



Staff records											
Staff or household member names	Gov't issued picture ID	Minimum education	Background check	Non-criminal background check	TB test	HIV/AIDS	CPR	First aid	Food handlers permit	STARS Training	
										Basic	10 hrs
WAC Citation	2075	1725 1735	1200	1225	1750	1850	1825	1825	7675	1175 1910	1800 2075
Compliance Code											
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>

Children's Records									
Child Number	Enrollment application	Immunizations or exemption	Allergies 2050	Persons authorized to pick up child	Emergency contact	Parent/guardian information	Medical provider or written plan	Dental provider or written plan	
WAC Citation	2050	2050	2050	2050	2050	2050	2050	2050	2050
Compliance Code									
Child #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recordkeeping			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
2025	Child records - Confidentiality	Children's records are maintained in a confidential manner	
2075	Licensee and staff records	Provide and document annual infant safe sleep training	
2125	Child attendance records	Daily attendance records kept for each child with required signature	
2175	Materials that must be posted	Philosophy	
		Current license	
		Emergency info	
		Emergency preparedness plan and drills information	
		Floor plan	
		Notice of additional licensing information available for review	
		Notice of no or lapsed liability insurance coverage, if applicable	
		Communications	
	Typical daily schedule		

<b>Fire and Emergency Preparedness</b>			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
<b>Section</b>	<b>Requirement</b>		<b>Code</b>
<b>2950</b>	<b>Smoke and carbon monoxide detectors</b>	Maintained and working with extra battery for each	
<b>Health</b>			
<b>3325</b>	<b>Medication storage</b>	Storage of prescription, non-prescription and rescue medications	
<b>3375</b>	<b>Medication permission</b>	On file from the previous 12 months Administration/medication log	
<b>3625</b>	<b>Hand-washing</b>	Staff must follow and teach children proper hand-washing procedures; warm water, soap and single-use towels are available	
<b>4075</b>	<b>First aid kit</b>	Complete first aid kit in licensed space, on off-site trips and in vehicle when transporting children	
<b>4100</b>	<b>Poisons, chemicals and other substances</b>	Stored inaccessible to the children	
<b>Indoor</b>			
<b>3925</b>	<b>Cleaning, sanitizing and disinfecting licensed space</b>	Child care equipment and environment must be cleaned; sanitized and disinfected according to the table	
<b>4200</b>	<b>Toys, equipment and recalled items</b>	Equipment, toys or other items maintained in good and safe working condition; recalled items removed	
<b>4300</b>	<b>Window coverings</b>	With pull cords or inner cords capable of forming a loop are prohibited as provided by RCW 43.216.380 May not be secured to the frame of an emergency window or door if it would prevent the window or door from opening easily	
<b>Outdoor</b>			
<b>5000</b>	<b>Play equipment</b>	All play equipment must be developmentally appropriate, maintained in a safe working condition and inspected at least weekly for injury hazards, broken parts or damage Unsafe equipment must be repaired immediately or must be made inaccessible to children until repairs are made	
<b>5025</b>	<b>Outdoor physical activities</b>	Area promotes a variety of age and developmentally appropriate active play for the children	
<b>Nurture and Guidance</b>			
<b>6275</b>	<b>Abuse and neglect – protection and training</b>	The licensee and staff must protect the children, report suspected or actual abuse or neglect, and train staff on prevention and mandatory reporting requirements of child abuse and neglect as defined in RCW 26.44.020; and RCW 26.44.030	
<b>Program</b>			
<b>6575</b>	<b>Daily activities to promote child growth and development</b>	Must provide daily activities that support each child's developmental stage	
<b>Infant</b>			
<b>110-300-0291</b>	<b>Infant and toddler safe sleep practices</b>	Infant and toddler safe sleep practices are followed	
<b>7250</b>	<b>Diapering and toileting</b>	Separate from food prep area. Waterproof surface or mat cleaned/disinfected after each use	
<b>7275</b>	<b>Diaper disposal</b>	Provide container with tight cover and lined with disposal plastic. Located within arm's reach of changing area and not used for other household trash	

**Summary, Comments and Recommendations:**

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**Signatures:**

Compliance Agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Licensee Signature:	Date:
Licensors Signature:	Date:
Health Specialist Signature:	Date: