



Family Home Checklist

INSPECTION TYPE
VISIT DATE

I. PROVIDER INFORMATION

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

II. WORKER ASSIGNMENT

LICENSOR	EMAIL ADDRESS	TELEPHONE NUMBER
LICENSING SUPERVISOR	EMAIL ADDRESS	TELEPHONE NUMBER

III. HOURS OF OPERATION

DAYS OF OPERATION <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun	HOURS OF OPERATION a.m. through p.m.
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Topics

1. Licensing Process	WAC 170-296A-1000 through 170-296A-1650
2. Staff Qualifications	WAC 170-296A-1700 through 170-296A-1975
3. Recordkeeping, Reporting and Posting	WAC 170-296A-2000 through 170-296A-2450
4. Fire and Emergency Preparedness	WAC 170-296A-2525 through 170-296A-3050
5. Health	WAC 170-296A-3200 through 170-296A-4100
6. Indoor Environment	WAC 170-296A-4200 through 170-296A-4750
7. Pets/Other Animals	WAC 170-296A-4800 through 170-296A-4900
8. Outdoor Environment	WAC 170-296A-4925 through 170-296A-5250
9. Supervision, Capacity and Ratio	WAC 170-296A-5400 through 170-296A-5850
10. Nurture and Guidance	WAC 170-296A-6000 through 170-296A-6275
11. Program	WAC 170-296A-6400 through 170-296A-6850
12. Infant Care	WAC 170-296A-7000 through 170-296A-7375
13. Food Service and Nutrition	WAC 170-296A-7500 through 170-296A-7750
14. Summary, Comments and Recommendation	
15. Signatures	

Policies and Plans

1. Parent/Guardian Policies	WAC 170-296A-2375
2. Program/Operations Policies	WAC 170-296A-2400
3. Staff Policies	WAC 170-296A-2425
4. Off – Site Activity Policy	WAC 170-296A-2450
5. Health Plan	WAC 170-296A-3200
6. Licensee Absence	WAC 170-296A-5775
7. Overnight Care	WAC 170-296A-6850

1. Licensing Process		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
1125	Orientation Required	Attended orientation Date(s):
1250	License Application packet-Contents	Completed application form
		Copy of a current government issued photo identification
		Documentation of high school diploma or equivalent
		Resume
		References – must have three
		Copy of Social Security card or sworn declaration stating does not have Social Security card
		Copy of letter showing EIN – if plans to employ staff
1325	Fees – When due	License fees paid Date:
1360	Lead and arsenic hazards	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
1420	Licensee declaration	Signed and dated declaration form submitted – regarding use of unlicensed space

2. Staff Qualifications		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
1925	Assistants and volunteers - Supervision	Assistant or volunteer 16 years or older must be within visual or auditory range at all times
		Assistant or volunteer 14 to 16 years old must be within visual and auditory range of license or primary staff person

Staff records											
Staff or household member names	Gov't Issued Picture ID	Minimum education	Background Check	Non-criminal Background Check	TB Test	HIV/AIDS	CPR	First aid	Food handlers permit	STARS Training	
										20 hrs	10 hrs
WAC Citation	2075	1725 1735	1200	1225	1750	1850	1825	1825	7675	1175 1910	1800 2075
Compliance Code											
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Date Expired	Date Expired	Date Expired	<input type="checkbox"/>	<input type="checkbox"/>
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Children's Records								
Child Number	Enrollment application	Immunizations or exemption	Allergies 2050	Persons authorized to pick up child	Emergency contact	Parent/guardian information	Medical provider or written plan	Dental provider or written plan
WAC Citation	2050	2050	2050	2050	2050	2050	2050	2050
Compliance Code								
Child #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child #5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Recordkeeping, Reporting and Posting			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
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.	
		Records older than 12 months – 5 years made available to the department within 2 weeks	
		Stored in licensed space	
2025	Child records - Confidentiality	Children's records are maintained in a confidential manner	
2075	Licensee and staff records	Completed staff files	
2100	Required records for household members	Must keep the following copies on the premises: Non-criminal background check (13 – 16 years), Background check and TB test results (16 years and older)	
2125	Child attendance records	Daily attendance records kept for each child with required signature	
2175	Materials that must be posted	Statement of licensee philosophy of child development	
		Emergency information:	
		▪ 911 or emergency services number	
		▪ Name of licensee, telephone number, address, directions and emergency contact information	
		▪ Washington poison center toll-free number	
		▪ DSHS/CPS toll free number	
		Emergency preparedness plan and drills information:	
		▪ Dates and times of drills	
		▪ Procedure for sounding alarm	
		▪ Monthly smoke detector and carbon monoxide detectors check if applicable	
		▪ Floor plan with escape routes and emergency exits identified	
▪ Emergency medical information			
▪ Fire hazards monthly check			

3. Recordkeeping, Reporting and Posting (continued)		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
2175	Materials that must be posted	Child care licensing information:
		▪ Current license
		▪ Exception to rule – if applicable
		▪ Notice of enforcement action – if applicable
		Notice of additional licensing information available for review:
		▪ Checklists
		▪ Compliance agreement
		▪ Enforcement action – if applicable
		Notice of no or lapsed liability insurance coverage – if applicable
		Statement of how licensee will communicate with parent/guardian regarding their child’s development
2375	Parent/guardian policies (handbook)	Typical daily schedule
		Hours of operation including closures and vacations
		Information on how children’s records are kept
		Enrollment and disenrollment process
		Parent/guardian access to children during child care hours
		Program philosophy
		Typical daily schedule
		Communication plan
		Written plan for child’s specific needs – if applicable
		Fees and payment plan
		Religious activities
		How holidays are recognized
		Confidentiality policy
		Items parent/guardian required to provide for child
		Guidance and discipline policy
		Infant and toddler care – if applicable
		Reporting suspected child abuse and neglect
		Food service practices
		Off-site field trip requirements
		Transportation requirements
		Staffing plan including when licensee is absent
		Access to licensee’s and staff training records
		Pet policies
		Health care and emergency preparedness plan
		Napping/sleeping requirements
		No smoking policy
		Drug and alcohol policy
		Guns and weapons storage – if applicable
Overnight care requirements – if applicable		

3. Recordkeeping, Reporting and Posting (continued)		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
2400	Program/operations policies	Plans to keep records current
		Child supervision requirements
		Mandatory reporting
		Plan for off-site trips
		Plan for transporting children
		Plans for preventing children's access to unlicensed space
		Medical emergency, fire, disaster and evacuation responsibilities
		Guidance and discipline responsibilities
		Overnight care – if applicable
		Plan for staff – if applicable
2425	Staff policies	Plan for keeping staff records current
		Job description
		Staff responsibilities for;
		▪ Child supervision
		▪ Guidance and discipline
		▪ Food service practices
		▪ Off-site trips
		▪ Transporting children
		▪ Preventing children's access to unlicensed space
		▪ Health, safety and sanitation procedures
		▪ Medical emergencies
		▪ Mandated reporting of suspected child abuse and neglect
		▪ Overnight care – if applicable
		Staff responsibilities when licensee is absent from the child care operation
Documentation of all staff training on policies		
2450	Off – site activity policy	Parent notification and permissions
		Supervision plan
		Transportation plan
		Emergency procedures
		Medication management
		Maintaining complete first-aid kit
		Charging of fees if any

4. Fire and Emergency Preparedness		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
2550	Requesting local fire department visit	Written documentation on file regarding visit or request made
2575	Flammable materials	Combustible material stored in closed metal container or removed from building
2600	Furnaces	Furnace inaccessible to the children

4. Fire and Emergency Preparedness (continued)		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
2625	Electrical motors	Free of accumulated dust or lint
2650	Fireplaces, wood stoves, similar wood-burning heating devices-other hot surfaces	Documentation of inspection or written statement if not in use
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 home during operating hours
2750	House numbers	Visible from street or road in front of the premises
2775	Telephone	Working telephone with backup power source
2800	Access for emergency vehicles	Home can be accessed by emergency vehicle
2825	Fire evacuation plan	Posted and up to date
2850	Disaster plan	Written plan and followed
2875	Fire, disaster training for staff and volunteers	Documentation of training on file
2925	Record of emergency drills	Documentation of emergency drills practiced with children
2950	Smoke and carbon monoxide detectors	Maintained and working with extra battery for each
2975	Additional method to sound an alarm	Proof of additional method to sound an alarm
3000	Fire extinguishers	Minimum 2A: 10 BC
		<ul style="list-style-type: none"> ▪ On each level of the home used for child care ▪ Mounted within 75 feet of an exit and along the exit pathway
		If in closet:
		<ul style="list-style-type: none"> ▪ Sign on door-extinguisher mounted inside ▪ No obstructions blocking access to the closet
		Documentation of annual maintenance or proof of purchase of new extinguisher
3025	Fire extinguisher, smoke/carbon monoxide detector use and testing	Demonstrate to licenser how to: <ul style="list-style-type: none"> ▪ Use fire extinguisher ▪ Test and operate the smoke detectors ▪ Test carbon monoxide detectors if required ▪ Test alternate alarm device
3050	Monthly fire inspection	Keep record of monthly fire hazard inspections and eliminate any hazards

5. Health		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
3200	Health plan	Communicable disease
		Immunization tracking
		Medication management
		Medication storage
		Injury treatment
		Hand-washing and hand sanitizers
		Caring for children with special health care needs
		Cleaning, sanitizing and disinfecting procedures
		Blood borne pathogens plan
		Notifying the health department when child diagnosed with notifiable condition

5. Health (continued)		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
3325	Medication storage	Storage of the following:
		▪ Prescription
		▪ Non-prescription
3375	Medication permission	On file from the previous 12 months for:
		▪ 30-day permission
		▪ 90-day permission (diaper ointment and talc free powder, sun screen, hand sanitizer, hand wipes with alcohol)
3625	Hand washing	Administration/medication log
		Staff must follow and teach children proper hand-washing procedures—warm water, soap and single-use towels are available
3700	Carpets	Cleaned once each calendar year
3725	Where children may sleep	A mat, cot or other sleeping equipment is provided for each child
3750	Mats, cots and other sleeping equipment	Must not have tears or holes, stored separately, one inch thick, waterproof surface and sanitized
3775	Bedding	Cover on sleeping surface and cover for child
3800	Overnight sleeping	Must have department approval to provide overnight care
3825	Loft-style and bunk beds	Not allowed for children younger than 6 years of age
3850	Cleaning laundry	Laundry-soap/detergent and temp control or bleach
3875	Cleaning and sanitizing toys	Before/after child plays with toy that has come into contact with another child's mouth, bodily fluids
		Not less than weekly when the toys have been used by the children or when visibly soiled
3925	Cleaning, sanitizing and disinfecting licensed space	Child care equipment and environment must be cleaned; sanitized and disinfected according to the table
3950	Pest control	Pest control procedure used as needed
4000	Lead, asbestos, arsenic and other hazards	Take action to prevent child exposure to: lead paint, plumbing containing lead, asbestos, arsenic or lead in soil or drinking water, toxic mold, or other identified toxins or hazardous materials
4025	Drugs and alcohol	Must not or allow others to:
		<ul style="list-style-type: none"> ▪ Have or use illegal drugs on the premises; ▪ Consume alcohol during operating hours; or ▪ Be under the influence of alcohol, illegal drugs or misused prescription drugs when working with or in the presence of children in care
		All alcohol is inaccessible to children
4050	No smoking	Smoking prohibited during operating hours; in the home, in outdoor or indoor licensed space, within 25 feet from entrance, exit window or ventilation or in vehicle when transporting children
		Tobacco products and containers holding cigarette butts, cigar butts, or ashes are inaccessible to the children

5. Health (continued)		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
4075	First aid kit	Complete first aid kit in licensed space, on off-site trips and in vehicle when transporting children
		Contents:
		▪ Disposable nonporous protective gloves
		▪ Adhesive bandages of various sizes
		▪ Small scissors
		▪ Tweezers
		▪ Elastic wrapping bandage
		▪ Sterile gauze pads
		▪ Ice pack
		▪ Thermometer
		▪ Sling or large triangular bandage
▪ Adhesive tape		
▪ Current first aid manual		
4100	Poisons, chemicals and other substances	Stored inaccessible to the children

6. Indoor Environment		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
4200	Toys, equipment and recalled items	Equipment, toys or other items maintained in good and safe working condition
		Remove recalled items as soon as the licensee becomes aware that it has been recalled
4225	Indoor license space-Minimum space	35 square feet per child measured to include only the space intended for use by children in care
4250	Indoor temperature	The indoor temperature must be no less than: 60 degrees Fahrenheit when children are sleeping
		65 degrees Fahrenheit when the majority of the children are awake
4275	Fans, air conditioning or cross ventilation	Fans and air conditioners may be used and kept inaccessible to the children
4300	Window coverings	With pull cords or inner cords capable of forming a loop are prohibited as provided by RCW 43.215.360
		May not be secured to the frame of an emergency window or door if it would prevent the window or door from opening easily
4325	Stairs	The stairway in licensed space must be well lit, free of clutter; have a handrail not higher than 30 inches high or sturdy slats on one side of the stairs
		Provide a pressure gate, safety gate or a door to keep the stairs inaccessible to infants and toddlers when not in use
		Openings between slats must not be wider than 3 ½ inches
4350	Electrical outlets, cords and power strips	Tamper-resistant outlet covers or receptacles in areas accessible to children
		Outlets near sinks, tubs or toilets must be tamper-resistant ground fault circuit interrupter (GFCI) type or made inaccessible to the children

6. Indoor Environment (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement		Code
4350	Electrical outlets, cords and power strips	Electrical cords must be secured, in good working order and plugged directly into an outlet or a surge protector	
		Power strips with a surge protector are made inaccessible to the children	
		Extension cords may be used only for a brief or temporary purpose and must be plugged directly into an outlet or into a surge protected power strip	
4360	Area lighting	Must be bright in the children's activity areas, eating areas and the bathroom	
		All other areas in the licensed space must have lighting so children are safe	
4375	Lighting safety	Ceiling-mounted light fixtures in the play space must have shatter-resistant covers or shatter-resistant light bulbs	
		No bare light bulbs in licensed space accessible to children	
		Do not use lights or light fixtures indoors that are intended or recommended for outdoor use	
		Do not use halogen lamps in any area accessible to children	
4400	Exit doors	Must have a method to alert when an exit door is opened (a chime, bell, alarm, or other device)	
		An exit door not used as an emergency exit may be locked during operating hours. The door knob or handle must automatically unlock when the door knob or handle is turned	
4425	Night latches, deadbolts and security chains	When overnight care is provided the safety plan includes identifying if night latches, deadbolts or security chain are used on doors not used as an emergency exit	
4450	Interior doors and locks	Interior doors do not exit to the exterior of the home; must be able to be unlocked from either side. An unlocking device must be readily available for staff	
4475	Emergency exit pathways	Is licensed space and is free from clutter and obstructions	
4500	Emergency exits-general	Each level of licensed space must have at least two emergency exits that open directly to the exterior	
		Every room, except bathrooms, must have two separate ways to exit	
		If child care is in the basement or level of the home accessed by an interior stairway, the stairway must have a self closing door at the top or bottom	
		Any basement approved for licensed child care must have two means of emergency exit	
4525	Emergency exit doors	Must open to the exterior of the home; remain unlocked and be able to open to the full open position	
		If the emergency exit door opens to a landing that is 4 feet (48 inches) or more above grade, the landing must lead to a stairway or ramp to get to ground level	

6. Indoor Environment (continued)		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
4550	Emergency exit windows	Any window used as an emergency exit must:
		<ul style="list-style-type: none"> ▪ Remain unlocked during operating hours, except a manufacturer-installed latch may be latched;
		<ul style="list-style-type: none"> ▪ Be designed to open from the inside of the room without the use of keys, tools or special knowledge;
		<ul style="list-style-type: none"> ▪ Be easy to open to the full open position
		Must have at least 5.7 sq. feet of opened area, except on the ground floor it may have 5.0 sq. feet of opened area. When open, the window opening must be at least 20 inches wide and 24 inches tall
		Interior sill height of 44 inches or less above the interior floor. If more than 44 inches a sturdy platform (which may be a table or other device) may be used. The platform must be in place during operating hours
		A place to land outside that is 48 inches or less below the window which may be the ground or a deck, landing or platform constructed to meet current building codes
4575	Emergency exits from areas used only for sleeping/napping	One exit must be an emergency exit door or emergency exit window leading directly to the exterior of the building; the other exit may be an interior door leading to an emergency exit pathway
4600	Commercial use areas-fire wall	Fire-resistant wall separates the child care space from any space used for commercial purposes
		Emergency exits pathways must not exit to or go through the commercial space
4625	Bathrooms	At least one indoor bathroom in the licensed space with a working flush-type toilet, mounted toilet paper dispenser, toilet paper for each toilet; and appropriate height and size for children, or platform that is safe, easily cleanable and resistant to moisture
		Ventilated by opened window or an exhaust fan
4650	Bathroom floors	Washable surface and resistant to moisture. Cleaned and disinfected daily or more often if needed
		Removable rugs may be used; laundered and sanitized at least weekly or more often if soiled
4675	Bathroom sinks	Located in or next to bathrooms, has warm running water, is an appropriate height and size for children or platform that is safe, easily cleanable and resistant to moisture
4700	Water temperature	Not less than 80 degrees and not more than 120 degrees Fahrenheit
4725	Guns and other weapons	Stored inaccessible in locked gun safe or locked room
		If in locked room, each gun must be stored unloaded with a trigger lock or other disabling feature
4750	Storage of each child's belongings	Separate storage for each child's belongings. Belongings of children from the same family may be stored together

7. Pets and Animals		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
4800	Pet and 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 if applicable, no signs of disease, worms or parasites; and be nonaggressive
4875	Pets or other animals interacting with children	Directly supervise and instruct staff to directly supervise, preschool age and younger children
		Children and staff wash their hands after handling animals, their toys, bedding, litter or equipment
		Written plan to keep a pet inaccessible if known to be dangerous or aggressive
		Reptiles and amphibians inaccessible to the children
4900	Pet waste	Litter boxes inaccessible to the children
		Designated area outside that is inaccessible to children and not counted in licensed outdoor square footage use
		Feces removed immediately if an animal relieves itself in the outdoor licensed space
		Immediately clean and disinfect areas soiled with pet feces, urine, blood, or vomit in the indoor licensed space

8. Outdoor Environment		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
4925	Licensed outdoor space	75 square feet per child or alternate plan provided
		A fence that is at least 4 feet high
		Openings between slats must not be wider than 3 ½ inches
		Safe route if not adjacent to the home
		Written plan for roadways and dangers adjacent to licensed space, if applicable
4950	Rails on platforms, decks and stairs	A drop zone of more than 18 inches must have guardrails in any area where there are no steps
		Outdoor stairs with 4 or more steps must have slats (balusters) or a hand rail not higher than 30 inches on at least one side
		Openings between the slats must not be wider than 3 ½ inches
4975	Outdoor supervision	Preschool and younger within sight and hearing of licensee or primary staff
		School age within sight or hearing of licensee or primary staff
		Staff to child ratio maintained
5000	Play equipment	All play equipment must be developmentally appropriate, maintained in a safe working condition and inspected at least weekly for injury hazards, broken parts, or damage
		Unsafe equipment must be repaired immediately or must be made inaccessible to children until repairs are made
		Play equipment must be arranged so that it does not interfere with other play equipment when in use
		If play equipment is acquired after the effective date of this WAC chapter it must be installed or assembled according to manufacturer specifications, and keep specifications on file

8. Outdoor Environment (continued)		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
5000	Play equipment	If play equipment is used, "hand-made" or acquired and installed prior to the effective date of this WAC chapter does not require documentation of specifications
5025	Outdoor physical activities	Area promotes a variety of age and developmentally appropriate active play for the children
5050	Bouncing equipment prohibited	No trampolines, rebounders or inflatable equipment
5075	Ground cover-fall zones	Climbing play equipment over 48 inches tall must not be placed on grass, concrete, asphalt, packed soil, lumber, or similar hard surfaces
		Swings and play equipment intended for climbing must have acceptable ground cover which includes: <ul style="list-style-type: none"> ▪ Pea gravel – at least 9 inches deep; ▪ Playground wood chips – at least 9 inches deep; ▪ Shredded recycled rubber – at least 6 inches deep; or ▪ Other department approved material
		A 6-foot fall zone must surround all equipment that has a platform over 48 inches tall that is intended to be climbed
		The fall zone to the front and rear of the swing set must be equal to or greater than twice the height of the top bar from which the swing is suspended
5125	Daily outdoor activity	At least 30 minutes each day unless conditions pose a health and safety risk to the children
5150	Water activity-supervision	When attending a swimming or water play activity outside the licensed premises the licensee must have written permission from each child's parent/guardian
		There must be a certified lifeguard on duty
		When infants or toddlers are in water depth that is: <ul style="list-style-type: none"> ▪ 24 inches or less, the licensee or staff must stay within reach of infants or toddlers; or ▪ 24 inches or greater, one-to-one staff-to-child ratio is provided for each infant or toddler. Staff must be in constant touch contact with each infant or toddler
5175	Wading pools-defined-supervision	Has a water depth of 2 feet or less measured without children in the pool; and can be emptied and moved
		Licensee or primary staff person must directly supervise the children
		Obtain written permission from each child's parent/guardian
		Maintain staff-to-child ratios
		Keep infants or toddlers within reach of the licensee or staff
		Use an alarm or bell on door to outdoor space where pool water could be accessed, or keep the wading pool empty when not in use
		Empty the pool, clean and disinfect the pool daily or immediately if soiled with urine, feces, vomit, or blood
5200	Swimming pools defined-barriers and supervision	Has a water depth greater than 2 feet
		An alarm or bell on each door opening to the pool area
		A fence that is at least 5 feet tall
		When the fence has slats the openings between slats must not be wider than 3½ inches

8. Outdoor Environment (continued)		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
5200	Swimming pools defined-barriers and supervision	All gates must have a self-latching device and must be able to be locked. An unlocking device must be available but be inaccessible to children
		Maintain the swimming pool according to manufacturer's specifications, including cleaning and sanitizing
		Obtain written permission from the parent/guardian of each child
		One person present at the swimming pool must have lifeguard training
		One additional staff person more than the required staff-to-child ratio to help supervise children preschool age and older
		A one-to-one staff-to-child ratio for infants or toddlers and be in constant touch contact
		Children in diapers or toilet training must wear swim pants to lower the risk of contaminating the water
5225	Bodies of water or water hazards on the licensed premises	"Body of water" does not include a wading pool as defined in WAC 170-296A-5175, a water activity table, small bird baths or rain puddles with a water depth of two inches or less
		Make any body of water in the licensed space inaccessible with a physical barrier (not to include a hedge or vegetation barrier) or fence that is at least 5 feet tall
		When the fence has slats the openings between slats must not be wider than 3½ inches
		Licensee or primary staff person must directly supervise children, with the staff-to-child ratios observed, whenever children play in any area with a body of water
		Make hot tubs, spas, or jet tubs inaccessible with a tub cover that is locked
		Not use five-gallon buckets or similar containers for infant or toddler water play
5250	Safety plan for bodies of water outside and near licensed space	Have a written safety plan approved by the department for bodies of water outside or near licensed space
		Licensee or staff must keep children from having access to bodies of water that pose a drowning hazard

9. Supervision, Capacity and Ratio		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
5600	Staff-to-child ratio	Provide qualified staff to fulfill the staffing requirements and ratios at all times during all operating hours, including off-site trips or when transporting children in care
5625	Capacity	All children on the premises or being transported by the licensee or staff are counted in capacity
		Any child within the age range on the license count in ratio, including the licensee's own children, children of staff, or visiting children who are not accompanied by an adult
5700	Capacity and ratio table	Staff to child ratio consistent with WAC-see table for details

9. Supervision, Capacity and Ratio (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement	Code	
5750	Supervision	Provide required staffing levels, staff to child ratios, and supervision for the number of children in attendance	
		Must be aware of what staff and children are doing, available and able to promptly assist	
		Baby monitor or video monitor not used	
		Licensee or primary assistant on same level of home as	
		Preschool or younger children within sight and hearing range of licensee or primary assistant outdoors	
5775	Licensee absence	The licensee must have a written policy and procedure for staff to follow any time the licensee is absent from the child care	
		Prior to engaging in outside employment or ongoing activities outside the child care during operating hours, the licensee must inform the department in writing	
		The department must approve the licensee's policy and procedure for licensee absence. The department may require modifications to the proposed policy and procedure if it does not meet licensing requirements	

10. Nurture and Guidance			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement	Code	
6000	Interactions with children	Demonstrate positive interactions with children and other adults when children are present	
		Interact with children through listening and responding to what the children have to say	
		Be in frequent verbal communication with children in a positive, reinforcing, cheerful and soothing way. Explain actions, even to very young babies	
		Treat each child with consideration and respect	
		Appropriately hold, touch and smile at children	
		Speak to the children at their eye level when possible and appropriate	
		Be responsive to children, encouraging them to share experiences, ideas and feelings	
		Respond to and investigate cries or other signs of distress immediately	
		Perform age or developmentally appropriate nurturing activities that:	
		<ul style="list-style-type: none"> ▪ Take into consideration the parent's own nurturing practices 	
		<ul style="list-style-type: none"> ▪ Promote each child's learning self-help and social skills 	
		<ul style="list-style-type: none"> ▪ Stimulate the child's development 	
		Provide each child opportunities for vocal expression. Adult voices must not always dominate the overall sound of the group	

10. Nurture and Guidance (continued)		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
6025	Prohibited interactions	In the presence of the children in care the licensee and staff must not or allow others to:
		<ul style="list-style-type: none"> ▪ Use profanity, obscene language, "put downs," cultural or racial slurs
		<ul style="list-style-type: none"> ▪ Have angry or hostile interactions
		<ul style="list-style-type: none"> ▪ Use name calling or make derogatory, shaming or humiliating remarks;
		Use or threaten to use any form of physical harm or inappropriate discipline, such as, but not limited to:
		<ul style="list-style-type: none"> ▪ Spanking children
		<ul style="list-style-type: none"> ▪ Biting, jerking, kicking, hitting, or shaking
		<ul style="list-style-type: none"> ▪ Pulling hair ▪ Pushing, shoving or throwing a child ▪ Inflicting pain or humiliation as a punishment
6050	Guidance and discipline	Must use consistent, fair, positive guidance and discipline methods. These methods must be appropriate to the child's developmental level, abilities, culture and are related to the child's behavior
		Only the licensee or primary staff person trained in the licensee's expected standards may discipline a child in care
6075	Positive options for discipline	The guidance methods may include any of the following:
		<ul style="list-style-type: none"> ▪ Distracting
		<ul style="list-style-type: none"> ▪ Redirecting
		<ul style="list-style-type: none"> ▪ Planning ahead to prevent problems
		<ul style="list-style-type: none"> ▪ Encouraging appropriate behavior
		<ul style="list-style-type: none"> ▪ Explaining consistent, clear rules ▪ Allowing children to be involved in solving problems; ▪ Explaining to the child the reasonable and age appropriate natural and logical consequences related to the child's behaviors
6100	Separating a child from the group	A child 3 years or older may be separated from other children as a form of discipline only long enough to allow the child to regain control. The child must remain under the direct supervision of the licensee or primary staff person
6125	Preventing harmful or aggressive acts	Take steps to protect children from the harmful acts of other children; and immediately intervene when a child becomes physically aggressive
6150	Prohibited actions	Must not or allow others to:
		Restrict a child's breathing
		Deprive a child of: <ul style="list-style-type: none"> ▪ Sleep, food, clothing, shelter, or physical activity ▪ Needed first aid or ▪ Required or emergency medical or dental care
		Interfere with a child's ability to take care of his or her own hygiene and toileting needs
		Withhold hygiene care, toileting care or diaper changing to any child unable to provide such care for him or herself
6200	Physical restraint-prohibited uses or methods	Must not use physical or mechanical restraints as a form of punishment or discipline

10. Nurture and Guidance (continued)		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
6275	Abuse and neglect – protection and training	The licensee and staff must protect the children, report suspected or actual abuse or neglect and train staff on prevention and mandatory reporting requirements of child abuse and neglect as defined in RCW 26.44.020; and RCW 26.44.030

11. Program		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
6400	Off-site activities-parent/guardian permission	Have written permission from the parent/guardian prior to the child engaging 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	Must have emergency consent form for each child Must have emergency supplies
6475	Transportation	Follow RCW 46.61.687 and other applicable laws Have current copy of each child's enrollment form Maintain the vehicle in safe operating condition Have a valid driver's license Have a current insurance policy that covers the driver, the vehicle, and all occupants Take attendance each time children are getting in or getting out of the vehicle Never leave children unattended in the vehicle Maintain required staff-to-child ratio and capacity
6525	Transporting children-limited periods	Must not transport children for periods of more than two hours per day on a regular and ongoing basis
6575	Daily Activities to promote child growth and development	Must provide daily activities that support each child's developmental stage including: <ul style="list-style-type: none"> ▪ Social, emotional and self-development ▪ Positive self-concepts ▪ Language and literacy ▪ Physical development, including daily opportunities to develop the child's small and large muscles ▪ Spatial concepts (for example: size, position) ▪ Numeracy (counting and numbers)
6600	Toys and play materials	Must provide toys, objects, and other play materials that are washable, clean, nonpoisonous or free of toxins For infants, toddlers, or children at those developmental levels, large enough to avoid swallowing or choking
6625	Art materials	All prepackaged art materials used in the child care must be labeled "nontoxic" and as conforming to or meeting "ASTM D-4236." This does not apply to food items used as art materials, bulk paper, or items from the natural environment Infants, toddlers and preschool age children must be closely supervised when using art materials
6650	Screen time	Screen time must be educational, have child-appropriate content and be developmentally and age appropriate

11. Program (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement	Code	
6675	Screen time - limitations	Must limit screen time for any child to less than 2 hours per day during operating hours	
		Must not require children to participate in screen time	
		Must provide alternative activities to screen time	
		Must place children at least 3 feet from a television screen	
6700	Limiting screen time for children under two	Must minimize exposure to screen time for any child under the age of 2	
		Provide alternative activities for the child	
		Move the child away from direct view of the screen	
		Position the child so the child is not able to view the screen	
6725	Special needs accommodations	Submit a written plan, signed by the parent/guardian that describes how the child's needs will be met	
		Submit supporting documentation of the child's special needs	
		Written plan and documentation must be kept in the child's file and copy sent to the department	
6775	Diversity	Provide an environment that reflects each child's daily life, family culture and language, and the diversity in society	
		Describe or demonstrate to the licensor or have a written plan:	
		<ul style="list-style-type: none"> ▪ How parent/guardian will be informed that the child care reflects their child's daily life and family's culture or language 	
		<ul style="list-style-type: none"> ▪ On how the child care environment reflects the diversity in society 	
6800	Rest periods	Must offer a daily supervised rest period for children	
		Must not force a child to sleep	
		Provide quiet activities for the children who do not require rest. These activities must be offered with a minimum of disruption to sleeping children	
		Communicate with the parent/guardian about the child's sleep needs and patterns	
		Allow infants and toddlers to follow individual sleep patterns	
6850	Overnight care	Must be approved by the department to provide overnight care	
		The licensee or primary staff person must be awake until all children in care are asleep	
		The licensee or a primary staff person must be on the same level of the home as the children in care	
		The licensee or primary staff person must maintain required staff-to-child ratios	
		The daily schedule under WAC 170-296A-6550 must include evening or overnight care	

12. Infant Care		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
7000	Wheeled baby walkers prohibited	Must not use or allow the use of wheeled baby walkers
7025	Infant "tummy time" positioning	Must allow each infant supervised tummy time at least 3 times daily

12. Infant Care (continued)		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
7050	Infant sleeping or napping supervision	Must be within sight and hearing of infants and toddlers in the licensed outdoor space, or during any off-site activity when infants or toddlers in care are present
		When infants or toddlers are indoors, the licensee or primary staff person must be in sight and hearing. The licensee or primary staff person may be in sight or hearing range for brief periods of time while the licensee or primary staff person attends to toileting, medical, or other personal needs on the premises
		A baby monitor or video monitor must not be used in place of direct supervision of children
7075	Infant sleeping or napping equipment	Provide and use a single level crib, toddler bed, playpen or other sleeping equipment for each infant or toddler in care that is safe and not subject to tipping
		Provide sleeping or napping equipment with clean, firm, and snug-fitting mattresses that do not have tears or holes or is repaired with tape
		Provide mattresses covered with waterproof material that is easily cleaned and sanitized
		Arrange sleeping equipment to allow staff access to children
		Remove sleeping children from car seats, swings or similar equipment
		Consult with a child's parent/guardian before the child is transitioned from infant sleeping equipment to other approved sleeping equipment
		Children who are able to climb out of their sleeping equipment must be transitioned to an alternate sleeping surface
7085	Cribs	Effective December 28, 2012, each crib in use in licensed child care must meet U.S. Consumer Product Safety Commission (CPSC) requirements for full size cribs as defined in 16 Code of Federal Regulations (CFR) 1219, or non-full size cribs as defined in 16 CFR 1220
		A crib meets the requirements of this section if the crib is labeled by the manufacturer as made on or after June 28, 2011
		A crib labeled as made from July 1, 2010 through June 27, 2011 may meet the requirements of this section if the licensee has obtained a certificate of compliance from the crib manufacturer or importer, or the licensee has other documentation from the manufacturer that the crib is certified as meeting the CPSC regulations
		Any crib that does not meet the requirements of subsection (2) or (3) of this section must be removed from the child care facility no later than December 28, 2012
		The licensee must keep in the licensed space a log documenting that each crib in use meets the requirements of this section

12. Infant Care (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement	Code	
7100	Infant care-procedures to reduce the risk of sudden infant death syndrome (SIDS)	Place an infant to sleep on his or her back. If the infant has turned over while sleeping, the infant does not need to be returned to his or her back	
		Place an infant in sleeping equipment that has a clean, firm, and snug-fitting mattress and a tight-fitting sheet	
		Not allow soft fluffy bedding, stuffed toys, pillows, crib bumpers and similar items in the infant sleeping equipment, or allow a blanket to cover or drape over the sleeping equipment	
		Not cover an infant's head and face during sleep	
		Take steps so infants do not get too warm during sleep. If a blanket is used, it must be lightweight and be placed no higher than the infant's chest with the infant's arms free	
		Do not place infants in another sleeping position other than on their backs, or use a sleep-positioning device unless required by a written directive or medical order from the infant's health care provider. This directive or medical order must be in the infant's file	
7125	Infant bottles	Use glass bottles or use plastic bottles labeled with "1," "2," "4," or "5" on the bottle. A plastic bottle must not contain the chemical bisphenol-A (BPA) or phthalates	
		If heating a bottle, heat the bottle in warm water that is not more than one hundred twenty degrees Fahrenheit	
		Do not use a microwave oven to warm the contents of a bottle	
		Clean bottles and nipples before each use, only with warm soapy water and a bottlebrush or in a dishwasher	
		Keep bottle nipples covered if bottles are prepared ahead and label the bottle with the date it was prepared	
		Do not allow infants to share bottles or infant cups	
		Have a method to identify the individual child's bottle or cup	
		Keep the contents of a child's bottle inaccessible to other children	
7150	Breast milk	Used on the day received, refrigerate and label the breast milk container	
		If breast milk is to be frozen, label the container with the child's name and date the milk was received	
		Store frozen breast milk at ten degrees Fahrenheit or less	
		Keep frozen breast milk not more than two weeks	
		Use frozen breast milk within 24 hours after thawing	
		Thaw breast milk in the refrigerator, under warm running water, or in a container with warm water that is not more than 120 degrees Fahrenheit	
		Never thaw or heat breast milk in a microwave oven or on the stove	

12. Infant Care (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement	Code	
7175	Bottle feeding infants	Test the bottle contents before feeding to avoid scalding or burning the infant's mouth	
		Hold infants when the infant is unable to hold his or her bottle	
		Do not prop bottles when feeding an infant	
		Do not give a bottle or cup to an infant who is lying down	
		Feed infants on demand or based on the parent/ guardian's recommended feeding schedule	
		Stop feeding the infant when he or she shows signs of fullness	
		Do not add medication, cereal, supplements, or sweeteners to the contents of the bottle unless prescribed by a health care provider	
		When an infant can hold his or her own bottle, the licensee or staff:	
		<ul style="list-style-type: none"> ▪ May hold the infant or place the infant in a semi-reclining or upright position during bottle feeding; ▪ Must be in the same room within visual range of the infant during feeding 	
		Take the bottle from the infant when finished feeding	
7200	Feeding solid food to infants	Consult with and have approval from an infant's parent/guardian before introducing solid food to an infant	
		Hold or sit the infant in a semi-reclining or upright position	
		Do not allow infants to share the same dish or utensil	
		Stir and test for safe temperature after heating food and before serving	
		Throw away any uneaten food from the serving container	
		Serve solid food by utensil or let children feed themselves	
		Feed the infant when hungry unless the parent/guardian gives written instructions for an alternative feeding schedule, and stop feeding when the infant shows signs of fullness	
7225	High chairs	Must have a base that is wider than the seat, a washable surface, a safety device, and free of cracks and tears	
		When a child is seated in a high chair, the chair's safety device must be used to secure the child	
		Clean and sanitize high chairs after each use	
7250	Diapering and toileting	Diaper changing area must be separate from food prep area	
		Have a sink close to the diaper changing area with hot and cold running water. The sink must not be used for food preparation and clean up	
		Have a sturdy surface or mat that is not torn or repaired with tape, is easily cleanable, waterproof and large enough to prevent the area underneath from being contaminated with bodily fluids	
		The diaper changing area must be cleaned and disinfected between each use	
		A nonabsorbent, disposable covering that is discarded after each use may be used on the diaper changing mat	
		Must be free of all other items not used in diapering	

12. Infant Care (continued)			
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted			
Section	Requirement	Code	
7275	Diaper disposal	A container specifically for diaper and diapering supply disposal that is not used for other household trash	
		The diaper disposal container must have a tight cover, be lined with a disposable plastic trash bag and be within arm's reach of the diaper changing area	
		If disposable diapers are used, the diaper disposal container must be emptied to the outside garbage can or container daily	
		Cloth diapers must not be rinsed and must be kept in the diaper disposal container until picked up by the diaper service or placed in a securely closed plastic bag and sent home with the child daily	
		If soiled diapers are sent home they must be kept in a separate closed container used only for diapers and not placed with the child's other belongings	
7300	Diaper changing	Check diapers at least every two hours	
		Change the diaper when necessary or whenever the child indicates discomfort	
		Attend to the child at all times when diapering a child	
		Use disposable diapers or cloth diapers supplied by child's family or commercial diaper service	
		When cloth diapers are used a waterproof, washable barrier must be used between the diaper and the child's clothes	
		The licensee or staff must wash their hands before and after diapering and wash the child's hands immediately after diapering the child. Baby wipes may be used to wash the child's hands	
7375	Potty chairs or modified toilet seats	Empty into the toilet, clean and disinfect the potty chair	
		The floor must be resistant to moisture	
		Modified toilet seats must be cleaned and disinfected daily or more often when soiled	
		Sink or basin must be cleaned and disinfected when used to clean a potty chair or modified toilet seat	

13. Food Service and Nutrition		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
7500	Food must meet USDA guidelines	Meals and snack foods served according to the current edition of the U.S. Department of Agriculture (USDA) - child and adult care food program (CACFP) charts
7525	Parent or guardian-provided food	Written food plan is completed and signed by the parent/guardian and the licensee
7550	Home canned foods	Must not serve home canned foods
7575	Drinking water	Must supply safe drinking water for the children
7600	Serving milk	Breast milk or formula to children -birth to 12 months old Parent/guardian may request child older than 12 months continue to be served breast milk or formula
		Whole pasteurized milk to children from 12 months through 24 months old
		Pasteurized milk or pasteurized milk product to children over 24 months old

13. Food Service and Nutrition (continued)		
Codes: C = Compliance D = Discussed N = Non Compliance NA = Not Applicable E = Exception Granted		
Section	Requirement	Code
7625	Meal and snack schedule	Offered at intervals of at least 2 hours apart and no more than 3 hours unless the child is asleep
		Children arriving from school must be offered a snack
7650	Serving foods	Serve each child individually or family style in serving containers that allows each child the opportunity to serve themselves
		Stir and test for safe temperature any heated food before serving
		Closely supervise all children when eating
		Do not force or shame a child to eat or try any food
		Do not punish a child for refusing to try or eat foods
		Serve meals in a safe and sanitary manner
		Be respectful of each child's cultural food practices
		Sit with children during meals when possible
7675	Food handler permits	New license applicants must obtain a current state food handler permit prior to being licensed
		When the licensee is not present one staff person with a current state food handler permit must be present whenever food is prepared or served to children in care
		Licensee or staff person with a current state food handler permit must prepare or supervise preparation of all food served to children in care
		Must keep a copy of each individual's food handler permit on file
7700	Washing dishes	Automatic dishwasher, using the sanitizing cycle if available
		Hand washing method by emersion in hot soapy water, rinse, sanitize and air dry
7725	Food containers and utensils	Only containers labeled by the manufacturer as "for microwave use," "microwave safe," or similar labeling may be used in the microwave
		May use disposable serving containers, dishes and utensils that are sturdy, used only once and thrown away after use
		Keep sharp utensils and other utensils that may cause serious injury or a choking hazard inaccessible to children when the utensils are not in use
		Do not serve food to infants or toddlers using polystyrene foam (commonly known as Styrofoam) cups, bowls and plates
7750	Food preparation area	Food preparation and eating surfaces are free of cracks and crevices; and clean and sanitize before and after use
		Floor area made of a moisture resistant material
		Do not allow pets in the food preparation area while food is being prepared or served
		May use the kitchen for child care activities when there is continual supervision of the children

14. Summary, Comments and Recommendations:

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15. Signatures:

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