

Washington State Department of Early Learning

Frequently Asked Questions about Family Home WAC Chapter 170-296A	
0010 Definitions.	
Why is probationary license under the definition of “enforcement action”?	Probation is considered enforcement.
Accessible to children – What does easily mean (for example, if something is stored in a cabinet above a washer/counter)...conversely, for inaccessible what does “reasonably” mean?	If a child can easily get to it, then it is accessible.
Family Living Quarters – just clarifying that this really can be a different building on the premises.	If the building is capable of being lived in then it is considered “family living quarters”
Primary Staff Person – Is there a DEL document to use to show authorized.	Not at this time.
“Premises” would this include other half of a duplex, other apartments etc.?	No, not if it has a different address.
Bathroom – Does it have to have a sink?	170-296A-4675 states the sink needs to be in or next to the bathroom.
Child abuse or neglect – is this including exploitation. Is 388-15 still in effect or is this an old WAC? Where can we find a copy of this?	See RCW 26.44 and WAC 388-15
Enforcement action – are these considered negative actions (i.e.; the use in background check processing 170-06)	Yes, this is in accordance to 170-06-0020(9)
Non-prescription medication – would this include other items you would find in a pharmacy area (i.e.; burn cream, herbal supplements)? What types of hand sanitizer (all?)	All hand sanitizers. Any over-the-counter remedy that does not require a prescription could be considered non-prescription.
One year of experience - how many references are required? Licensing standards in any state?	References mean 3 or more. If licensing experience is in another state and they were in a supervisory role then references should be provided to support this.
Sanitize – does the back need to specify for food contact surfaces or just not say “not safe for food contact surfaces”? How do we determine if something is temperature controlled?	The sanitizer product label must clearly state “safe for food contact surfaces” or “not safe for food contact surfaces.” If the washing machine or dishwasher has a sanitizing cycle and is used, then a bleach and water solution does not have to be used.
Weapons – Pocket knives included as a weapon?	Yes pocket knives are considered weapons.
In WAC 170-296A What is the official definition of Grade?	Grade level is the floor of the building at or nearest to ground level.
Has infant definition changed to 18 months?	No it is still birth through eleven months of age.
Primary Staff Person signs the FLCA or forms in the absence of the licensee?	Yes the primary staff person may sign if the licensee is not present.
0050 Special needs accommodations	

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<p>Is this just for kids over 12?</p> <p>Will it include children on medication or on special diets?</p> <p>How will the licensor know if we are capable of caring for this special needs child?</p> <p>Is this for all children with an individual education plan (IEP), IHP or IFP?</p> <p>Will it include children who are not considered normal? (Behavior problems, ADHS, ADD, Asperger or other things)</p>	<p>0050 is intended to support a licensee to care for a child with special needs regardless of age, when an exception to standards in this chapter is needed.</p> <p>Caring for a child who requires medication or a special diet does not necessarily mean that special needs accommodations must be made.</p> <p>For special needs accommodations to apply the licensee must follow this this standard, including submitting a written plan and supporting documentation from a licensed or certified health care provider. The child’s file must include everything that shows special accommodations must be made for that child.</p> <p>If an individual child’s IEP, IHP or IFP indicates the child does not require exception to the standards in this chapter; the licensee would not have to make the request as stated in this section.</p>
<p>Should the IEP’s or other medical/sensitive plans be sent to the licensor?</p>	<p>Only the written plan will be kept in the licensing file. The supporting documents should be kept in the child’s file. If supporting documents are sent to the DEL office, they must be returned with letter of decision.</p>
<p>Will this require a licensing visit prior to approving the request?</p>	<p>A decision to visit will be determined after a written plan is received and reviewed by both the licensor and supervisor.</p>
<p>Licensing Process 1000-1650</p>	
<p>1000 License required.</p>	
<p>Subsection 2 – what is considered proof (additional documentation outside of only the exemption form for example?)</p>	<p>Proof of exception is when the individual completes and returns to DEL the form that is sent to them indicating that DEL is aware of care being provided.</p>
<p>1025 Who must be licensed.</p>	
<p>It is my understanding that a person could watch one family’s children (any number of children) without being licensed.</p>	<p>This requirement is in line with RCW 43.215.010(2)(c).</p>
<p>1150 Preservice training.</p>	
<p>When does the Department anticipate this portion being completed?</p>	<p>When funding is available.</p>
<p>1175 Basic twenty-hour STARS training. 1910 Basic twenty-hour STARS training. 1800 Ongoing training.</p>	
<p style="text-align: center;">Please visit MERIT for more questions regarding MERIT/STARS. http://www.del.wa.gov/requirements/professional/merit.aspx Read Frequently Asked Questions about MERIT: http://www.del.wa.gov/publications/licensing/docs/MERIT_FAQ_Professionals.pdf</p>	

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1250 Initial license application packet--Contents.	
If you are already licensed, do you have to update the floor plan/evacuation plan?	<p>You do not need to submit an updated floor plan if your current floor plan identifies the following:</p> <ol style="list-style-type: none"> 1. The licensed space <ol style="list-style-type: none"> a. Licensed space usage b. Licensed space used for sleeping infants and c. Licensed space used for sleeping children for overnight care 2. Evacuation routes and emergency exits 3. Unlicensed space <p>If your current floor plan does not identify items 1-3, then you must submit an updated floor plan.</p> <p>Also, if you plan to change the licensed space usage, you must submit a new floor plan to DEL for approval prior to making the requested change.</p>
How should space usage be determined including where infants will sleep?	<p>The square footage must be appropriate for:</p> <ul style="list-style-type: none"> • The maximum capacity of children • Supervision requirements; and • All required health and safety standards
Can we legally ask if a person has a social security card?	The requirement is in line with 42 U.S.C. 666 (a)(13).
How can a request for an SSPS provider number be made with no social security number or EIN?	An SSPS number cannot be issued if there is not a SS number or EIN number.
If someone has volunteers only, do they have to have an EIN?	EIN is a federal requirement if the licensee is employing staff.
1300 Withdrawing an incomplete application.	
This is contradicting the information in 1275 2) where it states we MAY deny the license. RCW 43.215.300 (1)says “may” deny the application, so 1300 seems to override the RCW.	This does not contradict and is in line with the RCW.
1375 Private septic system--Inspection and maintenance. 1400 Private well and water system.	
To establish health jurisdiction requirements for septic and well, does DEL require documentation from the provider of these requirements or does the licensor contact the health jurisdiction?	No it is not necessary for the licensor to contact the local health jurisdiction. The licensee is responsible for submitting the DEL required form.
1410 Department inspection.	
Does WAC 1410 (1) mean we do not ask to look at the space not being considered for licensed space i.e.: furnace rooms, etc.? Is it okay to ask to view or view it if they give us permission?	If the licensee wishes to have the licensor inspect the area, the licensee must make the request in writing. DEL will only inspect licensed child care space. The licensor may not request to see unlicensed space.

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What is reasonable access for a licensor under 1410?	Reasonable access is situational. Example: (1) If it is during operating hours and the child care is opened then access should be granted. (2) If the licensee is ill and there are no children in care then it is not expected that access would be granted.
1420 Licensee declaration.	
WAC 1420 says that I must provide a signed declaration that I am in compliance on my furnace area safety. Do I need proof of inspection?	Proof of inspection of the furnace is not required.
How often do we obtain these declarations - every monitor visit? Annually?	This declaration is required once. After it is completed compliance with this section would be covered on the yearly “non expiring license” declaration.
If they are willing to allow us to view the area, does that mean we would not need to get these declarations?	The declaration is mandatory if the furnace, guns and weapons, smoke detector or medication storage are in unlicensed space. See response to 1410 regarding licensor access to unlicensed space.
1450 Nonexpiring full license.	
For non-expiring license how do we know what needs to be sent in? What is the anniversary date? What happens if fees are not paid on time?	The annual invoice includes a due date for the fees that must be paid. The invoice also includes information on what must be submitted to keep a non-expiring license. The anniversary date is the annual date that corresponds with the date the first license was issued. For example, if your license was issued on March 1, 2008, your anniversary date will be March 1 of each year. If you do not submit the declaration, fees or the required background checks (based on your anniversary date), you risk having your license closed.
1475 Moves.	
It sounds like we only have to inspect the premises within 2 weeks of a move – not that they be compliant with all health and safety – what will our practice be?	The first statement of section 1475 indicates the new location must be approved and that it meets the requirements of this chapter. This would include all health and safety standards.
1475(1)(c) – Can they operate 2 weeks prior to a dept. inspection, how long can they operate under their current license at the new location?	A licensee can only operate at the new location for two weeks under their current license.
1525 Change in circumstances	
This one requires the licensee to report people moving into the home who are over the age of 16; however we need to conduct a background check on people over the age of 13. Where is the requirement to report to the licensor about people over age 13?	It is the licensee’s responsibility to report to DEL change in household members. So this would be covered under household members in general. To keep a nonexpiring license background checks must be kept current.
1600 Multiple licenses, certifications or authorizations.	

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<ul style="list-style-type: none"> • What does it mean that a licensee can only have one license? • Can a grandparent watch and be in charge of a grandchild and have the grandchild not counted in child/adult ratio? More than one license? Foster care? 	<p>The intent of this section is for the licensee to get DEL’s approval if other caregiving is to be provided by the licensee. This is to determine how the other caregiving will impact the care of the children. All children within the age range of the license count in the adult-to-child ratio.</p>
<p>1625 Exception to rule.</p>	
<p>1625(3)(a) – can the provider begin this process by filling out the form or is the licensor required to complete the content on the form?</p>	<p>The licensee can make the request in writing but it must be attached to the form that the licensor completes.</p>
<p>Staff Qualifications 1700-1975</p>	
<p>1725 License applicant minimum education.</p>	
<p>1735 Minimum education--Licensees licensed prior to March 31, 2012.</p>	
<p>I have been operating my child care for many years; can I be exempt from this requirement? Can a high school diploma from another country count? How will DEL keep track of a licensee enrolled to complete their education?</p>	<p>The intent of this section is to establish a minimum level of education for the licensee. People who apply for a first initial license must meet this standard immediately. By March 31, 2017, every licensee must prove they meet this requirement. No one will be exempt from the requirement. The licensee is expected to submit a copy of completion of any of the required options. The education can be completed from any country as long as it meets the requirements stated in this section. DEL is not going to track whether a current licensee is taking classes. It is the licensee’s responsibility to prove to DEL that the requirement has been met.</p> <p>For more information about adult basic education, visit the State Board of Community and Technical Colleges Integrated Basic Education and Skills Training (I-BEST) webpage.</p>
<p>Do we seriously need to round up a copy of our HS Diplomas? What if we can’t?</p>	<p>Written evidence of equivalent education is acceptable. Equivalent education is:</p> <ul style="list-style-type: none"> (a) Passing the general educational development (GED) tests; (b) Completion of 12 years of elementary and secondary education; (c) Possessing a current child development associate (CDA) credential as approved through the council for professional recognitions; or (d) Completion of 45 credits of post-secondary education.
<p>(2)(b) – does this mean they don’t have to have a high school diploma or GED and what would the applicant submit to verify this?</p>	<p>That is correct, as long as one of the requirements is met. A copy of any of the required documents is acceptable.</p>
<p>Says “current” CDA. Does this mean that an expired CDA not to be counted? Is it current at time of application? Or kept current throughout</p>	<p>The Council for Professional Recognition issues the CDA. A copy of the CDA submitted to DEL must have an expiration date that is after the date it is</p>

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<p>the term of the license? This seems like a discrepancy, since an old high school diploma would be valid, but a CDA would only be valid if it was maintained and current.</p> <p>Who determines the CDA requirements?</p>	<p>submitted to DEL.</p> <p>http://www.cdacouncil.org/the-resource-center/downloadable-forms</p> <p>The Council for Professional Recognition website has more information including:</p> <ul style="list-style-type: none"> • CDA renewal amnesty program (for CDA’s issued or renewed January 2002 or later but the credential has expired) • Waiver application – (under downloadable forms). Examples of possible waivers are: <ul style="list-style-type: none"> ○ Lack of documentation of receipt of high school or equivalent ○ Difficulties passing the GED ○ Unable to take GED or high school coursework
<p>1750 Tuberculosis.</p>	
<p>TB test & background check for family members that live with you, must this be done every year</p>	<p>The TB test is a one-time only requirement. The background check is required every three years.</p>
<p>For household members, is the 12 months for a TB to be valid, prior to when they moved in?</p>	<p>The TB test result is valid as long as it was done within 12 months prior to submitting a copy to DEL.</p>
<p>Is date of employment the date they are hired or begin working?</p>	<p>It is the date they begin working.</p>
<p>If someone has consistently worked at other child care locations, would their TB (if older than 12 months) be accepted?</p>	<p>No, this would not be acceptable; 1750 states the proof must be within the previous 12 months.</p>
<p>TB testing has been expanded to include an additional test. This will require some training for licensors.</p>	<p>The requirement is proof of results that show the individual is cleared to safely work in a child care setting. Interpretation of results is not required.</p>
<p>1825 First aid and cardio pulmonary resuscitation (CPR) certification.</p>	
<p>The new WAC requires hands-on components for both First Aid and CPR classes. Previously we have allowed First Aid to be taken online. Do they need to take another class or can we wait until current cards expire?</p>	<p>If the training was received prior to March 31, it is good until the expiration date of the certificate. When the training is taken after March 31, 2012, it must be in line with this standard, which includes the hands on component.</p>
<p>1850 HIV/AIDS training--Bloodborne pathogens plan</p>	
<p>What is a household member who is responsible for the care of children (just a household member? A volunteer? A staff person?)</p>	<p>Any of the individuals that help the licensee care for the children.</p>
<p>1875 Primary staff person.</p>	
<p>Can providers go to dentist appointments for an hour without having a primary assistant present in the child care?</p>	<p>Any individual left unsupervised with the children, must have primary assistant qualifications. This includes anytime the licensee is not present.</p>

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1925 Assistants and volunteers--Supervision.	
Assistants and Volunteers must be within visual and auditory range-does this mean we no longer get a 2 hour time to leave children with our husbands who meet all qualifications except STARS hours.	That is correct. The intent is to make sure qualified individuals are caring for the children at all times.
Do the new requirements for assistants/volunteers mean that a parent who volunteers for a field trip now needs first aid/cpr/HIV, etc.?	If the individual parent is used as a staff member and counted in the staff to child ratio, then this requirement must be followed.
1975 Licensee/staff qualifications and requirements table	
What is fire safety training? Is it intended to be a formal training?	This is explained in section 2875 (1)
Recordkeeping, reporting and posting 2000-2450	
2025 Child records--Confidentiality.	
What is the health record (does this include immunizations, individualized health plan, doctors notes, medication records, etc.?) Is it separate from the enrollment form?	It is the pertinent health history and information about an individual child that staff will need to know when caring for that child. How this is kept in the child's file is determined by the licensee.
2050 Child records--Contents.	
(1)(d)(ii) – signature required by parent also?	See immunization section 3300 it depends on the type of exemption.
(1)(d)(iii) – is a doctor's note/signature required as well?	Form signed by health care professional or form signed by parent.
What exactly is a "comparable form" completed by a health care professional? Can parents update it after it is issued?	A comparable form is any immunization record form that is provided by the child's health care professional.
(1)(f) and (1)(g) – does this include phone numbers, addresses, etc.? What would an emergency contact plan look like?	It would include at least the name & phone numbers of the individuals.
(1)(i) - what is contact information (phone numbers, addresses, fax, etc.?) Emergency contacts no longer specify how many are required. What would a written plan look like?	The emergency contact plan is a plan developed by the parent indicating what the licensee should do for their child if there is an emergency and the parent cannot be reached.
(3)(d) – would a BG check be required for this individual through DEL?	Only if the person is going to be unsupervised with the child.
2050 – Can child records of siblings be in the same file?	It is best that each child's records is maintained in a separate manner to better serve the needs of each child.
2075 Licensee and staff records.	
(10) – what are we looking for specifically?	This includes all training mentioned in sections: 2425 Staff policies 2875 Fire, disaster training for staff and volunteers; 5825 Licensee absence-retraining for staff if standards are violated; 6050 Guidance and discipline; and 6275 Abuse and neglect-protection and training
(8) and (11) – these seem to contradict each other...who has to have a	(8) is for the staff and it can be an application or resume

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resume/application on site?	(11) is for the licensee
Resume for licensee only. Why does it specify licensee only?	It specifies licensee only because this is the only required resume
2125 Child attendance records--Staff to child ratio records.	
What if you are the only one caring for the children and have no one else working for you?	The intent is to have documentation indicating who is caring for the children during operating hours; the names of staff--including the licensee--must be documented.
(2) – does this include times/dates when staff are working?	This requirement is to identify who is counted in ratio to care for the children during operating hours.
<ul style="list-style-type: none"> • May I discontinue the parent sign in/out procedure? • Who can sign child in/out? • Does it have to be full signature? • Is the staff person allowed to initial/or sign in/out the child? 	<ul style="list-style-type: none"> • This standard does still require the child to be signed in and out. • The individual responsible for the child will sign the child in or out. • The full name (signature) is not required but rather the signature they use for any other transactions. • If the child is going to school, a responsible staff person must sign the child out and back in.
2150 Facility records.	
Must keep assembly instructions for new play equipment (not used or handmade equipment). What if the instructions cannot be obtained?	New equipment does come with instructions. If for some reason there are no instructions included with the new equipment then the licensee must make reasonable attempt to go on line to get them.
2175 Materials that must be posted.	
What is a child care philosophy of development? Can you provide us with examples?	<p>DEL will not provide examples of a philosophy. Your philosophy is unique to your child care. It is your belief in how children learn. Some questions you may ask yourself when developing your philosophy:</p> <ul style="list-style-type: none"> • What are your beliefs about how children learn and what they need? • How do you believe children learn? • How do you meet a child’s needs? • Who was most influential in your childhood? • What did your parents, grandparents or other influential person teach you about how children learn and grow? <p>DEL’s website has resources for child care providers and educators.</p>
(5) – what would be approved as notice (letter?)	This is regarding current or pending enforcement action, only if enforcement action being taken. When this happens DEL sends a letter to the licensee indicating what must be posted.
What form of posting will be accepted for all of these documents? Can it	As stated in 2175, the materials must be posted so they are clearly visible to

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involve turning pages of a document secured to the wall?	the parents, guardians and staff.
Emergency contact info must be posted. What does emergency contact entail?	2(a)(b)(c)(d) includes all required emergency information that must be posted. 2(b) relates to the licensee and who should be contacted when something happens to the licensee.
Emergency medical information or explanation of where that information can be found. Is this the information for 911, or the children and or both?	This is where to find the staff and children’s emergency medical information. Example: “the children’s medical information is found.....” is sufficient.
If someone is revoked for health and safety issues but correct them, can they take down the notification when they correct those issues? If someone has been disqualified, would the disqualification letter have to be posted?	Enforcement action that should be posted is: revocation, suspension, modification. These must remain posted until corrections are made. Disqualifications should not be posted.
2200 Reporting incidents to 911 (emergency services).	
2200(2)-(6) – What is the time frame required for contacting 911?	Immediately.
2250 Reporting incidents to a child's parent or guardian and the department.	
2250-(1)(c) – what is the intent of this WAC? What is being addressed? What would be serious intentional harm?	The intent is to make sure all children and staff are safe; if a child’s purpose is to cause harm to self, others or property, the parents and DEL should be informed. The purpose of informing the parent is to work with the parent to help the child. The purpose of informing DEL is so DEL can provide resources that will assist with this concern.
2300 Reporting to DSHS children's administration intake.	
Child abuse reporting 48 hrs. – does it include weekends?	Yes, according to RCW 26.44.030 (1)(f), the report must be made at the first opportunity, but in no case longer than 48 hours after there is reasonable cause to believe that the child has suffered abuse or neglect.
When do we have to call CPS? Could you explain this better?	This must be done immediately.
2350 Policies.	
Why aren’t all of the other written policies in the WAC included in this WAC? This is redundant because my specifying only these sections it seems to mean that other written policies are not required.	This WAC does include requirements for all program policies (this includes 2450 off-site activity policy) along with parent and staff policy requirements.
How will DEL gather our new P&P, Policies Handbook, and Staff Handbook? Does DEL want them all emailed in on that date?	As a new applicant, these should be submitted with the application. As a current licensee, these should be submitted to your licensing office when you make changes to these documents.
With policies – if a policy is incorporated into another policy (transportation into the parent policies for instance) – must it also be a stand alone?	The intent is to have required written policies. As long as all the requirements are included, policies can be combined. There are various ways to achieve this as long as the required information is included. Examples:
2400*Most items are already included in other policies. Is this supposed to	

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be written to parents or staff, or both?	<ul style="list-style-type: none"> • One large handbook (policy) to include all program, staff and off-site activity policies and a separate parent handbook • One comprehensive document that includes every requirement for parents, staff and program.
2 Do I really need to write out an employee hand book for my kids/assistant?	
2375 Parent/guardian policies (handbook).	
2375- (4) – no longer gives parents <u>free</u> access anytime the childcare is open. Can they bar parents at naptime? Require them to make appointments?	(4) Does state parent/guardian access to their child during child care hours. This means they should be given access at any time while their child is in care.
How is the licensee expected to support parents regarding parenting?	The licensee determines what level of support they will give to the parents.
2425 Staff policies.	
Do I need to have staff policies if I work alone and do not have any staff or volunteers?	If you are working alone, you would not be required to have staff policies, it is required when you hire staff or have volunteers.
We need a very clear checklist to review policies for completion during application process review.	The new full checklist does include all items that must be included in the policies as a result a tip sheet will not be developed.
2450 Off-site activity policy.	
2450 Off site – does this include unlicensed parts of the yard i.e.: if they are taking the kids out front to ride bikes on the unlicensed driveway.....	The activity mentioned would not be considered an off-site activity.
Fire and emergency preparedness 2525-3050	
2525 Building Codes	
Does this still include duplexes and apartments	This section speaks to what a single family residence is.
2550 Requesting local fire department visit.	
How often do I need to have the fire department inspect my home?	This is required once when becoming licensed. The intent is to inform the local fire department of the child care operations. In an emergency, local emergency services will be aware of a larger number of children at the home.
2575 Flammable materials.	
“Combustible” says they need to be stored in a metal container. The definition is broad which means it could include newspapers and other recyclables, since they are also combustible.	Combustible means the product is highly flammable and stored to cause the item to explode.
So this would include things like ‘Pam’ non-stick spray and stuff like that?	If nonstick spray in a can is stored on the stove, it could potentially explode.
2600 Furnaces and other heating devices.	
Furnace must be inaccessible to children. Does this mean closed door is inaccessible or do we have to lock the door?	As defined in this chapter “inaccessible to children” means an effective method or barrier that reasonably prevents a child’s ability to reach, enter, or use items or areas.
Is this saying we can’t cook unless the stove is inaccessible? Wouldn’t keeping kids out of the kitchen during cooking work?	

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2650 Inspection of fireplaces, wood stoves, or similar wood-burning heating devices.	
Do I need to get an inspection of fireplace or wood stove even if I don't use it during child care hours? What if it is a gas fireplace?	The wood-burning fireplace, wood stove or wood-burning heat device must be inspected annually, even if it is only used when children are not present. If the heating device is not wood-burning, it does not have to be inspected. Any other type of heating device, including "ductless heat pump," must be installed according to the manufacturer's instructions.
Gas fireplaces should also be required to be inspected. Can this be added?	2650 applies only to wood burning devices.
2650 says that fireplaces have to be inspected yearly. It does not stipulate who must do the inspection. Can a handy husband do the inspection?	That is correct this requirement is intended to make sure the fireplace or wood burning device is operating correctly, it does not state the inspection has to be done by a licensed inspector.
2675 Open flame devices, candles, matches and lighters.	
How about birthday candles?	Open flame devices do include birthday candles.
2725 Portable heaters and generators.	
Are electric fire places or radiant heaters considered portable heaters?	Any heating device that is movable would be considered a portable heater.
2775 Telephone.	
Would it be acceptable to use a cell phone with an extra battery available instead of a landline?	A landline is no longer required. A cell phone is acceptable if it has extra battery power. The phone must be readily available and have backup power to last for five hours in case of an electrical power outage.
How do we tell how much power is left?	This will require conversation--is the phone charged? Do you have back up battery? If yes, they are in compliance. If no, then address with FLCA.
Do they no longer need one on both floors if used as license space?	The phone must be in licensed space.
2850 Disaster plan	
Does this required three-day supply of food/water include the residents of the home in addition to the children in care? Or just children in care?	The requirement is for the licensee to keep three days of food and water based on the licensed capacity, to meet the children's needs. The licensee should be prepared for a disaster when all the children are present. This standard does not require the food to be stored separately.
For the disaster kits, do they need to be in individual boxes marked with each child's name.	
How will we really be able to tell if the Licensee has enough food and water for all the children and household members for a three-day supply?	Licensors are not evaluating how this will be stored.
Is there a guide as to how much food/water is kept for each child?	Below are links to emergency resource guides: http://www.doh.wa.gov/phepr/handbook/hbk_pdf/EmerRes08.pdf

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	http://www.doh.wa.gov/phepr/handbook/spanish_pdf/EResGuide07_SPv8.pdf
Does this mean Licensees can use night latches, deadbolts or/and security chains during a lockdown?	(2)(c) Only addresses securing the doors and windows it does not indicate this is to be done by the use of night latches, deadbolts or security chains.
Does the 3-day emergency supply of food and water need to be stored in the licensed space? Or can it be in an unlicensed room or basement?	Remember the 3-day emergency supply of food and water must be available when there is a disaster. This WAC section states it should be on the premises it does not require it to be in licensed space.
2875 Fire, disaster training for staff and volunteers.	
Fire/disaster safety training is now needed? unclear	This standard requires training when a person is first employed and at least once each year. Documentation kept in the staff's or volunteer's file should include date and type of training.
How do I document disaster plan training I give my staff	
Do I have to redo my fire inspection?	
2900 Emergency drills.	
How will providers know of a potential lockdown happening since they don't watch TV?	2850 (4) explains that you will be notified by police or official emergency response agency that it is unsafe to leave the facility or to go outdoors.
Clarification on a lock down drill? There have been many conversations about which type of a lock down we need to do and how to do it. Example: close all windows, pull down shades, close curtains, lock all doors, etc.	A lock down is when police or an official emergency response agency notifies you that it is unsafe to leave or to be outside. This would require you to lock all door and windows and secure against easy entry by anyone from outside.
2925 Record of emergency drills.	
Can you give us guidance on how long an earthquake drill or lockdown drill should take? This is for technical assistance purposes only.	Practicing the drill monthly should result in it taking less time. The children need to understand the importance of the drills in relation to their safety.
2950 Smoke and carbon monoxide detectors.	
How far down can a smoke detector be from the ceiling if mounted on a wall?	Refer to the manufacturer guidelines for placement of the smoke detector.
(3) extra batteries for all "required" smoke detectors or truly all detectors in the home?	Yes, you must have an extra battery for each smoke detector and each carbon monoxide detector if you are required to have a carbon monoxide detector.
3000 Fire extinguishers.	
Can fire extinguisher only be mounted now? Not on a shelf? And there is no requirement about the height the extinguisher must be mounted?	The fire extinguisher must be mounted and there are no specific height requirements.
3025 Fire extinguisher, smoke/carbon monoxide detector use and testing.	
How will the licensee and staff "demonstrate to the licenser" the use of a fire extinguisher? Take it outside and shoot it at a small fire? Talk about how they know about the use of it?	You can explain the steps taken to use the fire extinguisher and the steps taken to test the smoke detector, and other devices listed. It is not necessary to actually use the fire extinguisher.
3050 Monthly fire inspection.	
How will licensors confirm that the staff are participating?	The licensee is to keep a record of the monthly inspection that includes staff present. The licensor should review this record

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Health 3200-4100	
3210 Communicable disease procedure.	
Licensors will be asked about some of the diseases in this list, we'll need a cheat sheet and/or training from the health specialists.	The expectation when the licensee becomes aware of anyone being diagnosed with one of the listed diseases, the appropriate communication happens and the appropriate response to the disease is taken.
In the chart, "Invasive haemophilus influenza disease (except for otitis media) is listed and we don't know what it is.	
	Find more information on the state Department of Health website.
3250 Immunization tracking.	
3250(1): if using a "similar" form, do we require parent signature and date?	The similar form should have all the same criteria as the CIS form including parent signature.
3275 Accepting a child who does not have current immunizations.	
Are licensees required to accept children who are not current on their immunizations or who are claiming an exemption? Can they deny enrollment to a family who claims the exemption?	DEL does not regulate this. The licensee may want to get legal advice regarding the federal and other state requirements prior to denying enrollment based on child not being current with immunizations.
If a foster parent has no documentation of immunizations for a foster child, can they submit a written statement that they are working to get shots?	(2) This section states the parent or guardian can submit a signed document indicating when the child's immunizations will be brought up to date.
3300 Immunizations--Exemption.	
Immunizations-Exemption (2) in regard to the DOH form "or similar statement" box requires a provider (medical) to sign stating the parent has received information about immunizations. Is doctor's signature required for philosophical or personal objection to immunizations?	The parent can have the exemption signed by the health care professional for a medical exemption or it can be signed by the parent if there is a religious, philosophical or personal objection to immunizations.
WAC 170-296A-3315 Medication management	
When the parent gives permission for a child to be given medication and the provider chooses not to, the licensee must inform the parent every time. Does this mean if they skip an application of sunscreen or diaper ointment?	The expectation is that you would follow the written permission of the parent or guardian, and anything that is considered medication is covered under this standard.
3325 Medication storage	
The chart on pages 42-43 lists medication storage. Can someone put a tip sheet together by type of storage, which would be easier to follow?	A tip sheet will not be developed at this time.
Do medications requiring refrigeration also need to be locked in the fridge?	If the medication requires it then it must be stored locked in the refrigerator.
Is a locked container and an unlocked cabinet ok? Or does the cabinet have to be locked, too?	The medication must be locked whether in a cabinet or in a container. It does not need to be both as long as one does lock.
OK now for pet meds to be stored with people meds?	It is not required to be separated, but would be best practice.
Inaccessible – please provide direction. Can that mean a high cabinet? Behind child latches?	The definition of inaccessible means an effective method or barrier that reasonably prevents a child's ability to reach, enter, or use items or areas.

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3375 Medication permission	
Does this include topical medications?	Yes, this applies to all medications including all topical medications.
Can a chart (for sunscreen for example) for multiple children be used?	DEL will not prescribe how to document when medication is given. However, documentation must be kept for each child.
Medication logs kept confidential – even for sun screen and diaper ointment?	Yes, this is for all medication given.
3525 Nonprescription medications	
Are topical nonprescription medications allowed in bulk or do parents have to supply it individually (i.e.; sunscreen)?	DEL is not determining how much or who supplies the medication. DEL requires documents and permission for usage from the parents.
3600 Injuries or illness requiring professional medical treatment	
How does a provider determine when an injury or illness “may” require professional medical treatment?	This is covered during first aid training. If you have concerns about a child’s condition or injury, you should contact a health care professional.
When does the 24 hour timeline begin?	From the time of the injury or illness.
3625 Handwashing	
Does the hand washing procedure have to be followed to the letter? .Does this mean the water needs to stay running the entire time	This standard does not require the water to continually run; it requires hands to be washed according to the method described.
3675 When handwashing is required	
Can you please clarify if we really need to wash the children’s hands every time they sneeze?	Yes, the expectation is that the handwashing procedure is followed because it helps to decrease the spread of diseases.
3700 Carpets	
How do you regulate if the carpets were cleaned if they are not required to keep documentation showing when they were cleaned?	If the carpet appears to be soiled, the licensee needs to clean the carpet. Otherwise, ask when it was it last cleaned.
What if they happen to own one of those carpet cleaners you can buy at Costco? Does “dry carpet cleaner” mean they can sprinkle some of that perfumed baking soda cleaner on the carpet and then vacuum it up? What is “dry carpet cleaner”?	Perfumed baking soda is not a cleaner. Dry carpet cleaner is a specific method of carpet cleaning that does not require water to activate the cleaning product but may require a special machine.
Can they use a home carpet cleaner? We do not specify type of cleaner or that they keep a record.	There is no specification on how to clean the carpet it needs to be a shampoo machine, steam cleaner or dry carpet cleaner.
3800 Overnight sleeping	
Does “other sleeping equipment” include: ” thick foam pads? A mattress on the floor? A futon mattress? Stackable cots?	If the equipment is safe in good condition, is water proof or washable and meets the child’s developmental needs it can be used.
What forms of sleeping equipment would be approved for overnight care?	
3925 Cleaning, sanitizing and disinfecting table	
What is the difference between “sanitize” and “disinfect?”	The difference is fully described in the definitions section of this WAC chapter.

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	<p>Disinfect means to eliminate virtually all germs on a surface by the process of cleaning and rinsing, followed by:</p> <ol style="list-style-type: none"> a. A chlorine bleach and water solution of appropriate concentration; or b. Other disinfectant product if used strictly according to the manufacturer’s label instructions. <p>Sanitize means to reduce the number of micro-organisms on a surface by the process of:</p> <ol style="list-style-type: none"> a. Cleaning and rinsing, followed by using: <ol style="list-style-type: none"> i. A chlorine bleach and water solution of appropriate concentration; or ii. Another sanitizer product if used strictly according to manufacturer’s label instructions. b. For laundry and dishwasher use only, “sanitize” means use of a bleach and water solution or temperature control.
Do dress-up clothes that have to be pulled over the head have to be cleaned between uses by different children?	If pulled over the head it should be washed between uses
Do hats and helmets have to be cleaned between uses by different children?	Yes, as stated in the requirement.
Can Clorox tablets be used in toilets during child care hours? Do they meet the need to sanitize?	The Clorox tablets are only activated in the toilet water. It does not apply to the seat and handle. So the toilet will still need to be cleaned and disinfected.
3950 Pest control	
What if pests are in unlicensed space?	DEL does not regulate the unlicensed space. However, if pests are present in the license space then action must be taken to remove or eliminate the pests.
4000 Lead, asbestos, arsenic and other hazards	
How does this apply with currently licensed homes?	If the licensee finds any of the mentioned hazards action must be taken to prevent the children from being exposed. This applies to all licensees.
4025 Drugs and alcohol	
If someone, pours a glass of wine, and goes to unlicensed space in the home is the licensee out of compliance?	Yes, this would cause the licensee to be out of compliance with this standard.
If the kitchen is licensed space, and there is a can of beer or bottle of wine in the refrigerator, is it considered inaccessible? If not, would a utility strap/fridge safety device be approved? What about in a high cupboard?	Alcohol closed or opened must be inaccessible to the children so if the children can access the refrigerator it is not inaccessible. It is the licensee’s responsibility to choose how to make the alcohol inaccessible.
4050 No smoking	
<ul style="list-style-type: none"> • Does the no-smoking rule mean staff and parents can’t smoke during business operating hours, even if it is 25 feet away? 	The intent of this section is to prohibit smoking by <u>anyone</u> on the premises during operating hours. The licensee is expected to inform parents, staff and family members of all parts of this section, including smoking is prohibited

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<ul style="list-style-type: none"> What if the front door is less than 25 feet from a public sidewalk? 	within 25 feet of any entrance, window or ventilation intake of the home.
4075 First-aid kit	
How is “current” defined? We’ve seen licensors who have required the purchase of a new first aid manual, but what is the time past which a manual would no longer be considered valid?	<p>The American Red Cross and the American National Standards Institute (ANSI) recommend that the first aid manual be replaced every 5 years.</p> <p>New CPR and first aid science recommendations and guidelines come out every 5 years and training agencies update their materials to reflect this. the latest guidelines came out in 2010.</p>
4100 Poisons, chemicals and other substances	
Do those “natural” products that are nontoxic and do not say “keep out of reach of children” still need to be kept inaccessible? Some providers use shampoos, bubble bath etc.. that are totally nontoxic.	This standard states chemicals and other substances must be stored inaccessible to the children; it does not state nontoxic. So all personal grooming products must be stored inaccessible to the children.
Environments 4200-4325	
4200 Toys, equipment, and recalled items	
Regarding recalled items: Does the licensee have to sign the form?	<p>The form is no longer required. This is a conversation to explain why it is important for the licensee to make their environment safe and to know what products have been recalled.</p> <p>DEL has recall information on its website.</p>
How do we know that they have checked the recall website?	
4275 Fans, air conditioning or cross ventilation	
Does the whole fan/AC need to be inaccessible or just the blades/sharp edges, etc.?	It is the entire fan or air conditioner that must be kept inaccessible to the children not just the blades or sharp edges.
4300 Window coverings	
If a pull cord (even single strand) is hanging, can it be looped around grommet up high, cut to lessen to 6 inches or less or permanently kept from pulling out further? If a blind in licensed space is inaccessible does the blind still need to not form a strangulation hazard?	<p>If the cord has the ability to form a loop it is prohibited.</p> <p>Window blinds are also prohibited on emergency windows and doors if they are mounted to the frame which prevents the window or door from opening.</p>
4325 Stairs	
Would this apply if the license is for an age range of 3 and up? Or 5 and up?	No, it is required when the licensee cares for infants and toddlers.
Does there need to be a door knob cover or some other way of keeping the door from opening easily? (many toddlers can easily open a door)	If a child can open the door, the stairs would be accessible so there needs to be a method to prevent that from happening.
Electrical and Lighting 4350-4375	

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4350 Electrical outlets, cords and power strips	
Are the swivel types of outlet covers not ok anymore? Are outlet covers with automatic shutters ok (Don't allow insertion of electrical plug; blocks other objects? What about non-removable covers?	If an outlet cover is used it must be labeled as tamper resistant or tamper proof. Outlet covers with automatic shutter would meet the requirements of this WAC.
Is it okay if the packaging is labeled tamper resistant?	Yes it is ok as long as the manufacturer labeled it tamper resistant.
I am using tamper resistant outlets. Some of them are impossible to get to without taking apart furnishings I have had for years. Is it expected in outlets that cannot be reached to?	The WAC states areas accessible to children. If the outlet is behind furniture and not accessed by the children it would not need a cover. If the furniture is moved and the outlet is accessible a tamper resistant cover is required.
Will all kitchen outlets be required to have tamper-resistant outlet covers?	According to 4350(2)(a)(b) the outlet must be tamper resistant ground fault circuit interrupter or made inaccessible to the children.
What does a tamper-resistant GFCI look like?	View photos of tamper-resistant GFCI outlets.
Are the electrical outlets in the kitchen above counter level considered 'inaccessible to children'?	This is a situational question since each kitchen is different. The licenser will have to determine if the method to make the outlet inaccessible is adequate.
How is brief or temporary purpose defined with regard to extension cords?	This means an electrical item cannot be plugged into the extension cord for continual use. Not on a regular or daily basis.
4360 Area lighting	
Can bare light bulbs be used if they are shatter proof? Is this requirement for licensed space or "play space"?	All ceiling mounted light fixtures in the licensed space, accessible to the children must have shatter-resistant bulbs, a shatter-resistant covers or otherwise make the light fixture safe. The reference to the play space is regarding not allowing the use of bare bulbs.
Do recessed lights need to be shatter-resistant?	This would <u>not</u> include covering recessed lights, which are by their nature protective of the recessed light, and are subject to heat loads. Consult the manufacturer if you are concerned about safety of light bulbs in these fixtures. Many of the bulbs used in indoor recessed lighting are assembled for shatter resistance. DEL staff will not require recessed lights to be covered.
Do bare light bulbs in a chandelier have to be shatter resistant?	The light bulbs in a chandelier must be shatter proof unless the bulbs are covered with a shatter proof cover.
What does "otherwise" include? Or not include?	Screen, lamp shade or cover that does not come in contact with the hot bulb.
How does the licenser know if a bulb is shatterproof, are they marked?	There should be an indication on the bulb showing it is shatterproof.
Exits 4400-4600	
4500 Emergency exits	
Emergency exit doors can't be locked. What about doors that only are locked from outside (not the inside)? For safety, providers don't want exits accessible to the public.	An emergency exit door must remain unlocked from the inside during operating hours. The door knob or handle must be able to open from the inside without use of a key, tools, or special knowledge and must automatically

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	unlock when the door knob or handle is turned.
Sliding glass door to outside, hinged door to interior storage leading to upper floor which is unlicensed space. How can the door to unlicensed space be made inaccessible to children and be openable for emergency exit?	If you are using a door for an emergency exit then you must follow all the requirements for an emergency exit.
Can a gate on stairway be considered a door?	No, a gate is not considered a door.
Does self-closing door have to be installed in a basement if the child care operates in the basement? Would a gate work?	A self-closing door is required. A gate will not be sufficient to prevent a fire from entering the licensed space in the basement.
Must I have an alarm on every exit in my licensed space?	There must be a method of alert that an exit door has been opened. Use of a chime, bell, alarm or other device to warn you it is opened.
What sort of information needs to be included in the DEL-approved safety plan for use of deadbolts or security chain at night?	A form has been developed.
Are night latches, deadbolts and security chains required during the daytime if the child care is in a rough neighborhood?	Night latches, deadbolts, and security chains can only be approved for overnight care.
Do hallways count toward the square footage when determining capacity?	The hallway will not be counted in the square footage to determine capacity.
This allows for an internal room that does not have direct access to outside, but ok if room has doorways to 2 separate emergency pathways. What if 2 or more internal rooms are adjacent to each other requiring the pathway to go through the extra room before reaching the exit?	This type of situation would require review by the licenser of the floor plan in how it relates to the standards before determining if the room meets the requirements.
Can the method on an exit door to alert the staff that an exit door is opened be the distinct sound of the door itself? Does the proximity of the door to where the provider spends all or most of the child care time negate the need for an alert on the door? Must the method of alert be a device?	We cannot assume that the door opening would be a distinct enough sound to indicate it is opened, so another device to indicate the door is opened must be used even if the licensee is in the room.
We need clarification on the hook and eye type latches that people use on doors to unlicensed areas, closet doors, garage doors, bifold doors, etc.	Any method used to make the unlicensed space inaccessible to the children would need to be reviewed by the licenser; as long as the method used prevents the children from access to unlicensed space it should be acceptable. DEL is not prescribing what type of method to use.
If a window is approved, does it mean infants can sleep in bedrooms?	If the room has been approved for infants, then it can be used.
What are the requirements for a bedroom to be used for rest time or as a play area? Does it still need to have an exit window and what are the size requirements? Does this includes windows to level that is partially or completely below grade level – do they have to be 5.0 or 5.7 square feet?	The sleeping or napping room must have two ways to exit. One an exit window or door directly to the outside the other may be an interior door leading to an exit pathway. The window if used for emergency escape must be able to open to the full position of 5 square feet at ground level and 5.7 square feet for other levels.
What about crank-open (casement) windows? What if the crank is not attached to the window?	If the crank is detached from the window, then with window would require a tool to open it so it would no longer be considered an emergency exit.

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Does a regular garage count as a 'commercial' parking garage?	No it is not the same thing
Can an exit pathway lead out a garage door??	The exit doors must be a pivoted or side hinged swinging type door or the secondary can be a sliding glass door
Is a fire wall needed if there is just a garage to park a car?	A fire wall is needed if the garage is used for commercial purposes.
Is a self-closing door required at the bottom of stairs in a split level home?	No, a split level home is not considered a home with a basement
Is a self-closing door required for a tri-level home?	A tri-level home has an open floor plan it does not require a self-closing door.
Other Indoor Environments 4625-4750	
4725 Guns and other weapons	
Can the gun safe be in licensed area?	Yes the gun safe can be in the licensed area as long as the gun safe is locked and the guns inaccessible to the children.
What's the definition of gun safe versus gun cabinet?	A gun safe provides a higher degree of security to prevent access to items stored in the safe.
4750 Storage for each child's belongings	
2 children can no longer hang coats side-by-side in one cubby. Is this correct?	This standard requires that there be separate storage for each child's belongings. A shared cubby would not meet this requirement.
Are back packs and coat hooks going to be acceptable for 'separate storage'?	As long as they are kept separate for each child or from separate families.
Would hooks on the wall suffice for "separate" storage? Is the intent for the storage to not be touching (i.e.; cubbies or hooks far apart)	Yes, this would be ok and yes, as long as the items that are hanging from the hooks are not touching.
Pets 4800-4900	
4850 Pet/animal health and safety	
Do we need a copy of pet immunizations in the file? Can we get a list of what they need?	This standard does not require a copy of the pet immunization it addresses pet are required to be immunized.
What is considered an inaccessible designated area for animals to relieve themselves? Can we have some examples?	An area that children cannot get to on their own. The method used to make it inaccessible depends on the space and age of the children in care.
Outdoor Environments 4925-5125	
4925 Licensed outdoor space	
My front porch is 32" off the ground but has 5 steps to the ground. How do I apply the enclosure WAC?	This part of your licensed space would be regulated using 170-296A-4950(2) which states stairs with four or more steps must have slats or a hand rail
Define danger	A danger is anything that could cause harm to the children.
Can we require licensees to use the outdoor play space on their premises if their preference is to request to use some other place off premises?	This standard requires an approved safe outdoor play area on the premises. This space is expected to be used on a daily bases. Only when the outdoor play area is not large enough to accommodate the licensed capacity, the licensee
Can they refuse to use the outdoor area on their premises even if it is large	

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enough to meet requirements for outdoor space?	can submit an alternative plan, approved by DEL, to use the space.
Will the absence of a fence in the yard allow them to have an approved alternate plan for an outdoor play area off premises? Or is lack of space the only situation that would allow the licensee to request an alternate plan?	A lack of a fence is not a sufficient reason for not using the outdoor play area on the premises. It must be made safe for usage by the children and that would include enclosure with a fence of a minimum height of four feet.
Is this written plan only for outside the ordinary concerns or for all homes on a street?	The written plan is regarding any roadways and other dangers adjacent to the licensed outdoor space inaccessible to the children. The plan is intended to document how the licensee will keep the children safe.
In order to ensure consistency statewide, can there be some kind of form asking specific questions regarding playgrounds not in licensed space? For example: <ul style="list-style-type: none"> • Route • Drawing of space • Accessibility to others • Required size, etc... 	There will not be a form developed for this purpose. The items mentioned would be recommended for the licensor to consider when approving the licensed outdoor space
Why is DEL rule for handrails putting them lower than the building code?	This is being corrected. The building code requirement should be followed.
5000 Play equipment	
Can handmade toys be used in the childcare?	Yes, as long as they are safe for the children.
5050 Bouncing equipment prohibited	
Clarification on intent – bouncing equipment- is inflatable slides ok?	If the inflatable slide is used as it is intended then it would be ok to use; however if it is used as bouncing equipment then it is not allowed.
5075 Playground equipment – Ground cover – Fall zones	
Do I need ground cover if the play equipment is not 48 inches high?	All climbing play equipment must have a shock absorbing material under it. Grass alone is not considered an acceptable ground cover material.
Please explain when I would have to have the required depth of ground cover.	All climbing equipment with a platform that is over 48 inches tall that is intended to be climbed must have the required depth of ground cover.
What equipment needs to have a fall zone?	All equipment intended to be climbed with a platform of over 48 inches tall must have a six foot fall zone.
WAC 5000 requires all play equipment acquired after March 31, 2012 to be installed per manufacturer specifications. So, if the manufacturer says ground cover – do we require it even if it is less than 48 inches tall?	The equipment should be safe for use, assembled based on manufacturer’s specifications and provides a safe play experience for the children.
Is sand going to be DEL approved for ground cover?	Play sand would be considered as an option however it loses its protective ability when it rains or it is humid.
What is or would be other department-approved material? What will be the process to approve other material? How deep will the other approved material have to be?	If the ground cover is not currently on the list, the licensee must contact the

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	<p>licensor and a determination will be made as to whether the proposed ground cover would meet the requirements.</p> <p>Other approved material will be approved by the Regional Administrator and will be consistent with Consumer Product Safety Commission playground safety publication http://www.cpsc.gov/cpsc/pub/pubs/324.pdf</p>
Does a tire swing or disc swings require ground cover and a fall zone?	<p>All swings, including tire and disc swings, require ground cover that must be equal to or greater than twice the height of the top bar the swing is suspended from. For example, if the top bar is six feet from the ground, the fall zone must be at least 12 feet in front and 12 feet behind the swing.</p> <p>Example: 6 feet (height of the bar) X 2 (twice the height of the bar) = 12 feet (required fall zone in front and behind the swing)</p>
What about a porch swing? Will this need ground cover and fall zone?	This is not considered outdoor play equipment.
Is ground cover required for a baby swing, really designed to be used indoors?	This requirement is for outdoor play equipment. An infant swing that is intended for indoor use is not considered outdoor play equipment.
Do toddler swings or gliders need to have ground cover?	Ground cover is required for swing type equipment intended for outdoor use.
5125 Daily outdoor activity	
Daily outdoor activity. 3 Questions: (1) Will I be required to take infants and toddlers out for 30 minutes in temperatures as low as 21 degrees Fahrenheit regardless of wind chills, etc. and, alternately, on summer days where the temperatures are in the 90s and could include excessive humidity?	The outdoor requirement is for all children unless the conditions pose a health and safety risk. Being exposed to the outdoors is beneficial for the children in getting vitamin D.
(2) Also, on days where it is pouring down rain, windy, cold and not all children come prepared what do I do?	The licensee should inform parents of the importance of children going outside. When a child has a medical reason and can't go outside, the licensee must figure out how the other children will have outside experience.
(3) What if their parents say "no" to outside time on these days?	
Water Safety 5150-5250	
5150 Water activity-supervision	
Water activities-fishing? Do we need a lifeguard?	When children are taken near a body of water more than 4" deep, an extra staff person required and at least one staff person must be able to swim.
Water activities-feeding ducks? Do we need a lifeguard?	
Does there need to be a lifeguard at a sprinkler park?	If there is no standing water at the sprinkler park a lifeguard is not required.
5200 Swimming pools defined-barriers and supervision	
How many staff persons need to be present to supervise children in the pool? Is the licensee required to have an extra staff person (in addition to herself) when she only has 2 children in care, using the pool. If the licensee	<p>Based on the age of the children participating in the swimming activity there must be:</p> <ul style="list-style-type: none"> • Preschool age or older children – one additional staff person more

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is certified as a lifeguard, would have to hire another staff person just to help supervise.	<p>than the required staff-to-child ratio in WAC 170-296A-5700 to help supervise</p> <ul style="list-style-type: none"> • Infants or toddlers require a one-to-one staff-to-child ratio
5225 Bodies of water or water hazards on the licensed premises	
I have a 55 gallon fish tank visible for the children to enjoy. Will I have to get rid of that water feature since it is more than two inches deep?	A physical barrier to the entry of the tank must be in place to prevent the children from having access to the water.
5250 Bodies of water outside and near licensed space	
Can the one additional staff person be a volunteer or a cleared parent?	The definition of a staff person means any primary staff person, assistant, or volunteer helping to provide child care, or a household member acting in the capacity of a primary staff person, assistant or volunteer, whether compensated or not compensated.
I will have to dry up the pretty fountain; it won't run with less than 4 inches of water. I have a cascading type fountain in the backyard that attracts birds. If that fountain has only trickling down water to a body of rocks, and there are no exposed or accessible pockets of water, is that acceptable?	This would have to be reviewed by the licensor to make sure it is within the requirement of 5225 or 5250
Supervision, Capacity and Ratio 5400-5700	
5550 Birth through twelve years license	
Do my own children or grandchildren under age 13 count in ratio?	All children on the premises under the age of 13 count in the ratio.
5625 Capacity and ratio	
If a parent is checking your child care out; is their child counted in capacity?	No because the child will be accompanied by their parent. See 5625(3)
If I want to change the capacity from my existing 9-12 with infants to take effect after the changes-how do I submit the paperwork?	You would have to submit a capacity increase request to your licensor.
5700 Capacity and ratio table--Birth through twelve year license	
Please clarify the new ratios and provide examples.	The chart attached as the last page of this document provides explanations.
It is still difficult to understand the new capacity/ratio chart?	A narrative is being developed to help explain the chart.
I am licensed for 12, am I allowed 4 infants with my assistant	Yes, you are allowed four children under the age of two with an assistant.
How do we regulate "independently walking"?	Through observation to determine if capacity requirement is followed.
What if babies are sleeping?	Licensor needs to have a discussion with the licensee on the developmental level of the child not to wake a child to see if they can walk independently.
How do we know if a child is independently walking	
How to change capacity and ratio when children transition to walking?	Walking independently is walking without the aid or assistance of or holding onto an object, wall, equipment or other person.
How long will we have to transition all the current licenses?	This will happen during the anniversary month of the license.
This refers to licensee alone or licensee with staff but does not ever say OR primary staff – we assume this is either if they meet requirements to be off	Items (d)(e) &(f) do indicate licensee working with primary staff person or assistant.

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site.	The definition in this chapter states the primary staff person is authorized by the department to care for and have unsupervised access to the children. This would support the primary staff person meeting the requirements.
How will the old capacity chart translate to the new capacity chart for current licenses?	The new license template includes the maximum capacity and age range. It does not include the capacity chart.
Licensee Responsibilities 5750-5825	
5750 Supervision	
We cannot stand at a window & watch the children outside. The WAC states hearing & see which can be done for this space. Is this not a judgment call?	The licensee or primary staff person must be available and able to respond if the need arises for the safety of the children. This would be difficult to do if the licensee or primary staff person is not outside with the children.
Can the assistant or volunteer be outside caring for the children alone?	No, only the licensee or primary staff person can be left alone with children.
5775 Licensee absence	
Does informing DEL about licensee's absence apply only when business is open and a primary staff person is left in charge?	It applies when the business is opened and the licensee is not caring for children.
Nurture and Guidance 6000-6275	
6025 Prohibited interactions	
Are parents allowed to discipline their child while on premises?	6025 addresses prohibited interactions in the presence of children in care. The licensee and staff must not or allow others...so this means the prohibited interactions would apply to anyone on the premises when disciplining a child.
6075 Positive options for discipline	
Discipline options-intonation and facial expressions teach and communicate emotion-are we not allowed to do this now?	6075 does not address intonation and facial expressions. The intent is to use positive guidance methods.
6100 separating a child from the group	
Regarding separating a child from the group: No more time outs?	This must be followed if a child needs to be separated from the group. By separating the child this allows the child to regain control of him/her self.
Program 6400-6850	
6400 Off-site activities-Parent or guardian permission	
Can I have one general permission page and file in a permission slip file?	No each child must have permission for any trip.
6475 Transportation	
Is a copy of insurance and current license required on file?	A copy does not have to be submitted to the licensing office.
6500 Using public transportation	
Regarding using public transportation: Doe this not mean school bus?	No, it does not mean a school bus; the school bus is specifically for the school

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Regarding public transportation: In cities like Dayton and Prosser, public transportation is used by parent to send children to and from child care. This WAC seems to prohibit that practice.	children. This has to do with transportation that can be used by the public.
Who chooses the person who supervises?	The licensee or staff must not allow or send children on public transportation unsupervised.
Can a child ride to child care on public transportation, since the provider is not putting the child on the bus?	In cases where the bus company provides door to door service initiated by the parent and where the bus service provides supervision of the child in the absence of the parent by agreement with the parent (similar to a specialized residential school bus pick up) this is beyond the scope of this WAC section. The licensee is required to follow WAC; the WAC does not regulate the parent or agreements the parents make with such a specialized bus service.
6775 Diversity	
Do we need written “proof” (form) of diversity and ethnic representation?	No form; this is a discussion between the licensor and licensee.
6800 Rest periods	
What is the difference between a nap and sleep period	This standard refers to “rest period” not sleep or nap. The rest period must (a) Offered to all children five years of age and younger who remain in care more than six hours per day; and (b) Offered to any child who shows a need for rest.
6850 Overnight care	
What are the requirements to be approved for overnight care?	Any licensee wanting to provide overnight care must have DEL approval. Overnight care is defined in this chapter as care provided anytime between the hours of 8 p.m. and 6 a.m. that includes a sleep period for the child.
Overnight (Beds) Currently, air beds are allowed. Will they still be?	Air mattress would still be allowed if it meets the requirements in 3800
Infant Care 7000-7375	
7085 Cribs	
Does full-size crib mean we are not allowed to let children sleep in play pens (portable cribs)?	Section 7075 states that other types of sleeping equipment are allowed. Section 7085 explains the federal requirement if a licensee uses full-size cribs.
7100 SIDS	
Is swaddling infants allowed or not?	No, it is not allowed.
7125 Infant bottles	
When labeling bottle & sippy cups is the date required, as well as the name	(7) This standard does not apply to a child’s sippy cup but the licensee must have a method to identify the bottle or sippy cup. (5) States bottles prepared ahead must be labeled with the date prepared.
Bottles. What does 1,2,3,4,5 mean?	The number indicates the plastic bottle is safe for use. View more information

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	about plastic bottle codes .
Food Service and Nutrition 7500-7750	
7600 Serving milk	
The milk guidelines contradict what USDA is telling providers to serve.	This standard does not conflict with the USDA standards.
7675 Food handler permits	
Where do I get a food handler's permit and what is the cost? How often am I required to renew a food handler's permit? Can the permit be completed online?	Local health departments offer food worker training, test, and permit. The card is valid throughout the state. Several local health departments offer the training, test and card online. The cost is \$10 for first two-year permit.
7680 Safe food handling	
Are we required to wear hair nets or gloves and keep temperature of food?	No, these are not requirements.
7700 Washing dishes	
3 step washing plates is no longer allowed? So does the plates need to be washed ONLY in DISHWASHER?	Dishes can be washed by hand as follows: Dish emersion in hot soapy water, rinsed, sanitized and air dried.
washing dishes-Does this mean we must wash their drinking cups that are available for them all day to drink water as they need?	As long as the cup is used by only one child and it is clear which cup belongs to which child this would be considered single use.
7725 Food containers and utensils	
Providers are talking about having to lock up knives, cannot find this one either, could I please have this one also?	This standard must be followed if there are sharp utensils present. It states the sharp utensils must be made inaccessible to the children when not in use.
Enforcement of Licensing Standards 8000-8400	
8050 Civil monetary penalties (fines)	
Please clarify the requirement regarding penalties and when they are applied.	The RCW allows for civil penalty to be assessed. (Sec. 43.215.300, 43.215.307, 43.215.335) http://apps.leg.wa.gov/RCW/default.aspx?cite=43.215&full=true#43.215.307 ;
8375 Unlicensed care – fines and other penalties	
Who will be collecting these fines?	This has not changed. Civil penalties go to DSHS/OFR and revert to the state general fund at the end of the fiscal year. The funds do not go to DEL.
General Questions:	
Can we get a copy of the WAC rules?	You may order copies from the Code Reviser's Office at: http://www.leg.wa.gov/CodeReviser/Pages/order_publications.aspx

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Capacity/Ratio table to implement WAC 170-296A-5700								
Staff and licensee minimum requirements	Staff-to-child ratio	Age range	Maximum number of children by age group					Maximum capacity
Licensee working alone	1:6	Birth through 12 years	2	or	3			6 Maximum of 2 children under 2 not walking independently
Less than 1 year of experience			Under 18 months of age		Under 2 years of age (One must be walking independently)			
Licensee working alone	1:8	18 months through 12 years	2	or	4			8 All children must be walking independently
At least 1 year of experience			18 months to 2 years Both must be walking independently		Under 3 years of age (Not more than 2 under 2 years of age and must be walking independently)			
Licensee working alone	1:10	3 years through 12 years						10
At least 2 years of experience								
Licensee working with another staff person (2 staff total)	2:9	Birth through 12 years	2	and	1	and	4	9
Licensee has at least 1 year of experience			Under 18 months of age		18 months to 2 years and walking independently		2 years to 3 years of age	
Licensee working with another staff person (2 staff total)	2:12	Birth through 12 years	4	and	2	and	4	12 Maximum 4 children not walking independently
Licensee has 2 or more years of experience			Under 18 months of age		18 months to 2 years and walking independently		2 years to 3 years of age	
Licensee working with another staff person (2 staff total)	2:12	2 years through 12 years						12
Licensee has 2 or more years of experience								

Walking independently means being able to stand and move about easily without the aid or assistance of holding on to an object, wall, equipment or other person.