Washington State Department of Early Learning

School Age Checklist

INSPECTION TYPE	
VISIT DATE	

I. PROVIDER INFORMATION

PROVIDER NAME		PROVIDER ID	ISSUE DATE
DOING BUSINESS AS		ANNIVERSARY DATE	EXPIRATION DATE
FACILITY TYPE School-age Program	TELEPHONE NUMBER	EMAIL ADDRESS	
FACILITY ADDRESS	CITY	STATE WA	ZIP CODE
PRIMARY CONTACT PERSON		CAPACITY	LICENSING TYPE
LICENSE STATUS	REFERRAL STATUS	AGE RANGE From: To:	

II. WORKER ASSIGNMENT

LICENSOR Sheau-Pyng Li	EMAIL ADDRESS sheau-pyng.li@del.wa.gov	TELEPHONE NUMBER 360-714-4134
LICENSING SUPERVISOR Brenda Martinez	EMAIL ADDRESS Brenda.Martinez@del.wa.gov	TELEPHONE NUMBER 360-714-4162

III. HOURS OF OPERATION

DAYS OF OPERATION ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun	HOURS OF OPERATION through

1. Special Needs

Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable

Section	Requirement		Code
0050	**Special needs accommodations**	Special needs accommodations requirements are complete	
		Submit a written plan, signed by the parent/guardian that describes how the child's needs will be met	
		Written plan and documentation must be kept in the child's file and a copy sent to the department	
		Documentation of staff training for each written plan	
		Written plan(s) updated annually	

2. Licensing Process

Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable

Section	Requirement		Code
1035	**Fire inspection/certification**	Complies with state and local fire code	
1250	**License application packet--Contents**	The license application packet is complete	
1350	**Liability insurance coverage**	Insurance coverage requirements are met	
1360	**Lead and arsenic hazards --Tacoma smelter plume**	Lead or arsenic evaluation agreement – if applicable	
1375	**Private septic system--Inspection and maintenance**	Septic system inspection and maintenance records – if applicable	
1400	**Private well and water system**	Water testing and system repair records – if applicable	

3. Recordkeeping, Reporting and Posting			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	**Requirement**		**Code**
2175	**Materials that must be posted**	All required items are posted	
2375	**Parent/guardian policies (handbook)**	The parent/guardian handbook is complete	
2400	**Program/operations policies**	Program/operations policies are complete	
2425	**Staff policies**	Staff policies requirements are met	
2450	**Off-site activity policy**	Off-site activity policy is complete	

4. Fire and Emergency Preparedness			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	**Requirement**		**Code**
2575	**Combustible and flammable materials**	Combustible material removed from building or stored in closed metal container	
2600	**Furnaces and other heating devices**	Furnace inaccessible to the children	
2625	**Electrical motors**	Free of accumulated dust or lint	
2675	**Open flame devices, candles, matches and lighters**	Inaccessible to the children and not used during operating hours	
2700	**Emergency flashlight**	Working flashlight available - extra batteries if applicable	
2725	**Portable heaters and generators**	Not in use inside the licensed space during operating hours	
2775	**Telephone**	Working telephone with backup power source	
2850	**Disaster plan**	Written plan and all requirements are followed	
2875	**Fire, disaster training for staff and volunteers**	Training is provided and documentation is on file	
2975	**Additional method to sound an alarm**	Proof of additional method to sound an alarm	
3000	**Fire extinguishers**	Fire extinguisher requirements are followed	

5. Health			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	**Requirement**		**Code**
3200	**Health plan**	Health plan is complete	
3325	**Medication storage**	All medications are stored correctly	
3375	**Medication permission**	Medication permissions and required documentation are on file	
3625	**Handwashing procedure**	Staff must follow and teach children proper handwashing procedures	
3635	**When handwashing is required**	Staff and children wash their hands as required	
3650	**Hand sanitizers**	Hand sanitizer requirements are followed	
3700	**Carpets**	Cleaned twice each calendar year	
3850	**Cleaning laundry**	Laundry cleaned as required	
3875	**Cleaning and sanitizing toys**	Toys cleaned after contact with bodily fluids, at least weekly or when visibly soiled	
3925	**Cleaning, sanitizing and disinfecting table**	Equipment and environment cleaned; sanitized or disinfected as required	
3950	**Pest control**	Pest control procedure used as needed	
4000	**Lead, asbestos, arsenic and other hazards**	Action taken to prevent child exposure to lead, asbestos, arsenic or other hazards	
4025	**Drugs and alcohol**	Illegal drugs, alcohol or drugs that would impair ability to care for children are prohibited	
		Follow the school district drug free zone policy – if applicable	
4050	**No smoking**	No smoking requirements are followed	

5. Health (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	**Requirement**		**Code**
4075	**First-aid kit**	First aid kit in licensed space, on off-site trips and in vehicle when transporting children	
		First aid kits are complete	
4100	**Poisons, chemicals and other substances**	Stored inaccessible to the children	
		Material safety data sheet is kept on site	

6. Indoor Environment			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	**Requirement**		**Code**
4200	**Toys, equipment, and recalled items**	Equipment, toys or other items in good and safe working condition	
		Recalled items have been removed	
4225	**Indoor licensed space--Minimum space**	35 square feet per child; only the space intended for use by children in care is used	
4250	**Indoor temperature**	The indoor temperature must be no less than 65 degrees and no higher than 75 degrees or 82 degrees during the summer	
4275	**Fans, air conditioning or cross ventilation**	Fans and air conditioners inaccessible or have a protective barrier	
4300	**Window coverings**	Window covering requirements are followed	
4350	**Electrical outlets, cords and power strips**	Electrical outlets, cords and power strip requirements are followed	
4360	**Area lighting**	Must have adequate illumination	
4375	**Lighting safety**	Ceiling-mounted light fixtures have shatter-resistant covers or shatter-resistant light bulbs	
		No bare light bulbs in play space, or outdoor lights used indoors and halogen lamps are inaccessible to the children	
4475	**Emergency exit pathways**	Emergency exit pathways requirements must be followed	
4550	**Windows**	Protective guard must not block outdoor light	
4625	**Toileting facility**	Toileting facility requirements must be followed	
4635	**Handwashing sinks**	Located in or immediately outside rooms used for toileting and food prep area	
		Must have soap, warm water, paper towels or hand drying device	
		Handwashing procedures posted	
4650	**Bathroom floors**	Washable surface, resistant to moisture, cleaned & disinfected at least daily	
4700	**Water temperature**	60 to 120 Degrees Fahrenheit	
4725	**Guns and other weapons**	Guns and other weapons prohibited on the premises	
4750	**Storage for each child's belongings**	Separate storage for each child	

7. Pets and Animals			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	**Requirement**		**Code**
4800	**Pet and other animal policy**	Inform children's parent/guardian and have a pet/animal policy if pet or other animals are on the premises	
4850	**Pet or other animal health and safety**	Must have current immunizations, show no signs of disease, and have veterinarian documentation that pet is nonaggressive	
		Follow school district policy – if applicable	
4875	**Pets or other animals interacting with children**	Interacting with pets or other animals requirements are followed	
4900	**Pet and other animal wastes**	Animal waste and litter must be disposed of immediately	
		Must not be disposed of in sink used by children	

8. Outdoor Environment			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	**Requirement**		**Code**
4925	**Licensed outdoor space**	Licensed outdoor space requirements are followed	
4950	**Playground equipment--Ground cover--Fall zones**	Play equipment and ground cover requirements are followed	
5000	**Play equipment**	Play equipment is developmentally appropriate, in safe condition and inspected at least weekly for hazards; unsafe equipment is repaired immediately or made inaccessible until repaired	
5050	**Bouncing equipment prohibited**	No trampolines, rebounders or inflatable equipment	
5100	**Outdoor supervision**	Program staff within sight or hearing of the children	
		Staff to child ratio maintained	
5125	**Outdoor areas and daily physical activities**	Area promotes a variety of age and developmentally appropriate active play for the children	
		At least 20 minutes for every 3 hours unless conditions pose a health and safety risk to the children	

9. Bodies of Water			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	**Requirement**		**Code**
5150	**Water safety and activity**	Maintain staff to child ratio of 1:10; certified lifeguard on duty	
		Not allow use of hot tub, spa tank, or whirlpool	
5175	**Wading pools--Defined--Supervision**	All wading pool and supervision requirements are followed when a wading pool is used by the children	
5200	**Swimming pools defined--Barriers and supervision**	All swimming pool barrier requirements are followed	
		Maintain the swimming pool according to manufacturer's specifications, including cleaning and sanitizing	
		All swimming pool permission and supervision requirements are followed	
5225	**Bodies of water or water hazards on the licensed premises**	All bodies of water or water hazards on the licensed premises requirements are followed	
5250	**Bodies of water outside and near licensed space**	Written safety plan for bodies of water outside or near licensed space	
		Keep children from bodies of water that pose a drowning hazard	

10. Supervision, Capacity and Ratio			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	**Requirement**		**Code**
5600	**Staff-to-child ratio**	Maintain a 1:15 staff to child ratio	
5625	**Capacity**	All children on the premises or being transported counted in capacity	
		All children within the age range on the license counts in ratio	
5725	**Groups**	Must have clearly defined licensed space for each group	
		Group size must not exceed 30 children	
		Qualified staff must supervise each group	
		Total number of children does not exceed capacity of the space	
5750	**Supervising children**	Provide required staffing levels, staff to child ratios, and supervision for the number of children in attendance	
		Program staff must be aware of what children are doing, available and able to promptly assist or redirect	
		Electronic communication or surveillance device must not replace direct supervision	
		Program staff must be within sight or hearing of the children	

11. Nurture and Guidance			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	**Requirement**		**Code**
6000	**Interactions with children**	Program staff must follow all requirements regarding interactions with children	
6025	**Prohibited interactions**	Program staff must follow all requirements regarding prohibited interactions	
6050	**Guidance and discipline**	Guidance and discipline must be consistent, fair and positive	
		Only the licensee or trained staff may discipline a child	
		Must have a written guidance and discipline policy	
6075	**Positive options for discipline**	Positive guidance methods must be used	
6100	**Separating a child from the group**	A child separated only long enough to allow the child to regain control; child must remain under direct supervision of program staff person	
6125	**Preventing harmful or aggressive acts**	Steps taken to protect children from harmful acts of others	
6150	**Prohibited actions**	Program staff must follow all requirements regarding prohibited actions	
6200	**Physical restraint--Prohibited uses or methods**	All requirements regarding prohibited uses or methods of physical or mechanical restraints are followed	
6225	**Physical restraint--Holding method allowed**	All requirements regarding the use of a holding method are followed	
6250	**Notice and documenting use of physical restraint**	All requirements regarding notice and documentation of the use of physical restraint are followed	
6275	**Abuse and neglect--Protection and training**	Program staff must report suspected or actual abuse or neglect and must be trained on mandatory reporting requirements as defined in RCW 26.44.020; and RCW 26.44.030	

12. Program			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	**Requirement**		**Code**
6400	**Off-site activities--Parent or guardian permission**	Written permission for each child to engage in off-site activities	
6425	**Off-site activity supervision**	Must at all times provide supervision, and be able to promptly assist or redirect the children's activities	
6450	**Off-site activity--Emergency information and supplies**	Off-site activity-emergency information and supplies requirements are followed	
6475	**Transportation**	All requirements regarding transporting children are followed	
6575	**Activities to promote child growth and development**	Must provide daily activities that support each child's developmental stage	
6600	**Equipment and play materials**	Must provide equipment and play materials that are washable, clean, nonpoisonous and free of toxins	
6625	**Art materials**	All prepackaged art materials must be labeled “nontoxic” and as conforming to or meeting “ASTM D-4236.”	
6650	**Screen time**	Screen time must be educational, have child-appropriate content and be developmentally and age appropriate	
6675	**Screen time—Limitations**	Screen time – limitation requirements are followed	
6775	**Diversity**	All diversity requirements are followed	

13. Food Service and Nutrition			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	**Requirement**		**Code**
7500	**Food and milk must meet USDA guidelines**	Food and milk served according to current USDA - child and adult care food program (CACFP) charts	
7515	**Menus and dietary restrictions**	Menus must be posted	
		Have written instructions and post child's dietary restrictions	
7525	**Parent or guardian-provided food**	Written food plan completed/signed by parent and program staff	
7530	**Food sources**	All food is from approved food sources	
7575	**Drinking water**	Safe drinking water is provided	
7580	**Drinking fountains**	Drinking fountains must be cleaned and sanitized	
7625	**Meal and snack schedule**	All meals and snacks are served according to required schedule	
7650	**Serving foods**	All serving food requirements are followed	
7680	**Safe food handling**	Staff must follow the preparation, cooking and serving guidelines in the current edition of the WA state DOH food workers manual	
7700	**Washing dishes**	Automatic dishwasher, using the sanitizing cycle or hand wash method by emersion in hot soapy water, rinse, sanitize and air dry	
7725	**Food containers and utensils**	Containers used in the microwave are labeled for microwave use	
		Disposable serving containers, dishes and utensils are sturdy and used only once	
		Keep sharp utensils and utensils that may cause serious injury inaccessible to children when not in use	
7750	**Food preparation area**	All food preparation area requirements are followed	
7800	**Food storage**	Food is stored safely	
7825	**Satellite kitchens**	Must have copy of permit issued by local health jurisdiction	
		Written policy on handling food from satellite kitchen	

14. Staff records											
	DEL Orientation	**Program Orientation**	**Background Check**	**TB Test**	**HIV/ AIDS**	**BBP training**	**CPR**	**First aid**	**Food worker's card**	**STARS Training**	
										Basic	10 Hrs
Section	1125	5800	1200	1750	1850		1825	1825	7675	1775	1800
Staff Name											

15. Staff Qualifications			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	**Requirement**		**Code**
1710	**Program Director**	Meet requirements and qualifications	
1715	**Site Coordinator**	Meet requirements and qualifications	
1720	**Lead Teachers**	Meet requirements and qualifications	
1730	**Program assistants**	Meet requirements and qualifications	
1735	**Volunteers**	Meet requirements and qualifications	

16. Children's Records								
	Enrollment application	**Immunizations or exemption**	**Health history**	**Persons authorized to pick up child**	**Emergency contact**	**Parent/ guardian information**	**Medical provider or written plan**	**Dental provider or written plan**
Section	**2050**	**3250-3300**	**2050**	**2050**	**2050**	**2050**	**2050**	**2050**
Child Number								

17. Records			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable			
Section	**Requirement**		**Code**
2050	**Child records--Contents**	Meets requirements	
2000	**Recordkeeping--Records available to the department**	Must keep all required records for a minimum of 5 years and current records kept in licensed space.	
2025	**Child records--Confidentiality**	Children's records are maintained in a confidential manner	
2075	**Staff records**	Completed staff files	
2125	**Child attendance records--Staff to child ratio records**	Daily attendance records kept for each child with required signature	

18. Summary, Comments and Recommendations:

19. Signatures:	
Compliance Agreement: ☐ Yes ☐ No	Date:
Licensee Signature:	Date:
Licensor Signature:	Date:
Health Specialist Signature:	Date: