(c) A serious injury to a child in care.</p>
<p>Previously, 110-305 did not require an incident report be submitted to DCYF for the same situations.</p>	<p>(3) In addition to reporting to the department by phone or email, a school-age provider must submit a written incident report of the following on a department form within twenty-four hours:</p> <p>(a) Situations that required an emergency response from emergency services (911), Washington poison center, or DOH;</p> <p>(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</p> <p>(c) A serious injury to a child in care.</p>
<p>WAC 110-301-0480 Transportation and off-site activity policy</p>	

<p>Requires the program’s off-site activity policy include a policy for charging of fees.</p> <p>WAC 110-305-2450 Off-site activity policy. A written policy for off-site activities is required and must include: (7) A policy for charging of fees, if any.</p>	<p>Does not require that the provider establish policies for charging of fees.</p>
<p>Did not require the provider to outline these policies and procedures.</p> <p>WAC 110-305 separated out reporting requirements across several the following WAC subsections:</p> <ul style="list-style-type: none"> • WAC 110-305-2450 Off-site activity policy • WAC 110-305-6400 Off-site activities—Parent or guardian permission • WAC 110-305-6425 Off-site activity supervision • WAC 110-305-6450 Off-site activity—Emergency information and supplies • WAC 110-305-6475 Transportation • WAC 110-305-6500 Using public transportation 	<p><i>WAC 110-301 consolidated reporting requirements into one section to improve the ease of reference, and streamlined the language to improve clarity and guidance on what is required.</i></p> <p>(1) A school-age provider must have and follow a transportation and off-site activity policy for personal or public transportation service, or nonmotorized travel offered to children in care.</p> <p>(a) The transportation and off-site activity policy must include routine trips, which must not exceed two hours in a vehicle per day for any individual child.</p> <p>(b) Written parent or guardian authorization to transport the parent or guardian's child. The written authorization must be:</p> <p>(i) A specific event, date, and anticipated travel time; (ii) A specific type of trip (for example, transporting to and from school, or transporting to and from a field trip); or (iii) A full range of trips a child may take while in the school-age provider's care.</p> <p>(c) Written notices to parents or guardians, to be given at least twenty-four hours before field trips are taken.</p>
<p>WAC 110-301-0485 Termination of services policy</p>	
<p>WAC 110-305 required SA programs include info about enrollment and disenrollment process in their parent handbooks, however did not include specific language on ‘Termination of services’.</p>	<p>(1) A school-age provider must have and follow a termination of services policy.</p> <p>(2) A school-age provider may terminate a child's services due to that child's parent or guardian's inability to meet the expectations and requirements of the school-age program. Expectations and requirements of the program may include unpaid bills, continual late arrivals, or a parent, guardian or family member's inappropriate or unsafe behavior in or near school-age program space.</p>
<p>WAC 110-301-0486 Expulsion policy</p>	
<p>WAC 110-305 required SA programs to include info about enrollment and disenrollment process in their parent handbooks, however did not include language on expulsion, or behaviors that would support expelling a program from care.</p>	<p>(1) A school-age provider must have and follow an expulsion policy, pursuant to WAC 110-301-0340.</p> <p>(2) An expulsion policy must:</p> <p>(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;</p>

	<p>(c) Detail how the provider communicates to the parent or guardian of a child the steps taken under (b) of this subsection; and</p> <p>(d) Include information that may benefit an expelled child including, but not limited to, community based resources.</p>
WAC 110-301-0490 Child restraint policy	
Previously, WAC 110-305 did not include language pertaining to restraint policies.	<p>(1) A school-age provider must have and follow a child restraint policy that contains behavior management and practices, pursuant to WAC 110-301-0335.</p> <p>(2) A restraint policy must be:</p> <p>(a) Appropriate for children's developmental level, abilities, and language skills;</p> <p>(b) Directly related to the child's behavior; and</p> <p>(c) Designed to be consistent, fair, and positive.</p> <p>(3) Program directors, site directors, lead teachers and other appropriate staff members must be trained annually in the program's child restraint policy.</p> <p>(4) Only trained staff may restrain a child in care in accordance with WAC 110-301-0335.</p>
WAC 110-301-0495 Consistent Care Policy	
Previously, WAC 110-305 did not include language pertaining to policies on consistent care of children.	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 110-301-0500 Health Policy	
Required that the health plan include information about abuse and neglect protection/training. Required that the health plan be reviewed by a physician and submitted to the department every three years.	Does not require these items outlined in the health plan.
Did not require these things in the health plan.	<p>Requires the health plan to include:</p> <ul style="list-style-type: none"> • A prevention of exposure to blood and body fluids plan • Info about observing children for signs of illness daily • Pest control policies
WAC 110-301-0505 Postings	
<ul style="list-style-type: none"> • A statement of the child care program philosophy of child development • The program's phone number • The emergency preparedness plan and drills • Staff names and work hours • Food menus 	Does not require these items to be posted.
Did not require these postings.	<p>Requires the program to post:</p> <ul style="list-style-type: none"> • Handwashing practices at each handwashing sink • The department's toll-free number • "No smoking" and "no vaping" signs