



Frequently Asked Questions about School Age WAC Chapter 170-297

0050 Special needs accommodations	
<p>Please clarify; the WAC is not clear as to who this would apply to. Some examples would be helpful. Is this something providers do with all children? Bee stings? Asthma? This needs a lot of clarification.</p> <p>I'm assuming that it applies only to any child whose needs would require an exception to WAC?</p> <p>We must document training, who is certified to train us? Is it the program director that is to be training the staff? The parent or the professional that develops the plan?</p>	<p>0050 is intended to support a licensee to care for a child with special needs regardless of age, when an exception to standards in this chapter is needed.</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 the licensee must follow this standard, including submitting a written plan and supporting documentation from a licensed or certified health care licensee. The child's file must include everything that shows 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>
1035 Fire inspection/certification	
<p>Fire Inspection (170-297-1035); For those sites that have already been approved by the local fire marshal, are we going to go back and require a state fire marshal inspection?</p>	<p>Programs that request a change of environment will be required to have the state fire marshal approve the space prior to use. Otherwise existing programs would not be required to have an inspection.</p>
<p>(3) Also says they must continue to comply with state and local fire code; are we requiring a yearly inspection?</p>	<p>No this standard does not require a yearly fire marshal inspection; it requires the licensee to be in compliance with all the licensing standards and the fire marshal expectations.</p>
<p>- would any of this WAC be fulfilled if verified by the school/district? If so, other WAC note this but this one does not.</p>	<p>This is a fire life safety concern so this cannot be verified by the school or district.</p>
1075 Child care subsidy	
<p>Will we be receiving a new DEL policy and procedure relating to child care subsidy WAC?</p>	<p>Subsidy information for providers is posted on the DEL website.</p>
1125 Orientation required	
<p>For multi-site organizations, would the 'licensee' (the program coordinator who oversees multiple sites) need to attend orientation every time they apply for a new license or would one time suffice?</p>	<p>An individual only needs to attend orientation one time unless there is new information from DEL.</p>

1250 License application packet -- Contents	
(2d) why are the health care plan and disaster plan left off the application list?	They are listed under different WAC sections.
(2Lii) what is this?	The staffing plan must include a statement regarding how the licensee will confirm the program staff meets the required qualification.
(5) This is a duplicate to (2k).	This will get corrected at a later date.
1250; 1275;1325 License application packet – Contents; Application processing; Fees -- When due	
2c doesn't align with DEL's current PBC; a person cannot submit a background in MERIT until DEL enters the application into FAMLINK and generates a Provider Number. Please clarify how we are to regulate this standard?	The expectation is that the licensor provide clarification on DEL expectations regarding background check requirements .
1275 Application processing	
When does the application process start?	The application process begins when the application is received by DEL.
1350 Liability insurance coverage	
What level is the department requiring for liability insurance: 100,000 or 1,000,000 or something else?	The liability limits are set by RCW 43.215.535 .
1525 Change in circumstances	
Is there a form or special way they are supposed to notify the department when there is a change of space?	A change in space usage will require a fire marshal inspection prior to usage of the space. The licensor must submit the “Request for Fire Marshal Inspection” form to the fire marshal.
Is there a form to document staff termination?	Yes, form #10.9.4
1625 Exception to rule	
(6) and (7)(b) seem to be contradicting. Which are we to follow/regulate?	If the exception is for a child it must not be posted.
1710 Program director	
Why is the CDA no longer accepted?	The Child Development Associate (CDA) Credential issued by the Council for Professional Recognition does not include a school-age endorsement.
What about staff who are currently approved under the old WAC – will they have time to get the new required training to do their current jobs?	Individuals who were in the management position (director or site coordinator) when these rules went into effect and do not have the required training contact your local DEL office to request an Exception Request form be sent. The exception must address reasonable progress toward qualification for the position. Each exception will be addressed on case-by-case basis. The licensor will staff each exception request with the supervisor.
We know that MERIT education exemptions take time! Can we accept proof that they have applied for an exemption?	It is expected that individuals are qualified for the position or have submitted an exception as mentioned above. DEL encourages individuals to submit education verification through MERIT .
What is DEL’s expectation regarding individuals submitting their education exemption request to MERIT?	It would benefit the individual to get verification through MERIT . This will be a primary guide to assist the licensor to confirm qualification for the

	position.
Does the "Washington state guidelines" refer to the "Washington State Early Learning and Development Guidelines" or to the Core Competencies or is there another set of guidelines I am unaware of? If it is to the Core Competencies, "approved school-age credits as specified in..." and does it refer to the color coded dotted list of areas of professional development?	The guidelines referred to here can be found on the DEL web page Plan your early learning career . Unfortunately the title of the document is different than stated in the WAC. It is titled ECE and school-age approved credits and related degrees .
1715 Site Coordinator	
First aid/CPR is not listed as a requirement in this WAC but is in a later WAC 'all staff are required...' this will be confusing for providers. (2h) what does this look like/mean and for whom? Is this for their staff or for themselves?	This will get corrected at a later date. However since these are requirements listed in other sections it is expected that the requirements are followed in the other sections.
Requirements state they must "have completed twenty hours of STARS training or possess an exemption." Can it be 20 hrs. by 6 months in the position?	The expectation is that the individual is in compliance with this requirement. It is expected that the licenser will address this on a case by case basis to make sure the requirements are followed.
1720 Lead teachers	
(5) – What does this mean?	This means that there must be someone on site that meets the site coordinator qualifications.
1730 Program assistants	
Define a 'brief period of time' – 5 minutes? An hour?	It depends on the circumstances.
1800 Ongoing training	
(3b) – what is "department directed training?" Is this something we tell them to take?	When it is determined by DEL that training is lacking in a certain area then DEL can require the staff member to take training in that particular area. This is determined on a case-by-case basis.
1820 Program provided training	
Is this their 10-hour STARS? Is this on top of STARS? Who does this training? What would a licenser look for – how would we regulate this? Is this a staff training plan? There is no timeline etc.	This is not their required 10 hours STARS. The expectation is that the program management ensures this training is done either by management or another source on each of the topics listed.
1850 HIV/AIDS training –Blood borne pathogens plan	
(1) Is there a list of DOH approved HIV/AIDs training?	Find out more about DOH HIV/AIDS training .
Can providers teach the HIV class?	The training must follow the "model curriculum" as listed on the DOH website.
Can they use the old Red Cross true/false test?	
2000 Recordkeeping – Records available to the department	
What records are included? Everything? Just sign in/out? Enrollment?	This section addresses the timeframe regarding retention of all program records and the criteria to make them available to DEL.
Is the sign-in sheet a program records or a child record?	Child's records are those records that are in the child's file.
2025 Child records - Confidentiality	

(3) What about non-custodial parents? Will programs be required to provide paperwork to parents who don't have custody of their children per court order?	When there is a court order then the court order must be followed. DEL staff should exercise discretion in this area and consult with the licensing supervisor as needed –as there may be situations where the non-custodial parent should be referred to their legal counsel or the family court.
2075 Staff records	
(6) When would a background check not be applicable?	If the volunteer does not have unsupervised access to the children then they are not required to complete a background check.
2125 Child attendance records – Staff-to-child ratio records	
Is it ok to have staff names on a different form, wouldn't time sheets fill the requirement, provided one sheet was used for ratio time and a separate sheet used for non-ratio duties?	The intent is to have documentation indicating who is caring for the children during operating hours; the names of staff must be documented in whatever manner works for each program.
2150 Facility records	
Would any of this WAC be fulfilled if verified by the school/district?	The licensee is responsible to have all referenced documentation on file.
2175 Materials that must be posted	
Can some of these items be in a binder, clearly marked? We have in the past allowed them to put the health care plan, disaster plan, DEL documents, and other such information in a binder for parents to peruse if desired.	As stated in 2175, the materials must be posted so they are clearly visible to the parents, guardians and staff.
Programs currently post drills at one location. Can this still be the case or does it have to be at each emergency exit?	Posting this information at the most used emergency exits would be sufficient.
2200 Reporting incidents to 911 (emergency services)	
5) This is a broad statement and needs clarification "fire and other emergencies" could mean anything.	This is in regards to any emergency that could put the children in harm's way.
2250 Reporting incidents to a child's parent or guardian and the department	
1bii) Would this include calling the licenser when a program is out of ratio?	The intent is that parent/guardians and DEL are informed when there is a lack of qualified staff to care for the children.
2350 Policies	
2) When would a provider submit these documents?	When applying for a license and any time they are updated.
2375 Parent/guardian policies (handbook)	
(2) What does this look like?	A statement on how the children's records will be kept.
(4) Whose access? Need clarification.	Parental access to their own children.
(12) What is a licenser looking for?	At the minimum examples of cultural awareness activities.
(13) Is this needed if applicable or always?	This applies to all programs regarding how they will address the religious preferences of families and also if the program engages in religious activities.
(16) Such as? What would a licensee list under this?	It is up to the licensee to decide what parents/guardians provide for their child.
(22) Does this mean ratios? What is a licensee writing and licenser looking for?	It is the plan that they develop based on capacity, facility layout and staffing.
2425 Staff policies	

(1) When must the center provide this training to all staff and volunteers and how often?	This standard does not specify a timeframe, however since this is an area of liability for the licensee the training should happen when an individual begins work and anytime the policies are updated.
2450 Off-site activity policy	
Supervision plan. What does this mean? What kind of information is to be included in this?	It means how the program will be staffed during off-site activities.
Is it possible to cut and paste from the WAC for policies as applicable?	Yes as long as language is added to explain how the program will follow the specific WAC.
2400, 2425, 2450	
Can all of these be combined into one document and count?	Yes they can be combined as long as all the requirements are included.
2575, 2600, 2625	
These are not always in areas that are controlled by programs, especially if located at school sites. Are licensors required to inspect unlicensed space?	The intent is to regulate all areas of the licensed space only.
2600 Furnaces and other heating devices	
(3) This would negate many school age art and cooking projects that are very age appropriate (fuse beads etc.) and will greatly reduce options for providers to give children interesting and educational opportunities.	This standard is primarily regarding furnaces and other heating devices. However, when it comes to any heat producing device the adult must be the one having access to the device and adequate supervision of the children must be maintained.
2875 Fire, disaster training for staff and volunteers	
If the schools test safety detectors, does this still need to be in the training plan? Is it possible to state that the schools are responsible for that? Will verification from the school be acceptable? Required?	Indicating that these are tested by the school would be sufficient.
2975 Additional method to sound an alarm	
What does this mean?	It means there must be more than two methods available when an alarm must be used when there is a fire, emergency situation or drill.
3000 Fire extinguishers	
Would any of this WAC section be allowed to be verified by the school like in other WACs listed?	There must be adequate fire extinguishers in the licensed space. It is the licensee's responsibility to make sure the fire extinguisher requirements are followed.
3250 Immunization tracking	
if providers have to give back the CIS form to parents after a child leaves, then they are in violation of 2000 that requires they keep child records for five years.	A note indicating the CIS form was given to the parent would suffice.
3315 Medication management	
(4) Who can provide the medication management training? Would the child's parent work?	It is up to the licensee to seek training. DEL strongly recommends the licensee contact the local health authority or a health nurse to conduct the training. If a child's parent has prescribing authority, they can conduct the

	training.
3325 Medication storage	
What is 'intended use topical and intended use ingestible' etc.? Examples of what these all mean would be helpful. Where does ADD med fall etc.?	Intended use topical is any medication that is to be put on the skin. Intended use ingestible is any medication taken orally through the mouth. ADD medication would be prescription medication.
3375 & 4100	
What if the medication (hand sanitizer or toothpaste for example) is in a child's backpack and staff are not aware of that? Are they required to do backpack searches every day?	This standard does not require staff to search backpacks.
3700 Carpets	
2) what does this mean? "Documentation verification of compliance?"	When a program is in a school and the carpets are cleaned according to the school schedule the licensee must have on file how this requirement is met.
3700(2) and 3925(1)	
States "Where the licensee does not have decision-making authority over the licensed premises, document verification of compliance is acceptable. QUESTION: What does "document verification of compliance" mean? What does that look like for the licensor to be able to regulate this standard?"	When a program is in a school and the school has set criteria in place, the licensee would need something in writing from the school administration or district to indicate how this requirement is being met.
3875 Cleaning and sanitizing toys	
(3) Does this mean that at least once a week, staff is required to clean and sanitize all toys in the program?	Yes, this WAC standard must be followed.
3925 Cleaning, sanitizing, and disinfecting table	
Can area rugs be 'beat' outside in lieu of vacuuming daily?	Vacuuming not beating of the area rugs must be done daily.
3950 Pest control	
Do providers need an actual pesticide plan?	This section references the Washington State Department of Agriculture's compliance guide .
4100 Poisons, chemicals and other substances	
What does "a material safety data sheet" mean? What does that look like for the licensor to be able to regulate this standard?	This is a requirement anytime a business stores chemicals. You must contact the manufacturer of the product and request the "material safety data sheet" for the individual product. Find out more on the OSHA website .
4200 Toys, equipment and recalled items	
Does the licensee still have to submit the recall form?	The form is no longer required.
(2) How would a licensor regulate this WAC if he/she found recalled items in the center; other than advising the center that the item needs to be removed/fixed per CPSC?	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. DEL has recall information on its website.
4250 Indoor temperature	
In large schools, sometimes it takes a while for the heat to kick in fully in the	The intent is to maintain a comfortable indoor temperature; as long as the

morning. Would staff have to send children away?	heat has been turned on and the licensed space is getting warmer it is not necessary to send children away.
A program operates in a school gym and the school district standard is to keep the temperature at 62 degrees; what can we do to meet this new requirement.	This is the temperature in the room when children are present.
4250-4275 – if the indoor temperature is not meeting requirements temporarily for a day or even an hour, what is the solution? Send the children home; keep them outdoors until the temperature falls within the acceptable range?	Determine if the heating or cooling system is working correctly to reach the required temperature. If it is not then action should be taken in the best interest of the children.
4550 Windows	
(1) What does a ‘protective guard’ mean?	This is a screen or type of barrier that will allow the window to be opened but prevents the child from going through the opening.
4925 Licensed outdoor space	
(1b) Dividing the group into smaller groups? Is that an example?	(1)Yes, this would be an example of alternate plan.
(2) Can an ‘identifiable boundary’ be orange cones or other visual cues?	(2) Yes that would be acceptable.
(4) Would a written plan still be required if the playground is fenced next to the road/driveway of the school?	The licensor will have to determine if a written plan is required. This will be handled on a case by case basis.
(5) States “... and has been inspected and maintained by the school district using the Consumer Product Safety Commission’s Public Playground Safety Handbook.” Will DEL be requiring something in writing, for the licensing file, from the school? If not, how does the licensor verify this to be true?	The licensee can obtain proof from the school that it is inspected according to the Consumer Project Safety Commission’s Public Playground Safety Handbook.
5050 Bouncing equipment prohibited	
Does this include an exclusion from field trips as well?	This applies to anytime the children are in care including when on field trips.
5125 Outdoor areas and daily physical activities	
Need clarification for before and after school programs. Does the 3 hours include both morning and afternoon care together? Separately? Example: A program operates before school for 1 ½ hours and 2 1/2 hours after school.	This refers to three hours of continual care.
5200 Swimming pools defined – barriers and supervision	
(2a & b) for programs such as the YMCA who have indoor pools and child care in the same building, they would need a door alarm or bell AND a five foot fence? That’s how it reads. Would a wall do????	Yes a wall would be sufficient as long as there is no direct access to the swimming pool.
5600 Staff-to-child ratio	
I have been reviewing the WAC changes and have a question. WAC 170-295-5600(1) refers to WAC 170-295-5700. But I cannot locate WAC 5700.	This was an oversight. The reference should have been to section 5725. This will be changed in the future.
5750 Supervising children	
Can the school custodian be the second person? Would they need the PBC and STARS training? What training must they have to be considered qualified?	The individual that fills this role must be qualified to be left unsupervised with the children.
5800 Orientation for staff	
Why is orientation for staff here and not in the staffing section? It is completely	Thank you for your feedback. We will take this into consideration when we

out of place and should go somewhere around 1745 etc.	rewrite this chapter.
When must new staff receive the program orientation? How soon after the person is hired?	New staff should receive orientation as soon as they are hired so they are familiar with all expectations of the program.
6175 Using alternate methods before using physical restraint	
Who can do the restraint training?	It is up to the licensee to determine who is qualified to provide the training.
6425 Off-site activity supervision	
Off-site trips require visual AND auditory supervision, which is different from onsite supervision. Is this the intent?	Yes, the intent is that visual and auditory supervision are required.
7530 Food sources	
Are pre-packaged store bought foods allowed?	This section is regarding what is not allowed.
7625 Meal and snack schedule	
(1) What if the program is not located on school grounds – does the school’s (where child attends) breakfast count? As written, it could be taken this way.	Yes. The intent is to make sure all children are given the option to have breakfast either by the child care or by the school they attend.
There are several options for Food Handler's Cards. Are they all acceptable?	Yes, as long as it is a Washington State Department of Health food worker card .
General Questions:	
Does no referral get posted?	No, they do not get posted.
When will the current versions of the forms be posted?	These have been updated and posted.
We still need better clarification of who is exempt from licensing.	RCW 43.215.010 defines who is exempt from licensing.