

**WAC 170-296A-2525**

**170-296A-2525. Building codes.**

A single-family residence used for licensed family home child care is considered a group R (residential), division 3 occupancy structure by the state building code adoption of the international residential code.

**WAC 170-296A-2550**

**170-296A-2550. Requesting local fire department visit.**

(1) The licensee must request the local fire department to visit the home to become familiar with the facility and to assist in planning evacuation or emergency procedures.

(2) If the local fire department does not provide this service, the licensee must have written documentation on file that the request was made.

**WAC 170-296A-2575**

**170-296A-2575. Combustible and flammable materials.**

(1) The licensee must not allow combustible materials (including, but not limited to, lint, or rags soaked in grease, oils, or solvent) to accumulate; those items must be removed from the building or stored in a closed metal container.

(2) The licensee must store items labeled 'flammable,' in areas that are inaccessible to children and away from exits.

**WAC 170-296A-2600**

**170-296A-2600. Furnaces and other heating devices.**

(1) The licensee must keep paper, rubbish, or combustible materials at least three feet away from any furnace, fireplace, or other heating device.

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(2) A furnace must be inaccessible to the children, isolated, enclosed or protected.

(3) Any appliance or heating device that has a hot surface capable of burning a child must be made inaccessible to the children in care during operating hours when the appliance or device is in use or is still hot after use.

**WAC 170-296A-2625**

**170-296A-2625. Electrical motors.**

The licensee must keep electrical motors on appliances free of accumulated dust or lint.

**WAC 170-296A-2650**

**170-296A-2650. Inspection of fireplaces, wood stoves, or similar wood-burning heating devices.**

Any chimney, fireplace, wood stove or similar wood-burning device in use in the licensed home must be inspected yearly unless the licensee provides a written statement that the chimney, fireplace, wood stove or similar wood-burning device will not be used at any time.

**WAC 170-296A-2675**

**170-296A-2675. Open flame devices, candles, matches and lighters.**

(1) Except as provided in WAC 170-296A-2650 or kitchen ranges using natural gas or propane, the licensee must not use or allow the use of open flame devices in the licensed space or any space accessible to the children during operating hours.

(2) The licensee must not use or allow the use of candles during operating hours.

(3) The licensee must keep matches and lighters inaccessible to children.

**WAC 170-296A-2700**

**170-296A-2700. Emergency flashlight.**

The licensee must have a working flashlight available for use as an emergency light source and extra batteries if the

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flashlight is powered by batteries.

**WAC 170-296A-2725**

**170-296A-2725. Portable heaters and generators.**

(1) The licensee must not use or allow the use of portable heaters or fuel powered generators in any area inside of the family home child care or building during operating hours.

(2) When a portable fuel-powered generator is in use:

(a) The generator must be placed at least fifteen feet from buildings, windows, doors, ventilation intakes, or other places where exhaust fumes may be vented into the home; and

(b) Appliances must be plugged directly into the generator or to a heavy duty outdoor-rated extension cord that is plugged into the generator.

**WAC 170-296A-2750**

**170-296A-2750. House numbers.**

The licensee must place house numbers or address where the numbers are legible and plainly visible from the street or road in front of the premises.

**WAC 170-296A-2775**

**170-296A-2775. Telephone.**

(1) The licensee must have a working telephone in the licensed space.

(2) The licensee must have a telephone readily available with sufficient backup power to function for at least five hours in the event of an electrical power outage.

**WAC 170-296A-2800**

**170-296A-2800. Access for emergency vehicles.**

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The licensed family home child care must be accessible to emergency vehicles.

**WAC 170-296A-2825**

**170-296A-2825. Fire evacuation plan.**

(1) If there is a fire in the home during child care operating hours, the licensee's and staff's first responsibility is to evacuate the children in care to a safe place outside the home.

(2) The licensee must develop a written fire evacuation plan and post it at a place that is clearly visible to the staff, parents and guardians. The evacuation plan must be evaluated annually and updated as needed.

(3) The evacuation plan must include:

(a) An evacuation floor plan that identifies emergency exit pathways, emergency exit doors, and emergency exit windows;

(b) Method(s) to be used for sounding an alarm;

(c) Actions to be taken by the person discovering the fire;

(d) How the licensee and staff will evacuate all children, especially children who cannot walk;

(e) Calling 911 after evacuating the children;

(f) How the licensee and staff will account for all of the children in attendance;

(g) Where children and staff will gather away from the building pending arrival of the fire department or emergency response; and

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(h) How the licensee will inform parents or guardians and arrange pick up of children if needed.

WAC 170-296A-2850

170-296A-2850. Disaster plan.

(1) The licensee must have a written disaster plan for emergencies other than fire. The plan must be reviewed annually and updated as needed.

(2) The written disaster plan must cover at minimum the following:

(a) For disasters that may require evacuation:

(i) How the licensee and staff will evacuate all children, especially those who cannot walk.

(ii) What to take when evacuating the children, including:

(A) First aid kit;

(B) Child medication records; and

(C) If applicable, individual children's medication;

(iii) Where to go; and

(iv) How the licensee and staff will account for all of the children in attendance.

(b) Earthquake procedures including:

(i) What the licensee and staff will do during an earthquake;

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(ii) How the licensee and staff will account for all of the children in attendance; and

(iii) After an earthquake, how the licensee will assess whether the licensed space is safe for the children;

(c) Lockdown of the facility or shelter-in-place, including:

(i) How doors and windows will be secured if needed; and

(ii) Where children will stay safely inside the facility; and

(d) How parents and guardians will be contacted after the emergency situation is over.

(3) The licensee must keep on the premises a three-day supply of food, water, and medications required by individual children for use in a disaster, lockdown, or shelter-in-place incident.

(4) As used in this section, 'lockdown' or 'shelter-in-place' means to remain inside the family home child care when police or an official emergency response agency notifies the licensee or primary staff person in charge that it is unsafe to leave the facility or be outdoors during an emergency situation.

**WAC 170-296A-2875**

**170-296A-2875. Fire, disaster training for staff and volunteers.**

(1) The licensee must provide fire, evacuation and disaster training for all staff and volunteers when the individual is first employed and at least once each calendar year. The training must include:

(a) All elements of the fire, evacuation and disaster plans;

(b) Operation of the fire extinguishers;

(c) How to test the smoke detectors and, if required, test carbon monoxide detectors and replace detector

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batteries; and

(d) Staff responsibilities in the event of a fire or disaster.

(2) The training must be documented in the staff's or volunteer's personnel file.

**WAC 170-296A-2900**

**170-296A-2900. Emergency drills.**

The licensee and staff must practice emergency drills with the children as follows:

(1) Fire/evacuation drill: Once each calendar month;

(2) Earthquake drill: Once every three calendar months; and

(3) Lockdown/shelter-in-place drill: Once annually.

**WAC 170-296A-2925**

**170-296A-2925. Record of emergency drills.**

The licensee must keep records of emergency drills performed, and post the records as required in WAC 170-296A-2175. Records must include:

(1) The date and time the drill took place;

(2) Staff who participated;

(3) Number of children who participated;

(4) Length of drill; and

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(5) Notes about how the drill went and improvements, if any, that need to be made.

**WAC 170-296A-2950**

**170-296A-2950. Smoke and carbon monoxide detectors.**

(1)(a) The licensee must have and maintain working smoke detectors in the home.

(b) At least one smoke detector must be located:

(i) In each licensed sleeping area; and

(ii) On each level of the home.

(c) Smoke detectors must be placed on the ceiling or wall, but not on the wall above any door.

(2) The licensee must have and maintain working carbon monoxide detectors in the home as provided in RCW 19.27.530 and WAC 51-51-0315.

(3) One extra battery for each smoke detector and each carbon monoxide detector must be kept on the premises.

**WAC 170-296A-2975**

**170-296A-2975. Additional method to sound an alarm.**

In addition to working smoke detectors, the licensee must have an additional method to sound an alarm that is used only in a fire, emergency situation or drill.

**WAC 170-296A-3000**

**170-296A-3000. Fire extinguishers.**

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(1) The licensee must have working fire extinguishers, minimum 2 A: 10 BC, readily available. A fire extinguisher must be:

(a) Located on each level of the home used for child care; and

(b) Mounted:

(i) Within seventy-five feet of an exit; and

(ii) Along the path of an exit.

(2) A fire extinguisher may be mounted in a closed unlocked closet. There must be:

(a) A sign on the closet door to indicate that a fire extinguisher is mounted inside; and

(b) No obstructions blocking access to the closet.

(3) The licensee must have documentation on file of annual:

(a) Fire extinguisher maintenance; or

(b) Proof of purchasing new extinguishers.

**WAC 170-296A-3025**

**170-296A-3025. Fire extinguisher, smoke/carbon monoxide detector use and testing.**

The licensee and staff must demonstrate to the licensor how to:

(1) Use fire extinguishers;

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- (2) Test and operate the smoke detectors;
- (3) Test and operate carbon monoxide detectors if required under WAC 170-296A-2950; and
- (4) Test alternate alarm device(s).

**WAC 170-296A-3050**

**170-296A-3050. Monthly fire inspection.**

The licensee must inspect the home once each calendar month to identify possible fire hazards and take action to eliminate any hazards found. If the licensee employs a primary staff person, the primary staff person must participate in monthly fire hazard inspections. The licensee must keep records of monthly inspections.

**WAC 170-296A-3200**

**170-296A-3200. Health plan.**

The licensee must have a written health plan. The health plan must include:

- (1) Contagious disease procedures and exclusion of ill persons under WAC 170-296A-3210;
- (2) Immunization tracking under WAC 170-296A-3250 through 170-296A-3300;
- (3) Medication management under WAC 170-296A-3315 through 170-296A-3550;
- (4) Injury treatment under WAC 170-296A-3575 through 170-296A-3600;
- (5) Handwashing and hand sanitizers under WAC 170-296A-3625 through 170-296A-3675;
- (6) Caring for children with special health needs under WAC 170-296A-0050;

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(7) Cleaning, sanitizing, and disinfecting procedures;

(8) A bloodborne pathogens plan under WAC 170-296A-1850; and

(9) Notifying the health department when a licensee, staff person, volunteer, household member, or child in care is diagnosed with a notifiable condition as required under WAC 170-296A-2325.

**WAC 170-296A-3210**

**170-296A-3210. Contagious disease procedure.**

(1) When the licensee becomes aware that he or she, a household member, staff person or child in care has been diagnosed with any of the contagious diseases described in WAC 246-110-010, the licensee must, within twenty-four hours notify:

(a) The local health jurisdiction or DOH, except notice is not required for a diagnosis of chickenpox or conjunctivitis;

(b) The department; and

(c) Parents or guardians of each of the children in care.

(2) The licensee must follow the health plan before providing care or before readmitting the household member, staff person or child into the child care.

(3) The licensee's health plan must include provisions for excluding or separating a child, staff person, or household member with contagious disease as described in WAC 246-110-010 or any of the following:

(a) Fever of one hundred one degrees Fahrenheit or higher measured orally, or one hundred degrees Fahrenheit or higher measured under the armpit (axially), if the individual also has:

(i) Earache;

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(ii) Headache;

(iii) Sore throat;

(iv) Rash; or

(v) Fatigue that prevents the individual from participating in regular activities.

(b) Vomiting that occurs two or more times in a twenty-four hour period;

(c) Diarrhea with three or more watery stools, or one bloody stool, in a twenty-four hour period;

(d) Rash not associated with heat, diapering, or an allergic reaction; or

(e) Drainage of thick mucus or pus from the eye.

**WAC 170-296A-3250**

**170-296A-3250. Immunization tracking.**

The licensee is required to track each child's immunization status. The licensee must:

(1) Except as provided in WAC 170-296A-3275 or 170-296A-3300, have a complete current certificate of immunization status (CIS) form or similar form supplied by a health care professional for each child, submitted on or before the child's first day of child care;

(2) Develop a system to update and keep individual immunization records current to include when immunizations are received; and

(3) Have the CIS or similar forms for each currently enrolled child available in the licensed space for review by the licensor.

**WAC 170-296A-3275**

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**170-296A-3275. Accepting a child who does not have current immunizations.**

(1) The licensee may accept a child who is not current with immunizations on a conditional basis if immunizations are:

(a) Initiated before or on enrollment; and

(b) Completed as soon as medically possible.

(2) The licensee must have on file a document signed and dated by the parent or guardian stating when the child's immunizations will be brought up to date.

**WAC 170-296A-3300**

**170-296A-3300. Immunizations-Exemption.**

The licensee may accept a child without any immunizations if the parent or guardian provides:

(1) A DOH medical exemption form signed by a health care professional; or

(2) A DOH form or similar statement signed by the child's parent or guardian expressing a religious, philosophical or personal objection to immunization.

**WAC 170-296A-3315**

**170-296A-3315. Medication management.**

(1) The licensee's medication management policy must include:

(a) Safe medication storage, including the licensee's family medications; and

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(b) Whether the licensee chooses to give medications to children in care.

(2) If the licensee chooses to give medications to children in care, the licensee's policy must include:

(a) How giving medications will be documented (medication log), including documenting when a medication is given or not given as prescribed or as indicated on the permission form;

(b) Permission to give medications to a child signed by the child's parent or guardian, and by a licensed medical professional when appropriate; and

(c) That only the licensee or primary staff person may give medication or observe a child taking his or her own medication as described in WAC 170-296A-3550.

(3) If the licensee chooses not to give any medications to children in care, the licensee must inform parents in the parent/guardian handbook.

(4) If the licensee or primary staff person decides not to give a specific medication to a child after having received written permission by the child's parent or guardian, the licensee or primary staff person must immediately notify the parent or guardian of the decision to not give the medication.

(5) The licensee must make reasonable accommodations and give medication if a child has a condition where the Americans with Disabilities Act (ADA) would apply.

**WAC 170-296A-3325**

**170-296A-3325. Medication storage.**

The licensee must store all medications, as well as vitamins, herbal remedies, dietary supplements and pet medications as described in the following table:

(1) In a locked container or cabinet until used; or

(2) Inaccessible to children. The licensee must keep emergency rescue medications listed in subsection (3)(a)(i) through (vi) inaccessible but available for emergency use to meet the individual's emergency medical needs:

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Medication Storage Table

This list is not inclusive of all possible items in each category. Medications must be maintained as directed on the medication label, including refrigeration if applicable.

(3)	If the medication is a (an):	The medication must be stored in a locked container or cabinet.	The medication must be stored inaccessible to children.
(a)	Individual's emergency rescue medications:		
(i)	Any medication used to treat an allergic reaction;		X
(ii)	Nebulizer medication;		X
(iii)	Inhaler;		X
(iv)	Bee sting kit;		X
(v)	Seizure medication;		X
(vi)	Other medication needed for emergencies.		X
(b)	Nonprescription medications, including herbal or natural:		
(i)	Pain reliever, cough syrup, cold or flu medication;	X	
(ii)	Vitamins, all types including natural;	X	
(iii)	Topical nonprescription medication;		X

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(iv)	Hand sanitizer, when not in use.	X
(c)	Prescription medication:	
(i)	Intended use - Topical;	X
(ii)	Intended use - Ingestible, inhaled or by injection.	X
(d)	Pet medications (all types).	X

**WAC 170-296A-3375**

**170-296A-3375. Medication permission.**

(1) The licensee must have written permission from a child's parent or guardian to give a child any medication. The permission must include:

(a) Child's name;

(b) Name of the medication and condition being treated;

(c) Dose and frequency to be given;

(d) Instructions for any specialized equipment or procedures for giving the child's medication;

(e) Start and stop date for administering medication not to exceed thirty calendar days, except as provided in subsection (2) of this section;

(f) Parent or guardian signature; and

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(g) Date of signature.

(2) A parent or guardian may give the licensee ninety calendar days permission for use of the following:

(a) Diaper ointments and talc free powders used as needed that are intended specifically for use in the diaper area of children;

(b) Sun screen;

(c) Hand sanitizers; or

(d) Hand wipes with alcohol.

(3) The licensee must keep a written record of medication administration (medication log) that includes the:

(a) Child's name;

(b) Name of medication;

(c) Dose given;

(d) Dates and time of each medication given; and

(e) Name and signature of the person giving the medication.

(4) The licensee must return any unused medication to the child's parent or guardian.

(5) Medication permission forms and medication logs must be kept confidential. The licensee must allow a child's parent or guardian to review their own child's medication administration records.

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(6) Medication permission forms and medication logs for the previous twelve months must be kept in the licensed space and be available for review by the licensor.

**WAC 170-296A-3425**

**170-296A-3425. Medication requirements.**

The licensee or primary staff person must follow the medication directions for managing and administering prescription and nonprescription medication for the individual children in care. The licensee or primary staff person must not give or allow giving of an expired medication.

**WAC 170-296A-3450**

**170-296A-3450. Sedating a child prohibited.**

The licensee or primary staff person must not give or allow giving of any medication for the purpose of sedating a child unless the medication has been prescribed for that purpose by a qualified health care professional and prescribed for the child receiving the medication.

**WAC 170-296A-3475**

**170-296A-3475. Prescription medication.**

The licensee or primary staff person may give a prescribed medication to a child only if the following conditions are met:

- (1) The medication is prescribed only for the child the medication is being given to;
- (2) The parent or guardian has provided written permission as described in WAC 170-296A-3375;
- (3) The prescribed medication is given in the amount and frequency prescribed by the child's health care professional with prescription authority;
- (4) The prescribed medication must only be given for the purpose or condition that the medication is prescribed to treat;
- (5) The medication must:

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- (a) Be in the original container;
  - (b) Be labeled with the child's first and last name;
  - (c) Have a nonexpired expiration date;
- (6) The container must have or the parent or guardian must provide information from the pharmacy about:
- (a) Medication storage;
  - (b) Potential adverse reactions or side effects; and
- (7) The medication has been stored at the proper temperature noted on the container label or pharmacy instructions.

**WAC 170-296A-3525**

**170-296A-3525. Nonprescription medications.**

The licensee or primary staff person may give nonprescription medications, as defined in this chapter, only when the following conditions are met:

- (1) The parent or guardian has given signed written permission as provided in WAC 170-296A-3375.
- (2) The nonprescription medication is:
  - (a) Given to or used with a child only in the dosage, frequency and as directed on the manufacturer's label;
  - (b) Given in accordance to the age or weight of the child needing the medication;

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- (c) Given only for the purpose or condition that the medication is intended to treat;
  - (d) Is in the original container; and
  - (e) Has a nonexpired expiration date, if applicable.
- (3) The medication container or packaging includes, or the parent or guardian provides information about:
- (a) Medication storage;
  - (b) Potential adverse reactions or side effects.
- (4) The medication has been stored at the proper temperature noted on the container label or instructions.

**WAC 170-296A-3550**

**170-296A-3550. Children taking their own medication.**

The licensee may permit a child to take his or her own prescription medication if:

- (1) The licensee follows all of the requirements in WAC 170-296A-3475 (1) through (6);
- (2) The child is physically and mentally capable of properly taking the medicine;
- (3) The licensee has on file the child's parent or guardian written approval for the child to take his or her own medication;
- (4) The medication and related medical supplies are locked and inaccessible to other children and unauthorized persons, except emergency rescue medications that may be stored inaccessible to other children but not locked; and
- (5) The licensee or a primary staff person observes and documents in the child's medication administration record that the medication was taken.

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WAC 170-296A-3575

170-296A-3575. Injuries requiring first aid only.

When a child has an injury that requires first aid only, the licensee must give a written or verbal notice to the child's parent or guardian and keep a record of the notice on file.

WAC 170-296A-3600

170-296A-3600. Injuries or illness requiring professional medical treatment.

(1) When the licensee becomes aware that a child's injury or illness may require professional medical treatment, the licensee must:

- (a) Call 911, when applicable and follow their recommendations;
- (b) Administer first aid;
- (c) Call the child's parent or guardian;
- (d) Call the department; and
- (e) Within twenty-four hours, submit an injury/incident report form to the department.

(2) The injury/incident report form must include:

- (a) The name of child;
- (b) The date, time and location where the injury or illness occurred;
- (c) A description of the injury or illness;

(d) The names of staff present;

(e) The action taken by staff; and

(f) The signature of licensee.

**WAC 170-296A-3625**

**170-296A-3625. Handwashing.**

(1) The licensee and staff must follow and teach children proper handwashing procedures. Proper handwashing procedures include:

(a) Wetting hands with warm water;

(b) Apply soap to the hands;

(c) Washing hands;

(d) Rinsing hands;

(e) Drying hands with a paper towel, single-use cloth towel or air hand dryer; and

(f) Turning off the water with paper towel or single use cloth towel.

(2) Paper towels must be disposed of after a single use.

(3) If cloth towels are used, the licensee must wash and sanitize each cloth towel after a single use.

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(4) If an air hand dryer is used, it must have a heat guard to prevent burning and must turn off automatically.

WAC 170-296A-3650

170-296A-3650. Hand sanitizers.

(1) If the licensee has a written and signed parent or guardian permission as described in WAC 170-296A-3375(2), the licensee may use hand sanitizer products only with children over twenty-four months old. Hand sanitizer products may be used:

(a) When handwashing facilities are not available, such as an outing, emergency, or disaster; or

(b) After proper handwashing.

(2) Hand sanitizer gels must not be used in place of proper handwashing if handwashing facilities are available.

WAC 170-296A-3675

170-296A-3675. When handwashing is required.

1) The licensee and staff must wash their hands and follow proper handwashing techniques:

(a) Before and after preparing foods, eating, or feeding a child;

(b) After handling raw or undercooked meat, poultry or fish;

(c) After using the toilet or helping a child with toileting;

(d) Before and after diapering a child. If needed during diapering, a disposable hand wipe cloth may be used;

(e) After touching bodily fluids as described in the licensee's bloodborne pathogens plan;

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- (f) After being outdoors with the children;
- (g) After handling animals or cleaning up animal waste;
- (h) After handling garbage and garbage receptacles;
- (i) Before and after giving medication or applying topical ointment; or
- (j) As needed.

**(2) The licensee and staff must direct children to wash their hands or assist children with handwashing:**

- (a) Before and after the eating or participating in food activities;**
- (b) After toileting or diapering (the licensee may use a diaper wipe to clean hands of a child age zero to six months);
- (c) After touching bodily fluids, including after sneezing, coughing;
- (d) After outdoor play;
- (e) After playing with animals or handling animal toys; or
- (f) As needed.

WAC 170-296A-3700

170-296A-3700. Carpets.

The licensee must clean installed carpet in the licensed space at least once each calendar year or more often when soiled, using a carpet shampoo machine, steam cleaner, or dry carpet cleaner.

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**WAC 170-296A-3725**

**170-296A-3725. Where children may sleep.**

- (1) The licensee must provide mats, cots, or other sleeping equipment long enough and wide enough for the size of the child.
- (2) The licensee must never place the children directly on the floor to sleep.
- (3) When children are sleeping there must be enough space between children to give staff access to each child.

**WAC 170-296A-3750**

**170-296A-3750. Mats, cots and other sleeping equipment.**

- (1) The licensee must provide mats, cots, or other approved sleeping equipment that are made of material that can be cleaned and sanitized as provided in WAC 170-296A-0010.
- (2) Mats, cots, or other sleeping equipment must be in good repair, not torn or with holes or repaired with tape.
- (3) A sleeping mat must be at least one inch thick.
- (4) Mats, cots, or other sleeping equipment must be cleaned, sanitized, and air dried:
  - (a) At least once a week or as needed if used by one child; or
  - (b) Between each use if used by different children.
- (5) When in use, mats, cots, or other sleeping equipment must be arranged to allow the licensee or staff to access the children.

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(6) Mats, cots, and other sleeping equipment must be stored so that the sleeping surfaces are not touching each other, unless they are cleaned and sanitized after each use.

**WAC 170-296A-3775**

**170-296A-3775. Bedding.**

Each child's bedding, including sleeping bags and slumber bags, must:

- (1) Meet the child's developmental needs;
- (2) Consist of a clean sheet or blanket to cover the sleeping surface;
- (3) Include a waterproof moisture barrier under the sheet or blanket;
- (4) Have a clean, suitable cover for the child; children must not nap directly on the waterproof moisture barrier or the floor;
- (5) Be laundered weekly or more often if soiled or used by different children; and
- (6) Be stored separately from bedding used by another child.

**WAC 170-296A-3800**

**170-296A-3800. Overnight sleeping.**

If the licensee is approved by the department to provide overnight care, the licensee must provide every child a bed or other sleeping equipment to sleep that:

- (1) Is safe and in good condition;
- (2) Is waterproof or washable; and

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(3) Meets the child's developmental needs.

**WAC 170-296A-3825**

**170-296A-3825. Loft style and bunk beds.**

The licensee must not allow children less than six years of age to use:

(1) Loft style beds; or

(2) Upper bunks of bunk beds.

**WAC 170-296A-3850**

**170-296A-3850. Cleaning laundry.**

The licensee must wash child care laundry using:

(1) Laundry soap or detergent; and

(2)(a) Temperature control (warm or hot cycle); or

(b) Chlorine bleach.

**WAC 170-296A-3875**

**170-296A-3875. Cleaning and sanitizing toys.**

The licensee must clean and sanitize toys as provided in WAC 170-296A-0010:

(1) Before a child plays with a toy that has come into contact with another child's mouth or bodily fluids;

(2) After being contaminated with bodily fluids or visibly soiled; or

Current with amendments adopted through the 14-8 Washington State Register dated, April 16, 2014.

(3) Not less than weekly when the toys have been used by the children.

WAC 170-296A-3925

170-296A-3925. Cleaning, sanitizing, and disinfecting table.

(1) The following table describes the minimum frequency for cleaning, sanitizing, or disinfecting items in the licensed space.

CLEANING,  
SANITIZING, AND  
DISINFECTING TABLE

	'X' means CLEAN	And SANITIZE or DISINFECT	FREQUENCY
(a)	Kitchen countertops/tabletops, floors, doorknobs, and cabinet handles.	X	Sanitize (see subsection (3) of this section) Daily or more often when soiled.
(b)	Food preparation/surfaces.	X	Sanitize (see subsection (3) of this section) Before/after contact with food activity; between preparation of raw and cooked foods.
(c)	Carpets and large area rugs/small rugs.		(i) Vacuum daily.
X		(ii)	Installed carpet - Clean yearly or more often when soiled using a carpet shampoo machine, steam cleaner, or dry carpet cleaner.
		(iii)	Small rugs - Shake outdoors or vacuum daily. Launder weekly or more often when soiled.
X	Sanitize (see subsection (3) of this section)	(iv)	Removable rugs - May be used in the bathroom. They must be easily removable and able to be washed when needed. Launder and sanitize weekly or more often when soiled.
(d)	Utensils, surfaces/toys that go in the mouth or have been in contact with other body fluids.	X	Sanitize (see subsection (3) of this section) After each child's use; may use disposable, one-time utensils.

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(e)	Toys that are not contaminated with body fluids and machine-washable cloth toys. Dress-up clothes (not worn on the head or come into contact with the head while dressing). Combs/hairbrushes, (none of these items should be shared among children).	X	Sanitize (see subsection (3) of this section)	Weekly or more often when visibly soiled.
(f)	Bedding, blankets, sleeping bags, individual sheets, pillowcases (if used).	X		Weekly or more often when soiled.
Sanitize (see subsection (3) of this section)	Items that are put in the washing machine must be cleaned by using laundry detergent and sanitized by temperature (hot or warm water cycle) or chlorine bleach.			
(g)	Wash cloths or single use towels.	X	Sanitize (see subsection (3) of this section)	After each use.
(h)	Hats and helmets.	X		After each child's use or use disposable hats that only one child wears.
(i)	Cribs and crib mattresses.	X	Sanitize (see subsection (3) of this section)	Weekly, before use by different child, and more often whenever soiled or wet.
(j)	Handwashing sinks, faucets, surrounding counters, soap dispensers, doorknobs.	X	Disinfect (see subsection (2) of this section)	Daily or more often when soiled.
(k)	Toilet seats, toilet training rings, toilet handles, doorknobs or cubicle handles, floors.	X	Disinfect (see subsection (2) of this section)	Daily or immediately if visibly soiled.
(l)	Toilet bowls.	X	Disinfect (see subsection (2) of this section)	Daily or more often as needed (e.g., child vomits or has explosive diarrhea, etc.).
(m)	Changing tables, potty chairs (use of potty chairs in child care is discouraged because of high risk of contamination).	X	Disinfect (see subsection (2) of this section)	After each child's use.
(n)	Waste receptacles.	X		Daily or more often as needed.

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(2) 'Disinfect' or 'disinfecting' means to eliminate virtually all germs on a surface by the process of cleaning and rinsing, followed by:

(a) A chlorine bleach and water solution of one tablespoon of chlorine bleach to one quart of cool water, allowed to stand wet for at least two minutes; or

(b) Other disinfectant product if used strictly according to the manufacturer's label instructions including, but not limited to, quantity used, time the product must be left in place, adequate time to allow the product to dry or rinsing if applicable, and appropriateness for use on the surface to be disinfected. Any disinfectant used on food contact surfaces or toys must be labeled safe for food contact surfaces.

(3) 'Sanitize' means to reduce the number of microorganisms on a surface by the process of:

(a) Cleaning and rinsing, followed by using:

(i) A chlorine bleach and water solution of three-quarters teaspoon of chlorine bleach to one quart of cool water, allowed to stand wet for at least two minutes; or

(ii) Another sanitizer product if used strictly according to manufacturer's label instructions including, but not limited to, quantity used, time the product must be left in place, and adequate time to allow the product to dry, and appropriateness for use on the surface to be sanitized. If used on food contact surfaces or toys, a sanitizer product must be labeled as safe for food contact surfaces; or

(b) For laundry and dishwasher use only, 'sanitize' means use of a bleach and water solution or temperature control.

WAC 170-296A-3950

170-296A-3950. Pest control.

When pests are present in the licensed space, the licensee must:

(1) Take action to remove or eliminate pests; and

(2)(a) Where possible, use nonchemical methods of control instead of chemical controls; or

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(b) If chemical pesticides are used, the licensee must:

(i) Not spray pesticides when children are present. Wipe down surfaces that have been sprayed and air out rooms before allowing children to use sprayed areas;

(ii) Place and store rodent poison or insect baits inaccessible to children; and

(iii) Post a notice visible to parents and guardians of children in care forty-eight hours in advance of the application of pesticides, except when pesticides must be used to control pests that may pose an immediate risk to children's health or safety.

**WAC 170-296A-4000**

**170-296A-4000. Lead, asbestos, arsenic and other hazards.**

The licensee must take action to prevent child exposure when the licensee becomes aware that any of the following are present in the indoor or outdoor licensed space:

(1) Lead based paint;

(2) Plumbing containing lead or lead solders;

(3) Asbestos; or

(4) Arsenic or lead in the soil or drinking water;

(5) Toxic mold; or

(6) Other identified toxins or hazards.

**WAC 170-296A-4025**

**170-296A-4025. Drugs and alcohol.**

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(1) The licensee, staff, volunteers, or household members must not, or allow others to:

(a) Have or use illegal drugs on the premises;

(b) Consume alcohol during operating hours; or

(c) Be under the influence of alcohol, illegal drugs or misused prescription drugs when working with or in the presence of children in care.

(2) The licensee must keep and store all alcohol, including closed and open containers, inaccessible to children.

**WAC 170-296A-4050**

**170-296A-4050. No smoking.**

(1) As required by chapter 70.160 RCW, the licensee must, under the following conditions, prohibit smoking by anyone during operating hours:

(a) Inside the home;

(b) In any outdoor or indoor licensed space;

(c) Within twenty-five feet from any entrance, exit, window, or ventilation intake of the home; or

(d) In motor vehicles while transporting children.

(2) The licensee must keep tobacco products, cigarettes and containers holding cigarette butts, cigar butts, or ashes inaccessible to the children.

**WAC 170-296A-4075**

170-296A-4075. First-aid kit.

(1) The licensee must have a complete first-aid kit at all times:

- (a) In the licensed space;
- (b) On any off-site trip; and
- (c) In any vehicle used to transport children in care.

(2) A complete first-aid kit must include clean:

- (a) Disposable nonporous protective gloves;
- (b) Adhesive bandages of various sizes;
- (c) Small scissors;
- (d) Tweezers;
- (e) An elastic wrapping bandage;
- (f) Sterile gauze pads;
- (g) Ice packs;
- (h)(i) Mercury free thermometer that is:

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- (A) Used with a disposable sleeve; or
  - (B) Cleaned and sanitized after each use; or
- (ii) A single-use thermometer that is disposed of after a single use;
- (i) A sling, or a large triangular bandage; and
  - (j) Adhesive tape.
- (3) The first-aid kit must include a current first-aid manual.

WAC 170-296A-4100

Green  
& Burgundy

170-296A-4100. Poisons, chemicals and other substances.

(1) The licensee must:

(a) Store poisons inaccessible to children and where poisons will not contaminate food.

(b) If poisons are not in the original container, clearly label the container with the name of the product and the words 'poison' or 'toxic.'

(2) The following describes chemicals and other substances that must be stored inaccessible to children:

(a) Nail polish remover;

(b) Sanitizers and disinfectants;

(c) Household cleaners and detergents;

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- (d) Toxic plants;
  
- (e) Plant fertilizer;
  
- (f) Ice melt products;
  
- (g) Pool chemicals;
  
- (h) Pesticides or insecticides;
  
- (i) Fuels, oil, lighter fluid, or solvents;
  
- (j) Matches or lighters;
  
- (k) Air freshener or aerosols;
  
- (l) Personal grooming products including, but not limited to:
  - (i) Lotions, creams, toothpaste, or diaper creams when not in use;
  
  - (ii) Liquid, powder, or cream personal hygiene products;
  
  - (iii) Shampoo, conditioners, hair gels or hair sprays;
  
  - (iv) Bubble bath or bath additives;
  
  - (v) Makeup or cosmetics.
  
- (m) Dish soap, dishwasher soap or additives;

(n) Tobacco products, including cigarette/cigar butts and contents of ashtrays; or

(o) Alcohol, open or unopened.

**WAC 170-296A-4200**

**170-296A-4200. Toys, equipment, and recalled items.**

The licensee must maintain equipment, toys or other items in the child care in good and safe working condition. The licensee must remove a recalled item as soon as the licensee becomes aware that the item used in the licensee's child care operation has been recalled.

**WAC 170-296A-4225**

**170-296A-4225. Indoor licensed space-Minimum space.**

(1) The indoor licensed space must have thirty-five square feet per child for the maximum number of children stated on the license, measured to include only the space intended for use by children in care.

(2) The space under furniture used by the children is counted in square footage.

(3) Indoor space that is not counted in the minimum square footage requirement includes:

(a) Unlicensed space that is made inaccessible to children in care;

(b) Space under furniture not used by the children;

(c) Hallway space that leads to an exit;

(d) Bathrooms; and

(e) Closets.

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(4) An office or kitchen that is made inaccessible to the children and is not intended for their use may be included as licensed space but is not counted as part of the minimum square footage.

**WAC 170-296A-4250**

**170-296A-4250. Indoor temperature.**

The indoor temperature must be no less than:

- (1) Sixty degrees Fahrenheit when children are sleeping or napping; and
- (2) Sixty-five degrees Fahrenheit when the majority of the children are awake.

**WAC 170-296A-4275**

**170-296A-4275. Fans, air conditioning or cross ventilation.**

The licensee must use a fan, air conditioner or cross ventilation in licensed space when the inside temperature exceeds eighty degrees Fahrenheit. Fans and air conditioners must be kept inaccessible to the children.

**WAC 170-296A-4300**

**170-296A-4300. Window coverings.**

- (1) Window coverings with pull cords or inner cords capable of forming a loop are prohibited as provided by RCW 43.215.360.
- (2) Window coverings may be allowed that have been manufactured or altered to eliminate the formation of a loop.
- (3) A window covering may not be secured to the frame of a window or door used as an emergency exit in any way that would prevent the window or door from opening easily.

**WAC 170-296A-4325**

**170-296A-4325. Stairs.**

Current with amendments adopted through the 14-8 Washington State Register dated, April 16, 2014.

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(1) If there are stairs in the licensed space, the licensee must:

(a) Keep the stairway well lit;

(b) Keep the stairway free of clutter; and

(c) Have a handrail not higher than thirty-eight inches high or sturdy slats on one side of the stairs.

(2) The licensee must provide a pressure gate, safety gate, or a door to keep the stairs inaccessible to infants and toddlers when not in use.

(3) Openings between slats or on pressure gates or safety gates must not be larger than three and one-half inches wide.

**WAC 170-296A-4350**

**170-296A-4350. Electrical outlets, cords and power strips.**

(1) The licensee must provide tamper-resistant outlet covers or receptacles in areas accessible to children. As used in this section 'tamper-resistant receptacle' also means tamper-resistant outlets or child safety outlets that have automatic shutters which allow insertion of electrical plugs but block insertion of other objects.

(2) Interior outlets near sinks, tubs or toilets must be:

(a) Tamper-resistant ground fault circuit interrupter (GFCI) type; or

(b) Made inaccessible to the children.

(3) Electrical cords must be:

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- (a) Secured to prevent a tripping hazard;
  - (b) In good working order, not torn or frayed and without any exposed wire; and
  - (c) Plugged directly into an outlet or a surge protector.
- (4) Power strips with a surge protector may be used and must be made inaccessible to the children.
- (5) Extension cords may be used only for a brief or temporary purpose and must be plugged directly into an outlet or into a surge protected power strip.

**WAC 170-296A-4360**

**170-296A-4360. Area lighting.**

- (1) In the licensed space, lighting must be bright in the children's activity areas, eating areas and the bathroom.
- (2) All other areas in the licensed space must have lighting so children are safe.

**WAC 170-296A-4375**

**170-296A-4375. Lighting safety.**

- (1) When ceiling-mounted light fixtures are in the licensed space accessible to children, the licensee must provide one or more of the following:
- (a) Shatter-resistant covers;
  - (b) Shatter-resistant light bulbs; or
  - (c) Otherwise make the light fixtures safe.

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(2) The licensee must not:

(a) Allow bare light bulbs in any play space;

(b) Use lights or light fixtures indoors that are intended or recommended for outdoor use; or

(c) Use halogen lamps in any area accessible to children during operating hours.