



School-Age Child Care Program Checklist

Program Name, Street Address, Center Telephone Number, Evaluator Name, Capacity, Age Range, Days of Operation, Hours of Operation, License Effective Dates

Mark appropriately: A: APPLICANT - To be completed by the applicant. I: INITIAL - To be completed by the licensor for initial licensure. F: FULL - To be completed by the licensor for full license.

- E = Exceeds minimum licensing requirements, C = Compliance, N = Noncompliance, NA = Not applicable, D = Discussed, P = Presumed compliance, W = Waiver or exception granted

1. Licensing

WAC 170-151-070, WAC 170-151-075, checkboxes for application status, licensing orientation, fire marshal regulations, and waiver(s)

COMMENTS AND RECOMMENDATIONS

2. Program

WAC 170-151-100, WAC 170-151-110, checkboxes for developmental needs, program options, child-initiated activities, free play, and adequate supply of materials

**2. Program (Continued)**

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- 100**    Individual and group activities
- Quiet and active experiences
- Child has daily opportunity for large and small muscle activity and outdoor play
- Regular schedule of activities, special events, and staff planning time
- Transitions between activities and areas are smooth and unregimented

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- 110**    Self help skills
- Large and small muscle development
- Creative expression
- 120**    Staff interacts frequently with children. Interactions are nurturing, supportive, and respectful

Comments and Recommendations

**3. Program Management**

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**130** A I F **Behavior Management**

- Behavior management and discipline is based on child's need and development, and is fair, reasonable, and consistent
- Corporal punishment prohibited

**150** **Night Care**

- Evening and nighttime care meets physical and emotional needs of child
- Staff ratios maintained

- 160**    Emergency information accompanies the child on off-site trips
- Prior written parental consent is given for all off-site trips

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- 165**    Transportation arranged is safe
- Vehicle has needed seat belts/safety seats for each child
- Licensee or driver has liability and medical insurance
- Operator has valid driver's license
- Staff ratios followed during off-site trips
- Emergency information for each child in group is present
- Driver or staff in vehicle has current first aid and CPR

### 3. Program Management (Continued)

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#### 170 Parent Communication

##### Explained:

- Center's policies and procedures
- Philosophy, program and facilities
- Issues related to their child
- Diapering, toilet training, and feeding, if applicable
- Encouragement of participation

##### Written:

- Enrollment/admission
- Fee and any payment plan(s)
- Free access by parents to areas used by their child
- Procedure for supervision of children during transition
- Typical activity schedule
- Meals, snacks, and food from home
- Sign-in/out requirements
- Child Abuse and Neglect (CAN) reporting
- Behavior management and discipline
- Non-discrimination policy
- Any religious activities
- Transportation and field trips
- Homework policies
- Ill child practices
- Medical management
- Medical emergencies

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#### 190 Staff Ratios and Group Size

- Staff ratios are always no less than one staff for every 15 children
- Group sizes are always no more than 30, unless the department has approved variation
- Children are within sight or hearing range at all times.

#### 320 Outdoor Play Area

- A safe outdoor or equivalent play area is provided
- Outdoor or equivalent play area used daily
- A variety of age-appropriate outdoor play equipment is provided

#### 330 Indoor Space

- A minimum of 35 square feet of indoor space per child
- Center has an identifiable space of it's own during operating hours; it may include movable furnishings and equipment

#### 380 Program Atmosphere the Facility Provides:

- Indoor interest areas for focused activities
- Indoor open areas for large muscle activities
- Indoor areas where children can work individually, in small groups and in large groups
- Private spaces indoors where children can rest, play and work alone or with a friend
- A cheerful environment
- The noise level is age-appropriate

**3. Program Management (Continued)**

Comments and Recommendations

**4. Health and Nutrition**

WAC 170-151-

- |            | A                        | I                        | F                        |  |
|------------|--------------------------|--------------------------|--------------------------|--|
| <b>210</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Current health care plan written, including HIV/AIDS policy                                    |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Developed with and reviewed by qualified medical professional at renewal or when changes occur |
| <b>220</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Children screen daily for signs of illness   |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A separate area is available for the ill child   |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff with reportable communicable disease not on duty   |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Staff and children routinely and properly wash hands   |
| <b>230</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The center administers medication in accordance with regulations                               |

WAC 170-151-

- |            | A                        | I                        | F                        |   |
|------------|--------------------------|--------------------------|--------------------------|---|
| <b>240</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Food meets the nutritional needs of children in care and is as required in regulations    |
| <b>250</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proper storage, preparation, and service of food  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If children participate in food preparation for educational purposes, they are supervised |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sanitation procedures are followed  |
| <b>260</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Developmentally-appropriate drinking and eating equipment is provided                     |

Comments and Recommendations

**5. Safety and Environment**

**WAC 170-151-**

- |            |                          |                          |                          |   |
|------------|--------------------------|--------------------------|--------------------------|---|
|            | A                        | I                        | F                        |   |
| <b>210</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Facility is clean and safe, indoors and out   |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No firearms or other weapons on premises  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Fire safety regulations observed  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Flashlights or other emergency lighting available   |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Toxics safely stored  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Adequate storage for program materials and children's possessions   |
| <b>290</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Water safety observed, with required staff and adults present   |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If children have access to a hot tub, spa, whirlpool, tank, or similar equipment, they are supervised and parents have given written permission |
| <b>310</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Adequate first aid supplies on premises and administered according to the center's policy   |

**WAC 170-151-**

- |                       |                          |                          |                          |  |
|-----------------------|--------------------------|--------------------------|--------------------------|--|
|                       | A                        | I                        | F                        |  |
| <b>340</b>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Flush-type toilet and one adjacent hand wash sink in at least the following ratios: 1:100 for boys, 1:35 for girls, urinals 1:30 |
|                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Privacy for toileting provided   |
|                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Bathroom facilities are of appropriate height or platforms, are used   |
|                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hand washing water is between 85F and 120F   |
|                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Hand washing soap and towels are provided  |
|                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Restrooms are vented to outdoors   |
| <b>380</b>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Light fixtures are maintained and provide adequate light   |
|                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The temperature at least 68F   |
|                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The temperature is adjustable and the building can be ventilated   |
| <b>RCW 43.215.360</b> |                          |                          |                          |  |
|                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Window covering cords do not form loops  |

Comments and Recommendations

**6. Agency Practices**

WAC 170-151-

- |            | A                        | I                        | F                        |   |
|------------|--------------------------|--------------------------|--------------------------|---|
| <b>390</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Center complies with state and federal non-discrimination laws including the Americans with Disabilities Act:   |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If center has 15 or fewer employees, director is responsible for compliance with non-discrimination laws. If more, a coordinator is designated.   |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Discrimination in child care services on the basis of sex, race, color, national origin, religion or disability of child or family members is prohibited.   |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Center has a policy that criteria for enrollment will not discriminate or tend to discriminate against children with disabilities.  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Center has a policy to make reasonable accommodation to physical or mental limitations of disabled children in care or seeking care.  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Discrimination in employment is prohibited. Applicants and employees receive notice that center does not discriminate. Job applicants are not required to answer questions about their race, color, national origin, religion*, marital status, age, sex, disability or Vietnam era or disabled veteran status. |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If center has 15 or more employees, it has a written discrimination complaint procedure that includes information about what a discrimination complaint is, where and how to file one and timelines for resolving complaints. A secure record maintenance system is available to ensure confidentiality.        |

*\* Except centers operated by religious*

WAC 170-151-

- |            | A                        | I                        | F                        |   |
|------------|--------------------------|--------------------------|--------------------------|---|
| <b>390</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Center has a policy to make reasonable accommodation to physical or mental limitations of any otherwise qualified disabled job applicant or employee. |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If center contracts for any services, there is a non-discrimination clause in all contracts and contractors are monitored for compliance with it.     |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Center has a policy prohibiting sexual harassment and providing a means for making and resolving sexual harassment complaints.                        |
| <b>410</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | If five percent or more of the children are American Indian, special consultants are used to meet their needs, develop resources, and train staff.    |
| <b>420</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Children are protected from child abuse and neglect per Chapter 226.44 RCW  |
| <b>430</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | When children are present, including in vehicles, no adult consumes alcohol or illegal drugs  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | When children are present, including in vehicles, no adult smokes   |
| <b>440</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Parents have unsupervised access to only their own child  |

**6. Agency practices (continued)**

Comments and Recommendations

**7. Child, Program and Personnel Records; Reporting and Posting**

WAC 170-151-

- |            | A                        | I                        | F                        |   |
|------------|--------------------------|--------------------------|--------------------------|---|
| <b>430</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Program director meets requirements/qualifications</b>                       |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | References  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Education (transcript/diploma)  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | School-age experience (resume)  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Site coordinator meets requirements/qualifications</b>                       |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | References  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Education (transcript/diploma)  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | School-age experience (resume)  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Lead/staff meet(s) requirements/qualifications</b>                           |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | High school education or equivalent   |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | School-age experience   |
| <b>180</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Assistants, volunteers and trainees meet requirements and qualifications</b> |
| <b>200</b> |                          |                          |                          | <b>Documentation that:</b>  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All employees and volunteers have been oriented                                 |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All staff have regular in-service training                                      |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Periodic staff meetings are held for planning and training                      |

WAC 170-151-

- |            | A                        | I                        | F                        |   |
|------------|--------------------------|--------------------------|--------------------------|---|
| <b>220</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Documentation of submission of STARS training</b>                                      |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All children, except with approved exceptions, have on file a Certificate of Immunization |
| <b>450</b> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <b>Confidential file, on the premises, for each child includes:</b>                       |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Registration data   |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Authorizations  |
|            | —                        | —                        | —                        | Medical data  |
|            | —                        | —                        | —                        | Health data   |
| <b>460</b> |                          |                          |                          | <b>Program records on the premises include:</b>   |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Daily attendance  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Copies of illness or injury reports   |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Copies of meal and snack menus  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Written plan for staff development  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Activity program  |
|            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Record of evacuation drills   |

**7. Child, Program and Personnel Records; Reporting and Posting (continued)**

WAC 170-151-

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**470 Personnel files on the premises for each employee and volunteer include:**

- An employment application (by date of hire)
- Background check (within seven days of hire)
- FBI fingerprinting check, if applicable
- Record of tuberculosis testing upon employment
- Record of HIV/AIDS training
- Documentation of annual training
- Food handlers permit, if applicable
- First aid and CPR training, if applicable

**480 Immediate reports to the proper person/agency are made of:**

- Death, serious injury (oral and written)
- Suspected child abuse/neglect or exploitation
- Food poisoning, or communicable disease

WAC 170-151-

A I F

- 490**    Plans for new space are reported
- License is issued to valid address, person or organization

**450 Items clearly visible and posted for parent and staff include:**

- The license
- A list of staff names
- Typical activity schedule and operating hours
- Meal and snack menus
- Evacuation plans and diagram
- Emergency phone numbers
- Non-discrimination poster

Items posted for staff include:

- Dietary and nutrition requirements for particular children
- Hand washing practices

Comments and Recommendations

Name of Program

Date of Evaluation

**8. Children's Files (Randomly Review Five (5) Files)**

Child's Information	Enrollment Application	Health care Provider	Health History	Immunizations	Medical Consent	Medication Authorization	Medication Dispensed	Physical Exam Date	Persons who can remove child
Child # 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child # 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child # 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child # 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child # 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments and Recommendations**

**9. Center Staff Qualifications**

Staff Name	Employment Application	Age	Background Check	TB Test	HIV/AIDS Training	CPR Card	First Aid	Food Handlers Permit	Program Orientation	STARS Training	
										20 HRS	10 HRS

**9. Center Staff Qualifications (Continued)**

**Comments and Recommendations**

<input type="checkbox"/> <b>Initial Inspection</b>	Compliance agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
	Licensors Signature	Date
	Licensee Signature	Date
<input type="checkbox"/> <b>Initial to Full Inspection</b>	Compliance agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
	Licensors Signature	Date
	Licensee Signature	Date
<input type="checkbox"/> <b>Relicensing Inspection</b>	Compliance agreement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
	Licensors Signature	Date
	Licensee Signature	Date