

## Washington State Department of Early Learning

<b>Frequently Asked Questions about Family Home WAC Chapter 170-296A</b>	
<b>WAC 170-296A-0010 Definitions.</b>	
Why is probationary license under the definition of “enforcement action”?	Probation is considered enforcement.
Accessible to children – What does easily mean (for example, if something is stored in a cabinet above a washer/counter, does there need to be a safety device on the cupboard)...conversely, for inaccessible what does “reasonably” mean?	If a child can easily get to it, then it is accessible.
Family Living Quarters – just clarifying that this really can be a different building on the premises.	If the building is capable of being lived in then it is considered “family living quarters”
Primary Staff Person – is DEL going to give some type of document to show that they have been authorized to be this?	Not at this time.
Does the definition of “premises” include everyone in an apartment building?	No, not if it has a different address.
Premises – would this include other half of a duplex, apartments, etc.	
Bathroom – Does it have to have a sink?	170-296A-4675 states the sink needs to be in or next to the bathroom.
Child abuse or neglect – is this including exploitation. Is 388-15 still in effect or is this an old WAC? Where can we find a copy of this?	See <a href="#">RCW 26.44</a> and <a href="#">WAC 388-15</a>
Enforcement action – are these considered negative actions (ie; the use in background check processing 170-06)	Yes, this is in accordance to 170-06-0020(9)
Non-prescription medication – would this include other items you would find in a pharmacy area (ie; burn cream, herbal supplements)? What types of hand sanitizer (all?)	All hand sanitizers. Any over-the-counter remedy that does not require a prescription could be considered non-prescription.
One year of experience - how many references are required? Licensing standards in any state?	References would mean 3 or more. If there is licensing experience in another state and they were in a supervisory role then references are provided to support this.
Sanitize – does the back need to specify for food contact surfaces or just not say “not safe for food contact surfaces”? How do we determine if something is temperature controlled?	The sanitizer product label will guide you in determining if the product is safe. It must clearly state “safe for food contact surfaces” or “not safe for food contact surfaces.” If the washing machine or dishwasher has a sanitizing cycle and is used, then a bleach and water solution does not have to be used.
Weapons – Pocket knives included as a weapon?	Yes pocket knives are considered weapons
In WAC 170-296A the word Grade is referenced three times however there is never a full definition of grade given. Can you give me an official definition of Grade as it applies within WAC 170-296A? Thank you.	Grade level is the floor of the building that is at or nearest to the level of the ground around the building.
Has infant definition changed to 18 months?	No the definition has not changed it is still birth through eleven months of

## Washington State Department of Early Learning

	age.
Licensee – can a Primary Staff Person sign the FLCA and/or forms in the absence of the licensee? Do they need permission?	Yes the primary staff person may sign if the licensee is not present.
<b>0050 Special needs accommodations</b>	
Is this just for kids over 12? Will it include children on medication or on special diets? How will the licensor know if we are capable of caring for this special needs child? Is this all children with an individual education plan (IEP), IHP or IFP?	<p>0050 is intended to support a licensee who would like to care for a child with special needs regardless of age and when there may be a need for exception to standards in this chapter.</p> <p>Caring for a child who requires medication or a special diet does not necessarily mean that special needs accommodations must be made.</p> <p>For special needs accommodations to apply for a particular child, the licensee must follow the requirements in this standard, which include a written plan and supporting documentation from a licensed or certified health care provider. The child’s file must include everything that a licensor would need to see to show that special accommodations must be made for that child.</p> <p>If an individual child’s IEP, IHP or IFP indicates the child does not require exception to the standards in this chapter, the licensee would not have to make the request as stated in this section.</p>
Will it include children that are on medication that will have to be given at a home childcare	See previous response.
Will it include children who are not considered normal? (Behavior problems, ADHS, ADD, Asperger or other things)	
Will it include children who have special diets?	
The licensors don’t want IEP’s or other medical/sensitive plans in the licensing file because the file is open for disclosure. Can they read the plan, document in FamLink, then shred the file?	Only a copy of the written plan will be kept in the licensing file. The supporting documents should be kept in the child’s file. If the supporting documents are sent to the DEL office, it must be returned with letter of decision.
Will this require a licensing visit prior to approving the request?	A decision to visit will be determined after a written plan is received and reviewed by both the licensor and supervisor.
<b>Licensing Process 1000-1650</b>	
<b>WAC 170-296A-1000 License required.</b>	

## Washington State Department of Early Learning

Subsection 2 – what is considered proof (additional documentation outside of only the exemption form for example?)	Proof of exception is when the individual completes and returns to DEL the form that is sent to them indicating that DEL is aware of care being provided.
<b>WAC 170-296A-1025 Who must be licensed.</b>	
It is my understanding that a person could watch one family’s children (any number of children) without being licensed. WAC 1025 must be licensed for one or more children not related to the licensee.	This requirement is in line with <a href="#">RCW 43.215.010(2)(c)</a> .
<b>WAC 170-296A-1150 Preservice training.</b>	
When does the Department anticipate this portion being completed.	When funding is available.
<b>WAC 170-296A-1175 Basic twenty-hour STARS training.</b>	
<b>WAC 170-296A-1910 Basic twenty-hour STARS training.</b>	
<b>WAC 170-296A-1800 Ongoing training.</b>	
Please visit <b>MERIT</b> for more questions regarding MERIT/STARS. <a href="http://www.del.wa.gov/requirements/professional/merit.aspx">http://www.del.wa.gov/requirements/professional/merit.aspx</a> Read Frequently Asked Questions about MERIT: <a href="http://www.del.wa.gov/publications/licensing/docs/MERIT_FAQ_Professionals.pdf">http://www.del.wa.gov/publications/licensing/docs/MERIT_FAQ_Professionals.pdf</a>	
<b>WAC 170-296A-1250 Initial license application packet--Contents.</b>	
If you are already licensed, do you have to update the floor plan/evacuation plan?	You do not need to submit an updated floor plan if your current floor plan identifies the following: <ol style="list-style-type: none"> <li>1. The licensed space                         <ol style="list-style-type: none"> <li>a. Licensed space usage</li> <li>b. Licensed space used for sleeping infants and</li> <li>c. Licensed space used for sleeping children for overnight care</li> </ol> </li> <li>2. Evacuation routes and emergency exits</li> <li>3. Unlicensed space</li> </ol> If your current floor plan does not identify items 1-3, then you must submit

## Washington State Department of Early Learning

	<p>an updated floor plan.</p> <p>Also, as stated in 1525 (1)(c), if you plan to change the licensed space usage, you must submit a new floor plan to DEL and we must approve it prior to making the requested change.</p>
How should space usage be determined including where infants will sleep?	It needs to be appropriate square footage for the number of children and also requirements for supervision and all required health and safety standards must be met.
What is a sworn declaration of no social security card? Will there be a DEL form?	Yes, DEL will provide a sample form for the declaration.
How will we request an ssps provider number if there is no social security number or EIN?	An SSPS number cannot be issued if there is not a SS number or EIN number.
2(f) – If someone has volunteers only, do they have to have an EIN?	EIN is a federal requirement if the licensee is employing staff.
For initial applications: Do we intend to remain with application form, background forms, fees and orientation certificate to begin the 90 days?	The application form and instructions have been changed to reflect the requirements.
Can a form letter be developed for clerical/licensors that lists all the things required for an initial app. That would allow them to simply check off the missing items and mail the letter.	There is a template letter that can be sent. It is form # 10.9.1.27 Incomplete license application letter.
Can we legally ask if a person has a social security card?	The requirement is in line with 42 U.S.C. 666 (a)(13).
<b>WAC 170-296A-1300 Withdrawing an incomplete application.</b>	
This is contradicting the information in 1275 2) where it states we MAY deny the license. RCW 43.215.300 (1)says “may” deny the application, so 1300 seems to override the RCW.	This does not contradict and is in line with the RCW.
<b>WAC 170-296A-1375 Private septic system--Inspection and maintenance.</b> <b>WAC 170-296A-1400 Private well and water system.</b>	
1400(3)(b) – How does the provider prove to DEL that they have informed the local health jurisdiction?	This information will be documented on the form that DEL has developed.
To establish health jurisdiction requirements for septic and well, does DEL require documentation from the provider of these requirements or does the licensor contact the health jurisdiction?	No it is not necessary for the licensor to contact the local health jurisdiction. The licensee is responsible for submitting the DEL required form.
<b>WAC 170-296A-1410 Department inspection.</b>	

## Washington State Department of Early Learning

Does WAC 1410 (1) mean we do not ask to look at the space not being considered for licensed space ie: furnace rooms, etc? Is it okay to view if they give us permission?	If the licensee wishes to have the licensor inspect the area, the licensee must make the request in writing. DEL will only inspect licensed child care space. The licensor may not request to see unlicensed space.
1410(1) – would a child care licensor still ask to inspect space that is not proposed for child care use?	
What is reasonable access for a licensor under 1410?	Reasonable access is situational. Example: (1) If it is during operating hours and the child care is opened then access should be granted. (2) If the licensee is ill and there are no children in care then it is not expected that access would be granted.
<b>WAC 170-296A-1420 Licensee declaration.</b>	
Is DEL going to provide forms to licensees for the declarations regarding the Furnace area safety , guns and weapons? Where do I get this declaration form?	Yes, a form will be posted on the DEL website.
WAC 1420 says that I must provide a signed declaration, on a department approved form, that I am in compliance on my furnace area safety. My furnace is in the attic. Do I need to have proof of inspection?	Proof of inspection of the furnace is not required.
How often do we obtain these declarations - every monitor visit? Annually?	The declaration is to be completed once. After it is completed the requirement to be in compliance with this section would be covered on the “non expiring license” declaration that is required to be submitted yearly.
If they are willing to allow us to view the area, does that mean we would not need to get these declarations?	The declaration is mandatory if the furnace, guns and weapons, smoke detector or medication storage are in unlicensed space.  See response to 1410 regarding licensor access to unlicensed space.
<b>WAC 170-296A-1450 Nonexpiring full license.</b>	
For non-expiring license how do we know what needs to be sent in? What is the anniversary date? What happens if fees are not paid on time?	The annual invoice includes a due date for the fees that must be paid. The invoice also includes information on what must be submitted to keep a non-expiring license. The anniversary date is the annual date that corresponds with the date the first license was issued. For example, if your license was issued on March 1, 2008, your anniversary date will be March 1 of each year.  If you do not submit the declaration, fees or the required background checks (based on your anniversary date), you risk having your license closed.

## Washington State Department of Early Learning

<b>WAC 170-296A-1475 Moves.</b>	
It sounds like we only have to inspect the premises within 2 weeks of a move – not that they be compliant with all health and safety – what will our practice be?	The first statement of section 1475 indicates the new location must be approved and that it meets the requirements of this chapter. This would include all health and safety standards
1475(1)(c) – Can they operate 2 weeks prior to a dept. inspection and there is a compliance agreement, how long can they operate under their current license at the new location?	A licensee can only operate at the new location for two weeks under their current license
<b>WAC 170-296A-1525 Change in circumstances</b>	
This one requires the licensee to report people moving into the home who are over the age of 16, however we need to conduct a background check on people over the age of 13. Where is the requirement to report to the licensor about people over age 13? Now that we don't have an application every three years, what mechanism will be used to capture people between 13-16 who move into the home?	It is the licensee's responsibility to report to DEL change in household members. So this would be covered under household members in general.  One of the requirements for keeping a nonexpiring full license is documentation of current required background check clearances. So if an individual 13-16 moves into the home it is the licensee's responsibility to make sure the background check has been completed.
<b>WAC 170-296A-1600 Multiple licenses, certifications or authorizations.</b>	
<ul style="list-style-type: none"> <li>• What does it mean that a licensee can only have one license?</li> <li>• Can a grandparent watch and be in charge of a grandchild and have the grandchild not counted in child/adult ratio? More than one license? Foster care?</li> </ul>	The intent of this section is for the licensee to get DEL's approval if other caregiving is to be provided by the licensee. This is to determine how the other caregiving will impact the care of the children. All children within the age range of the license count in the adult-to-child ratio.
When they talk about similar authorizations – would this include adult personal care for a relative? - several provider's also provide care for an elderly or ill relative and are paid to do so – they have no certification or license but are authorized – if that is the intent, is there a way that we will be verifying that we approved this? And Who will make the approvals of dual licenses, certification or similar authorization?	The DEL form under development will address these concerns
<b>**NEW**</b> In the Multiple Licenses Request Form it does not have a space for other type of certification or authorization. Is the intent of this WAC (1600) that even those being paid to provide care to a relative also have to go through an	The form is designed to be in line with the WAC requirement for any type of caregiving license, certification or authorization from another agency. So the situation mentioned here would be considered "other similar authorization"

## Washington State Department of Early Learning

<p>approval process? We have a couple of providers who also provide care to elderly relatives and were hoping this WAC will assist us in setting up some plan for these. These individuals are not licensed by HCS but are authorized payment for it.</p> <p>The new WAC does use the “or similar authorization” language in it.</p>	
<p><b>WAC 170-296A-1625 Exception to rule.</b></p>	
<p>1625(3)(a) – can the provider begin this process by filling out the form or is the licensor required to complete the content on the form?</p>	<p>The licensee can make the request in writing but it must be attached to the form that the licensor completes.</p>
<p><b>Staff Qualifications 1700-1975</b></p>	
<p><b>WAC 170-296A-1725 License applicant minimum education.</b>  <b>WAC 170-296A-1735 Minimum education--Licensees licensed prior to March 31, 2012.</b></p>	
<p>I have been operating my child care for many years; can I be exempt from this requirement? Can a high school diploma from another country count? How will DEL keep track of a licensee enrolled to complete their education?</p>	<p>The intent of this section is to establish a minimum level of education for the licensee. People who apply for a first initial license must meet this standard immediately. By March 31, 2017, every licensee must prove they meet this requirement. No one will be exempt from the requirement. The licensee is expected to submit a copy of completion of any of the required options. The education can be completed from any country as long as it meets the requirements stated in this section. DEL is not going to track whether a current licensee is taking classes. It is the licensee’s responsibility to prove to DEL that the requirement has been met.</p> <p>For more information about adult basic education, visit the State Board of Community and Technical Colleges Integrated Basic Education and Skills Training (<a href="#">I-BEST</a>) webpage.</p>
<p>Says “current” CDA. Does this mean that a CDA that is expired or not current is not to be counted? Does this mean current at time of application? Or kept current throughout the term of the license? This seems like a discrepancy, since an old high school diploma would be valid, but a CDA would only be</p>	<p>CDA credential requires it to be kept current; this means the expiration date is after the date of the request.</p>

## Washington State Department of Early Learning

valid if it was maintained and current.	
(2)(b) – does this mean they don't have to have a high school diploma or GED and what would the applicant submit to verify this?	That is correct, as long as one of the requirements is met that is what is acceptable. A copy of the college transcript should be submitted or a copy of the diploma indicating early childhood as the focus.
(2)(c) – Are they required to keep the CDA current? If so, how is this verified/maintained by DEL?	The CDA must be current when submitted.
Do we seriously need to round up a copy of our HS Diplomas? What if we can't?	Written evidence of equivalent education is acceptable. Equivalent education is: <ul style="list-style-type: none"> <li>(a) Passing the general educational development (GED) tests;</li> <li>(b) Completion of 12 years of elementary and secondary education;</li> <li>(c) Possessing a current child development associate (CDA) credential as approved through the council for professional recognitions; or</li> <li>(d) Completion of 45 credits of post-secondary education.</li> </ul>
<b>WAC 170-296A-1750 Tuberculosis.</b>	
TB test & background check for family members that live with you, must this be done every year	The TB test is a one-time only requirement.  The background check is required every three years.
For household members, is the 12 months for a TB to be valid, prior to when they moved in?	The TB test is valid as long as it was done within 12 months from the time it is submitted to DEL.
TB testing has been expanded to include an additional test. This will require some training for licensors.	The requirement is proof of results that show the individual is cleared to safely work in a child care setting. The licensor is not expected to interpret the test results.
Is date of employment the date they are hired or begin working?	It is the date they begin working.
If someone has consistently worked at other child care locations, would their TB (if older than 12 months) be accepted?	No, this would not be acceptable; 1750 states the proof must be within the previous 12 months.
<b>WAC 170-296A-1825 First aid and cardio pulmonary resuscitation (CPR) certification.</b>	
The new WAC requires hands-on components for both First Aid and CPR classes. Previously we have allowed First Aid to be taken online, so that is what numerous providers currently hold. Do we need to contact them prior to March 31 to take another class or can we wait until current cards expire?	If the training was received prior to March 31, it is good until the expiration date of the certificate. When the training is taken after March 31, 2012, it must be in line with this standard, which includes the hands on component.
<b>WAC 170-296A-1850 HIV/AIDS training--Bloodborne pathogens plan</b>	

## Washington State Department of Early Learning

(1) – what is a household member who is responsible for the care of children (just a household member? A volunteer? A staff person?)	Any of the individuals that help the licensee care for the children.
<b>WAC 170-296A-1875 Primary staff person.</b>	
Can providers go to dentist appointments for an hour without having a primary assistant present in the child care?	If an individual is left unsupervised with the children, they must have the qualifications of a primary assistant. This would include anytime the licensee is not present including going to a dentist appointment.
<b>WAC 170-296A-1925 Assistants and volunteers--Supervision.</b>	
Assistants and Volunteers must be within visual and auditory range-does this mean we no longer get a 2 hour time to leave children with our husbands who meet all qualifications except STARS hours to go to a doctor appointment?	That is correct. The intent is to make sure qualified individuals are caring for the children at all times.
Do the new requirements for assistants/volunteers mean that a parent who volunteers for a field trip now needs first aid/cpr/HIV, etc?	If the individual parent is used as a staff member and counted in the staff to child ratio, then this requirement must be followed.
<b>WAC 170-296A-1975 Licensee/staff qualifications and requirements table</b>	
What is fire safety training?	This is explained in section <b>2875 (1)</b> the training must include: (a) All elements of the fire, evacuation and disaster plans. (b) Operation of the fire extinguishers. (c) How to test the smoke detectors and, if required, test carbon monoxide detectors and replace detector batteries. (d) Staff responsibilities in the event of a fire or disaster.
1975 – is this Fire Safety Training intended to be a formal training?	
<b>WAC 170-296A-2025 Child records--Confidentiality.</b>	
What is the health record (does this include immunizations, individualized health plan, doctors notes, medication records, etc?) Is it separate from the enrollment form?	It is the pertinent health history and information about an individual child that staff will need to know when caring for that child. How this is kept in the child's file is determined by the licensee.
<b>WAC 170-296A-2050 Child records--Contents.</b>	
(1)(d)(ii) – signature required by parent also?	See immunization section <b>3300</b> it depends on the type of exemption.
(1)(d)(iii) – is a doctor's note/signature required as well?	Form signed by health care professional or form signed by parent.
(1)(f) and (1)(g) – does this include phone numbers, addresses, etc.? What would an emergency contact plan look like?	It would include at least the name & phone numbers of the individuals.

## Washington State Department of Early Learning

(1)(i) - what is contact information (phone numbers, addresses, fax, etc.?) What would a written plan look like?	The emergency contact plan is a plan developed by the parent indicating what the licensee should do for their child if there is an emergency and the parent cannot be reached.
What exactly is a “comparable form” completed by a health care professional? Can parents update it after it is issued?	
What is an acceptable emergency contact plan?	
(3)(d) – would a BG check be required for this individual through DEL?	Only if the person is going to be unsupervised with the child.
2050 – Can child records of siblings be in the same file?	It is best that each child’s records are maintained in a separate manner to better serve the needs of each child.
What exactly is a “comparable form” completed by a health care professional? Can parents update it after it is issued?	A comparable form is any immunization record form that is provided by the child’s health care professional.
Emergency contacts no longer specifies how many are required. If there are no contacts available, a written emergency contact plan is acceptable. What is an acceptable emergency contact plan?	If there are no contacts listed the licensee must work with the parent to develop a communications plan. This plan should address what happens if the parent cannot be reached when there is an emergency involving their child.
<b>WAC 170-296A-2075 Licensee and staff records.</b>	
(10) – what are we looking for specifically?	This includes all training mentioned in sections: 2425 Staff policies 2875 Fire, disaster training for staff and volunteers; 5825 Licensee absence-retraining for staff if standards are violated; 6050 Guidance and discipline; and 6275 Abuse and neglect-protection and training
(8) and (11) – these seem to contradict each other...who has to have a resume/application on site?	(8) is for the staff and it can be an application or resume (11) is for the licensee
Resume for licensee only. Why does it specify licensee only?	It specifies licensee only because this is the only required resume
<b>Recordkeeping, Reporting and Posting 2000-2450</b>	
<b>WAC 170-296A-2125 Child attendance records--Staff to child ratio records.</b>	
What if you are the only one caring for the children and have no one else working for you?	The intent is to have documentation indicating who is caring for the children during operating hours; the names of staff--including the licensee--must be documented.
<ul style="list-style-type: none"> <li>• May I discontinue the parent sign in/out procedure?</li> <li>• Who can sign child in/out?</li> </ul>	This standard does still require the child to be signed in and out. The expectation is that the individual responsible for the child will sign the child in or out. The intent is to not require full name as the signature but rather the
During the WAC Presentation, Providers were told that full signature is no	

## Washington State Department of Early Learning

longer required. Does this mean parent initials are accepted? Sometimes parents sign their full first name and just an initial for the last name or an initial for their first name and sign the full last name, will this be accepted?	signature they use for any other transactions. If the child is going to school, a responsible staff person must sign the child out and back in.
(1) – is the provider (or staff...primary?) allowed to initial or sign in/out the child from child care at any point?	When a child is going to or from school, the licensee or staff member may sign them in or out.
(2) – does this include times/dates when staff are working?	This requirement is to identify who is counted in ratio to care for the children during operating hours.
<b>WAC 170-296A-2150 Facility records.</b>	
Will there be spots to document required info. on the current fire drill form?	Yes, the current fire drill form is being reformatted to include all drills etc...
How will the monthly fire inspections be documented? Will there be a form for this?	Yes, a form is being developed.
Must keep assembly instructions for new play equipment (not used or handmade equipment). What if the instructions cannot be obtained?	New equipment does come with instructions. If for some reason there are no instructions included with the new equipment then the licensee must make reasonable attempt to go on line to get them.
<b>WAC 170-296A-2175 Materials that must be posted.</b>	
What is a child care philosophy of development? Can you provide us with examples?	DEL will not provide examples of a philosophy. Your philosophy is unique to your child care. It is your belief in how children learn. Some questions you may ask yourself when developing your philosophy: <ul style="list-style-type: none"> <li>• What are your beliefs about how children learn and what they need?</li> <li>• How do you believe children learn?</li> <li>• How do you meet a child’s needs?</li> <li>• Who was most influential in your childhood?</li> <li>• What did your parents, grandparents or other influential person teach you about how children learn and grow?</li> </ul> DEL’s website has <a href="#">resources for child care providers and educators</a> .
(3)(c) – Will there be a form to document this?	(3)(c) is the monthly smoke detector check and carbon monoxide detector check if applicable and it will be added to the current form
(5) – what would be approved as notice (letter?)	This is regarding current or pending enforcement action and it is only if there is enforcement action being taken. When this happens DEL would send a letter to the licensee indicating what must be posted
(6)(d) – do they have to clarify that they do not have child care liability	(6)(d) Applies to liability insurance coverage and is based on RCW 43.215.535

## Washington State Department of Early Learning

insurance or can they just say they opt out of “RCW 43.215.535”	The licensee must post a statement that indicates coverage has lapsed or been terminated. The licensee must provide written notice to parents that coverage has lapsed or terminated within 30 days of it being lapsed or terminated.
What form of posting will be accepted for all of these documents? Can it involve turning pages of a document secured to the wall?	As stated in 2175, the materials must be posted so they are clearly visible to the parents, guardians and staff.
Emergency contact info must be posted. What does emergency contact entail?	2(a)(b)(c)(d) includes all required emergency information that must be posted. 2(b) relates to the licensee and who should be contacted when something happens to the licensee.
Material to have posted #3 E. "Emergency medical information or explanation of where that information can be found. Is this the information for 911, or the children and or both?	This has to do with where to find the staff and children’s emergency medical information. A statement such as “the children’s medical information is found.....” is sufficient.
What is this requiring? The posting of allergy info for children (for example)?	
2175 3(e) asks that emergency medical info or explanation of where that info is be posted – is this the children’s emergency info? Staff’s ?	
(5)(b) – for example, if someone is being revoked for health and safety issues but correct them, does this mean that they can then take down notification of this once they correct those issues? So, this is for all enforcement action? For example if someone has been disqualified, would the posting of the disqualification letter (and which disqualification letter?) be posted and for how long since this may not change? So if someone is now off site does the letter no longer need to be posted?	Disqualifications should not be posted.  Enforcement action that should be posted is: revocation, suspension, modification. These must remain posted until corrections are made.
<b>WAC 170-296A-2200 Reporting incidents to 911 (emergency services).</b> <b>WAC 170-296A-2225 Reporting incidents to Washington poison center.</b> <b>WAC 170-296A-2250 Reporting incidents to a child's parent or guardian and the department.</b> <b>WAC 170-296A-2275 Other incident reporting to the department.</b>	
2200(2)-(6) – What is the time frame required for contacting 911?	Immediately.
2250-(1)(c) – what is the intent of this WAC? What is being addressed? What would be serious intentional harm?	The intent is to make sure all children and staff are safe, so if a child’s purpose is to cause harm to self, others or property, the parents and DEL should be informed. The purpose of informing the parent is to work with the parent to help the child. The purpose of informing DEL is so DEL can provide resources that will assist you with this concern.

## Washington State Department of Early Learning

<b>WAC 170-296A-2300 Reporting to DSHS children's administration intake.</b>	
Child abuse reporting 48 hrs – does it include weekends?	Yes, according to RCW 26.44.030 (1)(f), the report must be made at the first opportunity, but in no case longer than 48 hours after there is reasonable cause to believe that the child has suffered abuse or neglect.
When reading WAC 2300 #2, I am not real clear on when we have to call CPS. Could you explain this better?	This must be done immediately.
<b>WAC 170-296A-2350 Policies.</b>	
The WAC requires 6 different written policies; will handouts be developed to assist Licensee's in the development of these policies?	DEL is developing a user guide on how to develop your own policies.
Why aren't all of the other written policies in the WAC included in this WAC? This is redundant because my specifying only these sections it seems to mean that other written policies are not required.	This WAC does include requirements for all program policies (this includes 2450 off-site activity policy) along with parent and staff policy requirements.
How will DEL gather our new P&P, Policies Handbook, Staff Handbook? Does DEL want them all emailed in on that date?	As a new applicant, these should be submitted with the application.  As a current licensee, these should be submitted to your licensing office when you make changes to these documents.
With policies – if a policy is incorporated into another policy (transportation into the parent policies for instance) – must it also be a stand alone?	One large handbook (policy) can be developed to include all program, staff and off-site activity policies. A separate parent handbook would then be required.  However you could make it one large document that includes every requirement and this can be shared with both parents and staff.
2400*Most items are already included in other policies. Is this supposed to be written to parents or staff, or both?	
Again, this is redundant from other sections. Does it have to be a separate document?	
2 Do I really need to write out an employee hand book for my kids/assistant?	
<b>WAC 170-296A-2375 Parent/guardian policies (handbook).</b>	
2375- (4) – no longer gives parents <u>free</u> access anytime the childcare is open. How are licensees expected to meet this? Can they bar parents at naptime? Require them to make appointments?	(4) Does state parent/guardian access to their child during child care hours. This means they should be given access at any time while their child is in care.
2375 (7)(c) – how is the licensee expected to support parents regarding parenting?	The licensee needs to determine what level of support they will give to the parents.
<b>WAC 170-296A-2425 Staff policies.</b>	

## Washington State Department of Early Learning

Do I need to have staff policies if I work alone and do not have any staff or volunteers?	This standard states if you hire staff or have volunteers you are required to have staff policies. So if you are working alone, you would not be required to have staff policies.
We are going to need a tip sheet for licensors and licensees about how to comply with all of the redundant written policy requirements!!! We need a very clear checklist to review policies for completion during application process review.	The new full checklist does include all items that must be included in the policies as a result there is not going to be a tip sheet developed.
<b>WAC 170-296A-2450 Off-site activity policy.</b>	
2450 Off site – does this include unlicensed parts of the yard ie: if they are taking the kids out front to ride bikes on the unlicensed driveway.....	The activity mentioned would not be considered an off-site activity.
<b>2525</b>	
Does this still include duplexes and apartments	This section speaks to what a single family residence is.
<b>Fire and Emergency Preparedness 2525-3050</b>	
<b>WAC 170-296A-2550 Requesting local fire department visit.</b>	
How often do I need to have the fire department inspect my home?	This is required only once when becoming licensed. The intent is to inform the local fire department that you are operating a child care. If there is an emergency, local emergency services will be aware of a larger number of children at the home.
<b>WAC 170-296A-2575 Flammable materials.</b>	
Discusses “combustible” and says they need to be stored in a metal container. The definition is broad and open, which means it could include newspapers and other recyclables, since they are also combustible. This could use some clarity to minimize inconsistent enforcement.	Combustible means the product is highly flammable and stored to cause the item to explode.
So this would include things like ‘Pam’ non-stick spray and stuff like that?	If nonstick spray in a can is stored on the stove, it could potentially explode.
<b>WAC 170-296A-2600 Furnaces and other heating devices.</b>	
Furnace must be inaccessible to children. Does this mean closed door is	As defined in this chapter “inaccessible to children” means an effective

## Washington State Department of Early Learning

inaccessible or do we have to lock the door?	method or barrier that reasonably prevents a child’s ability to reach, enter, or use items or areas.
Is this saying we can’t cook unless the stove is inaccessible? Wouldn’t keeping kids out of the kitchen during cooking work?	
<b>WAC 170-296A-2650 Inspection of fireplaces, wood stoves, or similar wood-burning heating devices.</b>	
Do I need to get an inspection of fireplace or wood stove even if I don’t use it during child care hours? What if it is a gas fireplace?	<p>The wood-burning fireplace, wood stove or wood-burning heat device must be inspected annually, even if it is only used when children are not present. If the heating device is not wood-burning, it does not have to be inspected.</p> <p>Any other type of heating device, including “ductless heat pump,” must be installed according to the manufacturer’s instructions.</p> <p>DEL is developing a fireplace usage form.</p>
There is no clarity on who must inspect. Many people brush and inspect their own chimney, so we would assume that would be ok. Also, “inspected” doesn’t mean “cleaned”. What if it is inspected, found to be damaged or dirty? There seems to be no “teeth” to requiring anything beyond an inspection and there is no clarity about who is approved to do the inspection? Self inspection? A chimney sweep service? A home inspector?	DEL is developing a form that will include date, name of person who inspected the chimney and statement that the chimney/wood-burning heating device is in good repair.
I saw the FAQ sheet regarding questions on the new WAC and the answer about the fireplaces concerns me. Gas fireplaces should also be required to be inspected. Can this be added?	2650 applies only to wood burning devices.
<p><b>**NEW**</b></p> <p>WAC 170-296A-2650 says that fireplaces have to be inspected yearly. It does not stipulate who must do the inspection. I told a provider that it had to be inspected by someone qualified to do an inspection. Can a handy husband do the inspection?</p>	That is correct this requirement is intended to make sure the fireplace or wood burning device is operating correctly, it does not state the inspection has to be done by a licensed inspector.
<b>WAC 170-296A-2675 Open flame devices, candles, matches and lighters.</b>	
How about birthday candles?	Open flame devices do include birthday candles.
<b>WAC 170-296A-2725 Portable heaters and generators.</b>	
Are electric fire places portable heaters for this purpose? Also, radiant heaters?	Any heating device that is movable would be considered a portable heater.

## Washington State Department of Early Learning

<b>WAC 170-296A-2775 Telephone.</b>	
Would it be acceptable to use a cell phone with an extra battery available instead of a landline?	A landline is no longer required.  A cell phone is acceptable if it has extra battery power. The phone must be readily available and have backup power to last for five hours in case of an electrical power outage.
How do we tell how much power is left?	This will require conversation with licensee--is the phone charged? Do you have back up battery? If the answer is yes, they are in compliance. If no, then address with FLCA.
Do they no longer need one on both floors if there are multiple floors used as license space?	The phone must be in licensed space.
<b>2850</b>	
Does this required three-day supply of food/water include the residents of the home in addition to the children in care?	The licensee must keep three days of food and water based on the licensed capacity, to meet the children’s needs. The licensee should be prepared because at any time there could be a disaster when all the children are present.  Licensors are not evaluating how this will be stored. <a href="http://3days3ways.org/make-a-plan/know-your-resources/">http://3days3ways.org/make-a-plan/know-your-resources/</a>
For the disaster kits, do they need to be in individual boxes marked with each child's name.	
How will we really be able to tell if the Licensee has enough food and water for all the children and household members for a three-day supply? Is there a chart or guide?	
Is there a guide as to how much food/water is kept for each child?	
Disaster plan...3 days food, water etc – is this for the licensed capacity or the number of children in care. We sometimes have people licensed for 12 but they haven’t had that many in care for months.....what is the expectation.	
Does this mean Licensees can use night latches, deadbolts or/and security chains during a lockdown?	(2)(c) Only addresses securing the doors and windows it does not indicate that this is to be done by the use of night latches, deadbolts or security chains.
<b>**NEW**</b> Does the 3-day emergency supply of food and water need to be stored in the licensed space? Or can it be in an unlicensed room or basement?	Remember the 3-day emergency supply of food and water must be available when there is a disaster. This WAC section states it should be on the premises it does not require it to be in licensed space.
<b>WAC 170-296A-2875 Fire, disaster training for staff and volunteers.</b>	

## Washington State Department of Early Learning

Fire/disaster safety training is now needed? unclear	This section does require training when a person is first employed and at least once each year.
How do I document disaster plan training I give my staff	
Do I have to redo my fire inspection?	
<b>WAC 170-296A-2900 Emergency drills.</b>	
How will providers know of a potential lockdown happening since they don't watch TV?	2850 (4) explains that you will be notified by police or official emergency response agency that it is unsafe to leave the facility or to go outdoors.
Clarification on exactly what is a lock down drill? There has been many conversations about which type of a lock down we need to do and how to do it. Example: close all windows, pull down shades, close curtains, lock all doors, etc.	A lock down is when police or an official emergency response agency notifies you that it is unsafe to leave your facility or to be outside. This would require you to lock all door and windows and secure against easy entry by anyone from outside.
<b>WAC 170-296A-2925 Record of emergency drills.</b>	
Will we be provided the forms through mail or be able to print off the form to document our: Earthquake drills and Lock Down drills? Or do we just document it somewhere on the Fire Drill Form?	A new form for all emergency drills is now available.
Can you give us guidance on how long an earthquake drill or lockdown drill should take? This is for technical assistance purposes only.	Practicing the drill is what is important. The more you practice the less time it should take. The key is to make sure the children understand the importance and they are safe.
<b>WAC 170-296A-2950 Smoke and carbon monoxide detectors.</b>	
What is the farthest down a smoke detector can be from the ceiling if mounted on a wall?	Refer to the manufacturer guidelines for placement of the smoke detector.
(3) extra batteries for all "required" smoke detectors or truly all detectors in the home?	Yes, you must have an extra battery for each smoke detector and each carbon monoxide detector if you are required to have a carbon monoxide detector.
<b>WAC 170-296A-3000 Fire extinguishers.</b>	
Can fire extinguisher only be mounted now? Not on a shelf? And there is no requirement about the height the extinguisher must be mounted?	No, the fire extinguisher must be mounted.
Can it sit on a shelf and not be mounted?	There is not a specific height that it must be mounted.
Is there a height requirement?	
<b>WAC 170-296A-3025 Fire extinguisher, smoke/carbon monoxide detector</b>	

## Washington State Department of Early Learning

<b>use and testing.</b>	
How will the licensee and staff “demonstrate to the licensor” the use of a fire extinguisher? Take it outside and shoot it at a small fire? Talk about how they know about the use of it?	You can explain the steps taken to use the fire extinguisher and the steps taken to test the smoke detector, and other devices listed.  It is not necessary to actually use the fire extinguisher.
<b>WAC 170-296A-3050 Monthly fire inspection.</b>	
How will licensors confirm that the staff are participating?	The licensee is to keep a record of the monthly inspection so this record must include what staff participated in the inspection. The licensor would just need to review this record
Is there going to be room to document this on the fire evac/smoke det. Check form?	We are currently working on this.
<b>Health 3200-4100</b>	
<b>WAC 170-296A-3210 Communicable disease procedure.</b>	
Licensors will be asked about some of the diseases in this list, but most of us in the room today had never heard about several of them. We’ll need a cheat sheet and/or training from the health specialists. I don’t want my licensors to answer “I dunno…” when asked about these. A cheat sheet for the licensees would be nice.	The expectation is when the licensee becomes aware of anyone being diagnosed with one of the listed diseases then the appropriate communication happens and the appropriate response to the disease is taken.
In the chart, “Invasive haemophilus influenza disease (except for otitis media) is listed and we don’t know what it is.	Find more information on the state <a href="#">Department of Health</a> website.
<b>WAC 170-296A-3250 Immunization tracking.</b>	
3250(1): if using a “similar” form, do we require parent signature and date?	The similar form should have all the same criteria as the CIS form which includes parent signature.
<b>3275</b>	
Are licensees required to accept children who are not current on their immunizations or who are claiming an exemption? Can they deny enrollment to a family who claims the exemption?	DEL does not regulate this. The licensee may want to get legal advice regarding the federal and other state requirements prior to denying enrollment based on child not being current with immunizations.
If a child is a foster child and a foster parent has no documentation of immunizations, can they just have a written statement of some sort indicating they are working to get shots, etc.? If not, how would foster children with no	(2) if this section states the parent or guardian can submit a signed document indicating when the child’s immunizations will be brought up to date.

## Washington State Department of Early Learning

shot records be handled?	
<b>WAC 170-296A-3300 Immunizations--Exemption.</b>	
Immunizations-Exemption (2) in regard to the DOH form “or similar statement” box requires a provider (medical) to sign stating the parent has received information about immunizations. Do we request this for homes? Our current understanding is the WAC talks only about Centers, not homes, so we aren’t sure about this.	The parent can have the exemption signed by the health care professional for a medical exemption or it can be signed by the parent if there is a religious, philosophical or personal objection to immunizations.
Is a doctor’s signature required also for philosophical or personal objection to immunizations?	The similar form should have all the same criteria as the CIS form and that includes parent signature.
<b>3315 Medication management</b>	
For enforcement of this WAC in regard to the provider’s requirement to inform a parent every time they choose not give a child medication the parent has given permission for, does this also apply to skipping an application of sunscreen or diaper ointment? How could this be enforced?	The expectation is that you would follow the written permission of the parent or guardian, and anything that is considered medication is covered under this standard.
<b>3325 Medication storage</b>	
Suggestion: The chart on pages 42-43 lists how all medications are to be stored. Understandably, this list is broken up by the type of medication listed. But for licensors and providers, if someone could put a tip sheet together by type of storage, that would be easier to follow. So it would be more like: Medications that must be locked: All prescriptions, all pet medications, etc. Medications that must be inaccessible to children but easy for the provider to access for emergencies: Bee sting kits, nebulizers and the rest.	A tip sheet will not be developed at this time.
3325 Do medications requiring refrigeration also need to be locked in the fridge?	If the medication is required to be refrigerated and locked then Yes, it must be stored locked in the refrigerator.
Must be stored in a locked container or a cabinet.” Does the word “cabinet” modify both the word container and the word cabinet? Or just the word ‘container’? In other words, is a locked container and an unlocked cabinet ok? Or must the cabinet be locked, too?	The medication needs to be locked whether it is in a cabinet or in a container. It does not need to be both as long as one does lock.
OK now for pet meds to be stored with people meds?	It is not required but would be best practice.

## Washington State Department of Early Learning

Inaccessible – please provide direction. Can that mean a high cabinet? Behind child latches?	The definition of inaccessible means an effective method or barrier that reasonably prevents a child's ability to reach, enter, or use items or areas.
<b>3375 Medication permission</b>	
Does this include topical medications?	Yes, this applies to all medications including all topical medications.
Can a chart (for sunscreen for example) for multiple children be used?	DEL will not prescribe how to document when medication is given. However, documentation must be kept for each child.
Says medication logs have to be kept confidential – even for sun screen and diaper ointment?	Yes, this is for all medication given.
Does documentation of everyday use for sunscreen, diaper ointments have to be written down in medication log?	
<b>3525 Nonprescription medications</b>	
Are topical non prescription medications allowed in bulk or do parents have to supply it individually (ie; sunscreen)?	DEL is not determining how much or who supplies the medication. DEL requires documents and permission from the parents.
<b>3600 Injuries or illness requiring professional medical treatment</b>	
How does a provider determine when an injury or illness “may” require professional medical treatment?	This is covered during first aid training. If you have concerns about a child’s condition or injury, you should contact a health care professional.
When does the 24 hour timeline begin?	From the time of the injury or illness.
<b>3625 Handwashing</b>	
Does the hand washing procedure have to be followed to the letter? If every child lets the water run, my septic will be filled with good water.	This standard does not require the water to continually run; it requires hands to be washed according to the method described.
Hand washing. Is this meaning the water needs to stay running the entire time your hand washing with the kids?	
<b>3675 When handwashing is required</b>	
Can you please clarify if we really need to wash the children’s hands every time they sneeze?	Yes, the expectation is that the handwashing procedure is followed because it helps to decrease the spread of diseases.

## Washington State Department of Early Learning

<b>3700 Carpets</b>	
How do you regulate if the carpets were cleaned if they are not required to keep documentation showing when they were cleaned?	<p>If the carpet appears to be soiled, the licensee needs to clean the carpet. Otherwise, ask when it was it last cleaned.</p> <p>Perfumed baking soda is not a cleaner. Dry carpet cleaner is a specific method of carpet cleaning that does not require water to activate the cleaning product but may require a special machine.</p> <p>There is no specification on how to clean the carpet it needs to be a shampoo machine, steam cleaner or dry carpet cleaner.</p>
How to enforce? Do we ask to see receipts for carpet cleaning or rental of carpet cleaning equipment? What if they happen to own one of those carpet cleaners you can buy at Costco? Does “dry carpet cleaner” mean they can sprinkle some of that perfumed baking soda cleaner on the carpet and then vacuum it up? What is “dry carpet cleaner”?	
How do licensors verify this has been done?	
Carpet cleaning doesn’t require they document it – can we?	
Can they use a home carpet cleaner? We do not specify type of cleaner or that they keep a record.	
<b>3800 Overnight sleeping</b>	
Does “other sleeping equipment” include: ” thick foam pads? A mattress on the floor? A futon mattress? Stackable cots?	<p>If the equipment is safe in good condition, is water proof or washable and meets the child’s developmental needs it can be used.</p>
What forms of sleeping equipment would be approved for overnight care?	
If someone is already providing over night care, how does DEL now “approve” them or do they need to be approved again? How does DEL “approve” a provider to provide over night care – form, etc.?	<p>DEL is developing a form that will be required of all licensees. If they are currently providing overnight care the licensee will have to complete the form as well and submit to DEL see overnight standard for complete expectation</p>
<b>3925 Cleaning, sanitizing and disinfecting table</b>	
What is the difference between “sanitize” and “disinfect?”	<p>The difference is fully described in the definitions section of this WAC chapter.</p> <p><b>Disinfect</b> means to eliminate virtually all germs on a surface by the process of cleaning and rinsing, followed by:</p> <ol style="list-style-type: none"> <li>a. A chlorine bleach and water solution of appropriate concentration; or</li> <li>b. Other disinfectant product if used strictly according to the manufacturer’s label instructions.</li> </ol> <p><b>Sanitize</b> means to reduce the number of micro-organisms on a surface by the process of:</p> <ol style="list-style-type: none"> <li>a. Cleaning and rinsing, followed by using: <ol style="list-style-type: none"> <li>i. A chlorine bleach and water solution of appropriate concentration; or</li> <li>ii. Another sanitizer product if used strictly according to</li> </ol> </li> </ol>

## Washington State Department of Early Learning

	<p style="text-align: center;">manufacturer’s label instructions.</p> <p style="text-align: center;">b. For laundry and dishwasher use only, “sanitize” means use of a bleach and water solution or temperature control.</p>
Do dress-up clothes that have to be pulled over the head to put on have to be cleaned between uses by different children?	If pulled over the head it should be washed between uses
Do hats and helmets have to be cleaned between uses by different children?	Yes, as stated in the requirement
Can Clorox tablets be used in toilets during child care hours? Do they meet the need to sanitize?	The Clorox tablets are only activated in the water of the toilet this would not apply to the other parts of the toilet such as the seat and handle. So the toilet will still need to be cleaned and disinfected.
<b>3950 Pest control</b>	
What if pests are in unlicensed space?	DEL does not regulate the unlicensed space. However, if pests are present in the license space then action must be taken to remove or eliminate the pests.
<b>4000 Lead, asbestos, arsenic and other hazards</b>	
How does this apply with currently licensed homes?	If the licensee finds any of the mentioned hazards then action must be taken to prevent the children from being exposed. This applies to all licensees including the current licensees.
<b>4025 Drugs and alcohol</b>	
Does the spouse of a licensee who comes home, pours a glass of wine, and goes to unlicensed space in the home toss the licensee out of compliance of this?	Yes, this would not be compliant with this standard.
If the kitchen is licensed space, and there is a can of beer or bottle of wine in the refer, is it considered inaccessible? We can envision a licensor somewhere telling the licensee they need to get a new refer for beer and wine in order to make it “inaccessible.”	Alcohol closed or opened must be inaccessible to the children so if the children can access the refrigerator it is not inaccessible. It is the licensee’s responsibility to choose how to make the alcohol inaccessible.
If someone has unopened alcohol in their fridge would this be considered inaccessible? If not, would a utility strap/fridge safety device be approved? What about in a high cupboard (open or unopened)?	
<b>4050 No smoking</b>	
<ul style="list-style-type: none"> <li>• Does the no-smoking rule mean staff and parents can’t smoke during</li> </ul>	The intent of this section is to prohibit smoking by <u>anyone</u> during operating

## Washington State Department of Early Learning

<p>business operating hours, even if it is 25 feet away?</p> <ul style="list-style-type: none"> <li>• What if the front door is less than 25 feet from a public sidewalk?</li> </ul>	<p>hours. As the licensee, it is expected that you will inform parents, staff and family members of all parts of this section, including that smoking is prohibited within 25 feet of any entrance, window or ventilation intake of the home.</p>
<p><b>4075</b></p> <p>How is “current” defined? We’ve seen licensors who have required the purchase of a new first aid manual, but what is the time past which a manual would no longer be considered valid?</p>	<p>The American Red Cross and the American National Standards Institute (ANSI) recommend that the first aid manual be replaced every 5 years.</p> <p>New CPR and first aid science recommendations and guidelines come out every 5 years and training agencies update their materials to reflect this. the latest guidelines came out in 2010.</p>
<p><b>4100 Poisons, chemicals and other substances</b></p> <p>Alcohol, opened or closed, must be stored inaccessible to children. Does this mean providers cannot have beer or wine in their refrigerators if the kitchen is accessible to children?</p>	<p>See answer in 4025, above.</p>
<p>Do those “natural” products that are nontoxic and do not say “keep out of reach of children” still need to be kept inaccessible? Some providers use shampoos, bubble bath etc that are totally nontoxic.</p>	<p>This standard states chemicals and other substances must be stored inaccessible to the children; it does not state nontoxic. So all personal grooming products must be stored inaccessible to the children</p>
<p><b>Environments 4200-4325</b></p> <p><b>4200 Toys, equipment, and recalled items</b></p> <p>Regarding recalled items: Do we have to have them sign the form? How do we know that they have checked the recall website? Does this mean we can discontinue the Recall Statements after 01 April?</p>	<p>No, the form is no longer required.</p> <p>This is a conversation to explain why it is important for the licensee to make their environment safe and to know what products have been recalled.</p> <p>DEL has <a href="#">recall information</a> on its website.</p>
<p><b>4275 Fans, air conditioning or cross ventilation</b></p> <p>Does the whole fan/AC need to be inaccessible or just the blades/sharp edges, etc.?</p>	<p>It is the entire fan or air conditioner that must be kept inaccessible to the children not just the blades or sharp edges.</p>

## Washington State Department of Early Learning

<b>4300 Window coverings</b>	
If a pull cord (even single strand) is hanging, can it be looped around grommet up high or does it need to be cut to lessen to 6 inches or less? Or does it have to be permanently kept from pulling out further? If a blind in licensed space is inaccessible to a child does the blind still need to not form a strangulation hazard?	If the cord has the ability to form a loop it is prohibited.  Window blinds are also prohibited on emergency windows and doors if they are mounted to prevent the window or door from opening.
<b>4325 Stairs</b>	
What if the license is for an age range of 3 and up? Or 5 and up? Would this apply?	No, it is required when the licensee cares for infants and toddlers.
Does there need to be a door knob cover or some other way of keeping the door from opening easily? (many toddlers can easily open a door)	If a child can open the door, then the stairs would be accessible. If a door is used and a child can open the door, there needs to be a method to prevent that from happening.
<b>Electrical and Lighting 4350-4375</b>	
<b>4350 Electrical outlets, cords and power strips</b>	
Do the swivel type of outlet covers not work anymore with new WAC?	If an outlet cover is used it must be labeled as tamper resistant or tamper proof.
– refers to “tamper-resistant receptacle outlets or child safety outlets that have automatic shutters which allow insertion of electrical plugs but block insertion of other objects”. This no longer specifies non-removable covers. We are not clear as to whether this WAC means the receptacle has to be changed to the type with internal automatic shutters or if outlet covers with auto shutters are sufficient.	Outlet covers with automatic shutter would meet the requirements of this WAC. However as stated in the previous response if an outlet cover is used it must be labeled as tamper resistant or tamper proof.
Will all kitchen outlets be required to have tamper-resistant outlet covers?	According to 4350(2)(a)(b) the outlet must be tamper resistant ground fault circuit interrupter or made inaccessible to the children.
What does a tamper-resistant GFCI look like?	View photos of <a href="#">tamper-resistant GFCI</a> outlets.
How is brief or temporary purpose defined with regard to extension cords?	This means an electrical item cannot but plugged into the extension cord for continual use. Not on a regular or daily basis.
?#4 I started redoing the outlets a few years ago, and I am using tamper resistant outlets. However I am not getting to every out let in the house. Some of them are impossible to get to without taking apart furnishings I have had for years. Is it expected in outlets that cannot be reached to?	The WAC states areas accessible to children. So as long as the outlet cannot be accessed by the children, such as behind furniture it would not need a cover. However if the furniture is moved and the outlet is then accessible to the children it would then need to have a tamper resistant cover.

## Washington State Department of Early Learning

<p><b>**NEW**</b> For electrical outlet covers, is it okay if the packaging is labeled tamper resistant or does it need to be stamped on the cover?</p>	<p>Yes it is ok as long as the manufacturer labeled it tamper resistant.</p>
<p><b>**NEW**</b> Are the electrical outlets in the kitchen that are above counter level considered 'inaccessible to children'?</p>	<p>This is a situational question since each kitchen is different and the individual kitchen would have to be reviewed by the licenser to determine if the method to make the outlet inaccessible is adequate.</p>
<p><b>4360 Area lighting</b></p>	
<p>Do recessed lights need to be shatter-resistant?</p>	<p>All lights that are in the children's play space must be shatter-resistant, have a shatter-resistant cover or otherwise make the light fixture safe. This would <u>not</u> include covering recessed lights, which are by their nature protective of the recessed light, and are subject to heat loads. Providers who are concerned about safety of light bulbs in these fixtures should consult the manufacturer, as many of the bulbs used in indoor recessed lighting are assembled for shatter resistance. DEL staff will not require recessed lights to be covered.</p>
<p>Can bare light bulbs be used if they are shatter proof?</p>	<p>Whatever is exposed to the children needs to be shatter proof. So if a light has a cover then the cover should be shatter proof.</p>
<p>Do bare light bulbs include having a lamp shade over it?</p>	<p>The light bulbs in a chandelier must be shatter proof unless the bulbs are covered with a shatter proof cover</p>
<p>What does "otherwise" include? Or not include?</p>	<p>Ex. Screen, or lamp shade type of cover that does not come in contact with the hot bulb.</p>
<p>How does the licenser know if a bulb is shatterproof? Are they marked in any way?</p>	<p>There should be an indication on the bulb showing it is shatterproof.</p>
<p>The WACs state that the shatter-proof lights must be in "play space." In listening to other providers discuss this, some are being told "licensed space" which would include bathrooms. I plan on changing them in all rooms we might play in, but of course we don't play in the bathroom. Is there something different other than the "play space" listed in the WACs?</p>	<p>The shatter resistant bulb or cover is for ceiling mounted light fixtures in licensed space.  The reference to the play space is regarding not allowing the use of bare bulbs.</p>
<p><b>Exits 4400-4600</b></p>	
<p><b>4400-4600 Exits-doors and windows</b></p>	
<p>4500 Emergency exits</p>	
<p>Emergency exit doors can't be locked. What about doors that only are locked</p>	<p>An emergency exit door must remain unlocked from the inside during</p>

## Washington State Department of Early Learning

from outside (not the inside)? For safety, providers don't want exits accessible to the public.	operating hours. The door knob or handle must be able to open from the inside without use of a key, tools, or special knowledge and must automatically unlock when the door knob or handle is turned.
Sliding glass door to outside, hinged door to interior storage leading to upper floor which is unlicensed space. How can the door to unlicensed space be made inaccessible to children and be openable for emergency exit?	If you are using a door for an emergency exit then you must follow all the requirements for an emergency exit.
Can a gate on stairway be considered a door?	No, a gate is not considered a door.
Does self-closing door have to be installed in a basement if the child care operates in the basement? Would a gate work?	A self-closing door is required. A gate will not be sufficient to prevent a fire from entering the licensed space in the basement.
Must I have an alarm on every exit in my licensed space?	There must be a method to alert you that any exit door that leads outside has been opened. You may use a chime, bell, alarm or other device to warn you that the door has been opened.
What sort of information needs to be included in the DEL-approved safety plan for use of deadbolts or security chains at night?	A form has been developed.
Are night latches, deadbolts and security chains required during the daytime if the child care is in a rough neighborhood?	Night latches, deadbolts, and security chains can only be approved for overnight care.
Do hallways count toward the home's square footage when determining child capacity?	The hallway will not be counted in the square footage to determine capacity.
(2)(c) This now allows for use of an internal room that does not have direct access to outside, but ok if room has doorways to 2 separate emergency pathways. Question is, what if 2 or more internal rooms are adjacent to each other requiring the pathway to go through the extra room before reaching the exit? For example, some homes are set up with a bathroom between bedrooms. Pretend bedroom A has an escape window. Bedroom B does not – only two doors – one to the bedroom through the bathroom, the other to the living room and exit path to outside. Could the pathway be considered to go through the bathroom? We were concerned because such bathrooms frequently have two lockable doors that could be a hindrance to an emergency exit. But what if it is just a third room, without locking doors?	This type of situation would require review of the floor plan in how it relates to the standards before determining if the room meets the requirements.
Can the method on an exit door to alert the staff that an exit door is opened be the distinct sound of the door itself? Does the proximity of the door to where the provider spends all or most of the child care time negate the need for an alert on the door? Must the method of alert be a device?	We cannot assume that the door opening would be a distinct enough sound to indicate it is opened, so another device to indicate the door is opened must be used even if the licensee is in the room.

## Washington State Department of Early Learning

We need clarification on the hook and eye type latches that people use on doors to unlicensed areas, closet doors, garage doors, bifold doors, etc.	Any method used to make the unlicensed space inaccessible to the children would need to be reviewed by the licensor; as long as the method used prevents the children from access to unlicensed space it should be acceptable. DEL is not prescribing what type of method to use.
If a window is approved, does it mean infants can sleep in bedrooms?	If the room has been approved for infants, then it can be used.
What are the requirements for a bedroom to be used for rest time or as a play area?  Does it still need to have an exit window and what are the size requirements?	4575 indicates the sleeping or napping room must have two ways to exit. One can be an exit window or door directly to the outside the other may be an interior door leading to an exit pathway.  The size of the emergency exit window is 5.0 sq. ft. for a window on the ground floor and 5.7 sq. ft. for any other emergency exit window.
What about crank-open (casement) windows? What if the crank is not attached to the window?	The window if used for emergency escape must be able to open to the full position of 5 square feet at ground level and 5.7 square feet for other levels.  If the crank is detached from the window, then with window would require a tool to open it so it would no longer be considered an emergency exit.
We need clarification on whether this includes windows to level that is partially or completely below grade level – do they have to be 5.0 or 5.7 square feet?	Only windows that are on the ground floor are allowed to be 5.0 sq. feet.
Does a regular garage count as a ‘commercial’ parking garage?	No it is not the same thing
Can an exit pathway lead out a garage door??	No the exit doors must be a pivoted or side hinged swinging type door or the secondary can be a sliding glass door
Is a fire wall needed if there is just a garage to park a car?	A fire wall is needed if the garage is used for commercial purposes.
Do I need to have a self closing door at the bottom of my stairs in a split entry home?	No, a split level home is not considered a home with a basement
What are the current building codes referred to in this WAC? How do we know if a platform is constructed to meet current building code?	The licensee must contact the local governmental agency that regulates the building of platforms or decks to find out what the requirements are for your location.
The landing platform for outside windows. Is that all windows? Napping windows? Can we be more specific?	This is only for windows identified as emergency exit windows. The reason for this standard is an attempt to ensure the licensee is not in violation of 19.27 RCW and 51.51.0326 WAC.
Do all platforms outside windows need to have stairs? Does the “deck” under a window greater than 48 inches outside need stairs off it?	If the platform is more than 4ft above the ground then there must be stairs to reach the ground and the platform must be built to code

## Washington State Department of Early Learning

What are the current building codes referred to in WAC 170-296A-4550? How do we know if a platform is constructed to meet current building code?	The building code being referenced is WAC 51.51.0326 <a href="#">Add link</a>
How does this affect our tri-level homes that do not have a door at the top of bottom of the steps to the lower level and don't have anywhere to put in a door?	A tri-level home has an open floor plan so it would not require a self-closing door.
<b>Other Indoor Environments 4625-4750</b>	
<b>4725 Guns and other weapons</b>	
Can the gun safe be in licensed area?	Guns must be stored inaccessible to the children in either a gun safe or a locked room. If in a locked room the gun must have a trigger lock or another disabling device.
What's the definition of gun safe versus gun cabinet?	A gun safe provides a higher degree of security to prevent access to what is stored in the safe.
<b>4750 Storage for each child's belongings</b>	
2 children can no longer hang coats side by side in one cubbie?	This standard requires that there be separate storage for each child's belongings. A shared cubby would not meet this requirement.
Are back packs and coat hooks going to be acceptable for 'separate storage'?	As long as they are kept separate for each child or children from separate families.
Would hooks on the wall suffice for "separate" storage? Is the intent for the storage to not be touching (ie; cubbies or hooks far apart from each other, etc.)?	Yes, this would be ok and Yes, as long as the items that are hanging from the hooks are not touching.
<b>Pets 4800-4900</b>	
<b>4850 Pet/animal health and safety</b>	
Do we need a copy of pet immunizations in the file? Can we get a list of what they need?	This standard does not require a copy of the pet immunization to be kept on file in the licensed space. This standard addresses that any pet requiring immunization must be immunized.
What is considered an inaccessible designated area for animals to relieve themselves? For example, would this include a short (approx. 1-2 foot) garden fence or kiddie corral or shrubs....or does it need to be higher such as a taller fence with a gate, etc.??? Can we have some examples?	It is an area that the children cannot access on their own. The method used to make it inaccessible is dependent on the space and age of the children in care.
<b>Outdoor Environments 4925-5125</b>	

## Washington State Department of Early Learning

<b>4925 Licensed outdoor space</b>	
My front porch is 32" off the ground but has 5 steps to the ground. How do I apply the enclosure WAC?	This part of your licensed space would be regulated using 170-296A-4950(2) which states stairs with four or more steps must have slats or a hand rail .....
4925 Define danger	A danger is anything that could cause harm to the children.
Can we require licensees to use the outdoor play space on their premises if their preference is to request to use some other place off premises?	(1) Is to have an approved safe outdoor play area on the premises. It is expected that the approved space is what is used on a daily bases. (b) is the condition when the outdoor play area is not large enough to accommodate all the children in the licensed capacity. The licensee can then provide an alternative plan indicating how all the children will be provided with a daily outdoor experience.
Can they refuse to use the outdoor area on their premises even if it is large enough to meet requirements for outdoor space?	
Will the absence of a fence in their yard allow them to have an approved alternate plan for an outdoor play area off premises? Or is a lack of space the only situation that would allow the licensee to request an alternate plan?	No, lack of a fence is not a sufficient reason for not using the outdoor play area on the premises. It must be made safe for usage by the children and that would include enclosure with a fence of a minimum height of four feet.
Is this written plan only for outside the ordinary concerns or for all homes on a street?	The written plan is regarding any roadways and other dangers adjacent to the licensed outdoor space inaccessible to the children. The plan is intended to document how the licensee will keep the children safe.
In order to ensure consistency statewide, can there be some kind of form asking specific questions regarding playgrounds not in licensed space? For example: <ul style="list-style-type: none"> <li>• Route</li> <li>• Drawing of space</li> <li>• Accessibility to others</li> <li>• Required size</li> <li>• Etc.</li> </ul>	There will not be a form developed for this purpose. The items mentioned would be recommended for the licensor to consider when approving the licensed outdoor space
Why is DEL rule for handrails putting them lower than the building code?	This was a typo that will be corrected. The building code requirement should be followed.
<b>5000 Play equipment</b>	
Can handmade toys be used in the childcare?	Yes, as long as they are safe for the children.
Play equipment: What is developmentally appropriate?	Link to dev. Appropriate info
<b>5050 Bouncing equipment prohibited</b>	
Clarification on intent – bouncing equipment- are inflatable slides ok?	If the inflatable slide is used as it is intended then it would be ok to use; however if it is used as bouncing equipment then it is not allowed.

## Washington State Department of Early Learning

<b>5075 Climbing equipment</b>	
Regarding the requirement for ground cover for play equipment, is 9 inches of pea gravel etc. required for all play equipment 48 inches tall or less?	This section refers to climbing equipment that has a climbing surface of <b>48 inches</b> or higher.
If unable to purchase the added depth of ground cover coming in a few months, can we just make the area off limits, or do we need to take down all climbing structures?	DEL licensors expect licensees to follow all ground cover requirements. Section 4925 states the play equipment must be safe. As a result, all outdoor play equipment must be made safe, including climbing equipment and swings.
Does a tire swing or disc swing require ground cover and a fall zone?	All swings, including tire and disc swings, require ground cover that must be equal to or greater than twice the height of the top bar the swing is suspended from. For example, if the top bar is six feet from the ground, the fall zone must be at least 12 feet in front and 12 feet behind the swing.  Example: <b>6 feet</b> (height of the bar) X <b>2</b> (twice the height of the bar) = <b>12 feet</b> (required fall zone in front and behind the swing)
I have several portable play equip (little tykes) w/platforms of 3 ft. do I need 9" of wood chips?	This standard refers to climbing equipment that has a climbing surface of 48" or higher.
Ground cover for play equipment 9" pea gravel etc. for all play equipment 48" or less?	
Climbing fall zone-do we need a fall zone for climbing toys under 4 ft tall?	
Does this apply to slides with platform height of below 4 ft?	
Equipment intended to be climbed must have 9" any? Meaning an 18" toy? Meant to be climbed?	
Do little tykes climbing equipment need to have 9 in wood chips under them? Ex. 7 in 1 playground	If any climbing equipment has a platform over 48 inches tall then it will need adequate ground cover in the required fall zone.
Talks about ground cover under play equipment and fall zone but does so separately, so, does the entire fall zone need to be covered with ground cover?	Yes, the fall zone should have the adequate ground cover.
Perimeter of play equipment – just the portion that is intended for climbing play? Or every part of the play equipment = 6 ft on all sides?	The portion intended to be climbed.
What is or would be other department-approved material? What will be the process to approve other material? How deep will the other approved material have to be? Will we be given a tool to measure the depth of the ground cover material?	If the ground cover is not currently on the list, the licensee must contact the licensor and a determination will be made as to whether the proposed ground cover would meet the requirements.

## Washington State Department of Early Learning

What about a porch swing? Will this need ground cover and fall zone?	This is not considered outdoor play equipment.
Is ground cover required for a baby swing? Either a portable one, really designed to be used indoors, or for an outdoor one, that has bars and straps to prevent falls and into which a baby can't get by themselves? What if the baby swing is indoors? Ground cover indoors? If so, what would suffice?	This requirement is for outdoor play equipment. An infant swing is not considered outdoor play equipment.
requires ground cover under climbers but does not specify a height requirement. The recent FAQ went out to providers saying that only applies to items over 48 inches tall. WAC 5000 requires all play equipment acquired after March 31, 2012 to be installed per manufacturer specifications. So, if the manufacturer says ground cover – do we require it even if it is less than 48 inches tall?	If the equipment is not safe because of the amount of ground cover that would need to be addressed.  The intent is the equipment is safe for use and is assembled according to the manufacturer's specifications and provides a safe play experience for the children.
Is sand going to be DEL approved for ground cover?	Play sand would be considered as an option however it loses its protective ability when it rains or it is humid.
What is other department approved material?	Other approved material will be approved by the Regional Administrator and will be consistent with Consumer Product Safety Commission playground safety publication <a href="http://www.cpsc.gov/cpsc/pub/pubs/324.pdf">http://www.cpsc.gov/cpsc/pub/pubs/324.pdf</a>
<b>**NEW**</b> Do toddler swings or gliders need to have ground cover?	Yes ground cover is required.
<b>5125 Daily outdoor activity</b>	
Daily outdoor activity. 3 Questions: (1) Will I be required to take infants and toddlers out for 30 minutes in temperatures as low as 21 degrees Fahrenheit regardless of wind chills, etc. and, alternately, on summer days where the temperatures are in the 90s and could include excessive humidity?	The outdoor requirement is for all children unless the conditions pose a health and safety risk. Being exposed to the outdoors is beneficial for the children in getting vitamin D.
(2) Also, on days where it is pouring down rain, windy, cold and not all children come prepared what do I do?	
(3) What if their parents say "no" to outside time on these days?	The licensee should educate the parent of the importance of the children going outside. If there is a medical reason a child should not go outside then the provider should figure out how to allow the other children to have outside experience.
<b>Water Safety 5150-5250</b>	
<b>5150 Water activity-supervision</b>	
Water activities-fishing? Do we need a lifeguard?	5250 (3) when you take children near a body of water more than 4 inches

## Washington State Department of Early Learning

Water activities-feeding ducks? Do we need a lifeguard?	deep than an extra staff person is needed and at least one staff person must be able to swim.
There are no lifeguards at the sprinkler park, and no depth to the water there. Is a certified lifeguard required at a sprinkler park? (a sprinkler park is an area at a park with sprinklers, fountains, etc with no depth to the water and no wading pool.)	A sprinkler park would be considered a water play activity. So if the children are participating in a water play activity at the sprinkler park then there must be a life guard present.
<b>5200 Swimming pools defined-barriers and supervision</b>	
Will there be a form or some sort of blank statement to fill out for a safety plan?	A safety plan form specific to water safety is being developed.
One of the people I license has a swimming pool and she is confused about how many staff persons need to be present to supervise children in the pool. She wants to know if she has to have an extra staff person (in addition to herself) when she only has 2 children in care, using the pool. She plans to get certified as a lifeguard so she is wondering if she would have to hire another staff person just to help supervise. The 2 children are school age and pre-school age.	Based on the age of the children participating in the swimming activity there must be: (i) One additional staff person more than the required staff-to-child ratio than provided in WAC 170-296A-5700 to help supervise children preschool age and older; or (ii) A one-to-one staff-to-child ratio for infants or toddlers in the swimming pool;
<b>5225 Bodies of water or water hazards on the licensed premises</b>	
I have a 55 gallon fish tank in my home that is away from the active areas but still visible for the children to enjoy. Will I have to get rid of that water feature since it is more than two inches deep?	A physical barrier to the entry of the tank must be in place to prevent the children from having access to the water.
<b>5250 Bodies of water outside and near licensed space</b>	
Can the one additional staff person be a volunteer or a cleared parent?	Yes....because when looking at the definition in the 0010 definition section of this chapter a staff person is anyone means any primary staff person, assistant, or volunteer helping to provide child care, or a household member acting in the capacity of a primary staff person, assistant or volunteer, whether compensated or not compensated.
I will have to dry up the pretty fountain the children used to enjoy with their parents upon arrival/departures in my front yard because it won't run with less than 4 inches of water. I also have a cascading type fountain in the backyard that attracts birds for the children to observe. If that fountain does not have any exposed water except for the trickling down water into a body of rocks that then recycles the water through hidden tubes, and there are no	This would have to be reviewed by the licensor to make sure it is within the requirement of 5225 or 5250

## Washington State Department of Early Learning

exposed or accessible pockets of water, will that be acceptable?	
<b>Supervision, Capacity and Ratio 5400-5700</b>	
<b>5550 Birth through twelve years license</b>	
Do my own children under age 13 count in ratio? If my grandchildren are visiting from out of state, do they count in ratio?	<b>All</b> children on the premises under the age of 13 count in the ratio.
<b>5625 Capacity and ratio</b>	
Does that mean if a parent is checking your child care out and they bring a child is he or she counted in the capacity ratio?	No because the child will be accompanied by their parent. See 5625(3)
If I want to change the capacity from my existing 9-12 with infants to take effect after the changes-how do I submit the paperwork to give me the broadest license possible?	You would have to submit a capacity increase request.
<b>5700 Capacity and ratio table--Birth through twelve year license</b>	
Please clarify the new ratios and provide examples.	The chart attached as the last page of this document provides explanations of this rule.
It is still difficult to understand the new capacity/ratio chart?	A narrative is being developed to help explain the chart.
I have an assistant and I am licensed for 12 kids, am I allowed 4 infants with my assistant or just 2 (that are under two years old)?	Yes, you are still allowed to have four children under the age of two with your assistant.
How do we regulate "independently walking"?	This is more through observation to determine if the capacity requirement is within the standards.
What if babies are sleeping?	Licensor needs to have a discussion with the licensee on the developmental level of the child. The intent is not to wake up a child to see if they can walk independently.
How do we know if a child is independently walking	
How to change capacity and ratio when children transition to walking?	Walking independently is walking without the aid or assistance of or holding onto an object, wall, equipment or other person.
How long will we have to transition all the current licenses?	On the anniversary date of the license. Or if the licensee is requesting a different capacity.
This refers to licensee alone or licensee with staff but does not ever say OR primary staff – we assume this is either if they meet requirements to be off site.	Items (d)(e) &(f) do indicate licensee working with primary staff person or assistant.  The definition in this chapter does indicate that the primary staff person is someone who is authorized by the department to care for and have

## Washington State Department of Early Learning

	<p>unsupervised access to the children.</p> <p>This would then support the primary staff person as meeting the requirements.</p>
How will the old capacity chart translate to the new capacity chart for current licenses?	The new license template includes the maximum capacity and age range. It does not include the capacity chart.
<b>Licensee Responsibilities 5750-5825</b>	
<b>5750 Supervision</b>	
We cannot stand at a window & watch the children outside. The WAC states hearing & see which can be done for this space. Is this not a judgment call?	The licensee or primary staff person must be available and able to respond if the need arises for the safety of the children. This would be difficult to do if the licensee or primary staff person is not outside with the children.
Can the assistant or volunteer be outside caring for the children alone?	No, only the licensee or primary staff person can be left alone with the children.
<b>5775 Licensee absence</b>	
Does informing DEL about licensees absences apply only when business is open and a primary staff person is left in charge?	It applies when the business is opened and the licensee is not caring for the children.
Will DEL develop a form for absences?	Yes, a form is being developed
<b>Nurture and Guidance 6000-6275</b>	
<b>6000-6275 Discipline</b>	
<b>6025 Prohibited interactions</b>	
Are parents allowed to discipline their child while on premises?	<p>6025 addresses prohibited interactions. And it states in the presence of the children in care the licensee and staff must not or allow other to,,,,,</p> <p>So this would indicate that the prohibited interactions would apply to anyone on the premises when disciplining a child.</p>
<b>6075 Positive options for discipline</b>	
Discipline options-intonation and facial expressions teaches and communicates emotion-are we not allowed to do this now with the wording in the new WAC?	6075 does not address intonation and facial expressions. The intent is to use positive guidance methods.

## Washington State Department of Early Learning

<b>6100 separating a child from the group</b>	
Regarding separating a child from the group: No more time outs?	If a child needs to be separated from the group this standard needs to be followed. By separating the child this allows the child to regain control of him/her self.
<b>Program 6400-6850</b>	
<b>6400 Off-site activities-Parent or guardian permission</b>	
Does this mean we can't have one general permission page for all parents to sign and file in a permission slip file?	That is correct. Each child must have permission for any trip.
<b>6475 Transportation</b>	
Do we need a copy of insurance and current license in file if they are transporting children?	A copy does not have to be submitted to the licensing office.
<b>6500 Using public transportation</b>	
Regarding using public transportation: Does this not mean school bus?	<p>No it does not mean a school bus because the school bus is specifically for the school children. This has to do with transportation that can be used by the public.</p> <p>The licensee or staff must not allow or send children on public transportation unsupervised.</p> <p>In cases where the bus company provides door to door service initiated by the parent and where the bus service provides supervision of the child in the absence of the parent by agreement with the parent (similar to a specialized residential school bus pick up) this is beyond the scope of this WAC section.</p> <p>The licensee is required to follow the WAC the WAC does not attempt to regulate the parent or agreements the parents make with such a specialized bus service.</p>
Regarding public transportation: In cities like Dayton and Prosser, public transportation is used by parent to send children to and from child care. This WAC seems to prohibit that practice.	
Who chooses the person who supervises?	
Can a child ride to child care on public transportation, since the provider is not putting the child on the bus?	
<b>6775 Diversity</b>	
Do we need written "proof" of diversity and ethnic representation? Is there a form where it is kept	No there will not be a form, this is a discussion that should occur between the licensor and licensee.

## Washington State Department of Early Learning

<b>6800 Rest periods</b>	
What is the difference between a nap and sleep period	This standard refers to “rest period” not sleep or nap. The rest period must  (a) Offered to all children five years of age and younger who remain in care more than six hours per day; and (b) Offered to any child who shows a need for rest.
<b>6850 Overnight care</b>	
What are the requirements to be approved for overnight care?	Any licensee who wants to provide overnight care at any time must have DEL approval. Overnight care is defined in this chapter as care provided anytime between the hours of 8 p.m. and 6 a.m. that includes a sleep period for the child.
Overnight (Beds) Currently, air beds are allowed. Will they still be?	Air mattress would still be allowed if it meets the requirements in 3800
<b>Infant Care 7000-7375</b>	
<b>7085 Cribs</b>	
Does full-size crib mean we are not allowed to let children sleep in play pens (portable cribs)?	Section 7075 states that other types of sleeping equipment are allowed.  Section 7085 explains the federal requirements if a licensee uses full-size cribs.
<b>7100 SIDS</b>	
Is swaddling infants allowed or not	No, it is not allowed.
<b>7125 Infant bottles</b>	
When labeling bottle & sippy cups is the date required, as well as the name	(7) This standard does not apply to a child’s sippy cup but the licensee must have a method to identify the bottle or sippy cup. (5) States if the bottle is prepared ahead it must be labeled with the date it was prepared.
Bottles. What does 1,2,3,4,5 mean?	It is an identifying number that indicates the plastic bottle is safe for use. View more information about <a href="#">plastic bottle codes</a> .
<b>7600 Serving milk</b>	
The milk guidelines contradict what USDA is now telling providers they have	This standard does not conflict with the USDA standards.

## Washington State Department of Early Learning

to serve to be reimbursed.	
<b>7675 Food handler permits</b>	
Where do I get a food handler's permit and what is the cost? How often am I required to renew a food handler's permit? Can the permit be completed online?	<a href="#">Local health departments</a> offer food worker training, test, and permit. Your card is valid throughout the state. Several of the local health departments offer the food worker training, test and card online. The cost is \$10 for first two-year permit.
<b>7680 Safe food handling</b>	
Are we required to wear hair nets and gloves when preparing food?	No these are not requirements
Are we required to keep temperature records of food?	
<b>7725 Food containers and utensils</b>	
Providers are talking about having to lock up knives, cannot find this one either, could I please have this one also?	(3) This is the standard that must be followed if there are sharp utensils present. It states the sharp utensils must be made inaccessible to the children when not in use.
<b>7700 Washing dishes</b>	
3 step washing plates is no longer allowed? So does the plates need to be washed ONLY in DISHWASHER?	(2) Is the hand washing method that can be followed? Dish immersion in hot soapy water, rinsed, sanitized and air dried is allowed.
washing dishes-Does this mean we must wash their drinking cups that are available for them all day to drink water as they need?	As long as the cup is used by only one child and it is clear which cup belongs to which child this would be considered single use.
<b>8050 Civil monetary penalties ( fines)</b>	
Please clarify the requirement regarding penalties and when they are applied.	The RCW provides for civil penalty to be assessed. <a href="http://apps.leg.wa.gov/RCW/default.aspx?cite=43.215&amp;full=true#43.215.307">http://apps.leg.wa.gov/RCW/default.aspx?cite=43.215&amp;full=true#43.215.307</a> ; sections 43.215.300, 43.215.307, 43.215.335
<b>8375 Unlicensed care – fines and other penalties</b>	
Who will be collecting these fines?	This has not changed. Civil penalties go to DSHS/OFR and revert to the state general fund at the end of the fiscal year. The funds do not go to DEL.
<b>General Questions:</b>	
How long will we have to transition to the new requirements?	All currently licensed licensees must begin following the new requirements

## Washington State Department of Early Learning

	beginning March 31, 2012.
Will DEL provide us with new forms?	DEL is updating forms and will make them available online by the first week in April.
Can we get a copy of the WAC rules?	You may order copies from the Code Reviser's Office at: <a href="http://www.leg.wa.gov/CodeReviser/Pages/order_publications.aspx">http://www.leg.wa.gov/CodeReviser/Pages/order_publications.aspx</a>

## Washington State Department of Early Learning

**Capacity/Ratio table to implement WAC 170-296A-5700**

Staff and licensee minimum requirements	Staff-to-child ratio	Age range	Maximum number of children by age group					Maximum capacity
Licensee working alone	<b>1:6</b>	Birth through 12 years	<b>2</b>	or	<b>3</b>			<b>6</b>  Maximum of 2 children under the age of 2 not walking independently
Less than one year of experience			Under 18 months of age		Under 2 years of age (One must be walking independently)			
Licensee working alone	<b>1:8</b>	18 months through 12 years	<b>2</b>	or	<b>4</b>			<b>8</b>  All children must be walking independently
At least one year of experience			18 months to 2 years Both must be walking independently		Under 3 years of age (Not more than 2 under 2 years of age and must be walking independently)			
Licensee working alone	<b>1:10</b>	3 years through 12 years						<b>10</b>
At least two years of experience								
Licensee working with another staff person (two staff total)	<b>2:9</b>	Birth through 12 years	<b>2</b>	and	<b>1</b>	and	<b>4</b>	<b>9</b>
Licensee has at least			Under 18 months of age		18 months to 2 years and walking independently		2 years to 3 years of age	

## Washington State Department of Early Learning

one year of experience								
Licensee working with another staff person (two staff total)	<b>2:12</b>	Birth through 12 years	<b>4</b> Under 18 months of age	and	<b>2</b> 18 months to 2 years and walking independently	and	<b>4</b> 2 years to 3 years of age	<b>12</b> Maximum 4 children not walking independently
Licensee has two or more years of experience								
Licensee working with another staff person (two staff total)	<b>2:12</b>	2 years through 12 years						<b>12</b>
Licensee has two or more years of experience								
<b>Walking independently</b> means being able to stand and move about easily without the aid or assistance of holding on to an object, wall, equipment or other person.								