

WAC 110-305-2050 Child records—Contents. (1) An enrollment record is required for every child who is enrolled and counted in capacity. Each child's enrollment record must include the following:

- (a) The child's beginning enrollment date;
- (b) End of enrollment date for children no longer in the licensee's care;
- (c) The child's birth date;
- (d) The child's immunization records and immunization exemption records;
- (e) The child's health history that includes:
 - (i) Known health conditions such as allergies, asthma, and diabetes;
 - (ii) Date of last physical exam; and
 - (iii) Date of last dental exam.
- (f) The names, phone numbers, and addresses of persons authorized to pick up the child;
- (g) Emergency contacts;
- (h) Parent or guardian information including name, phone numbers, address, and contact information for reaching the family while the child is in care;
- (i) Medical and dental care provider names and contact information, if the child has providers; and
- (j) Consent to seek medical care and treatment of the child in the event of injury or illness, signed by the child's parent or guardian.

(2) (a) The child's immunization records and immunization exemption records must include the following:

- (i) The child's current immunization record, on a DOH certificate of immunization status (CIS) form, signed by the parent or guardian;
- (ii) A DOH certificate of exemption (COE) form signed by the parent or legal guardian that declares a religious belief, philosophical, or personal objection immunization exemption authorized under RCW 28A.210.090 (1) (b) or (c); and
- (iii) A DOH certificate of exemption (COE) form signed by the parent and a health care practitioner for a medical exemption authorized under RCW 28A.210.090 (1) (a).

(b) A philosophical or personal objection may not be used to exempt a child from the measles, mumps, and rubella vaccine under this section.

(c) If no emergency contact is available as described in subsection (1) (g) of this section, a written emergency contact plan may be accepted.

(d) If the child has no medical or dental provider as discussed in subsection (1) (i) of this section, the parent or guardian must provide a written plan for medical and dental injuries or incidents.

(3) If applicable, a child's records must include:

- (a) Injury/incident reports (see WAC 110-305-3575 and 110-305-3600);
- (b) A medication authorization and administration log (see WAC 110-305-3375);
- (c) A plan for special or individual needs of the child (see WAC 110-305-0050); and
- (d) Documentation of use of physical restraint (see WAC 110-305-6250).

(4) The child's records must include signed parent permissions (see WAC 110-305-6400) as applicable for:

- (a) Field trips;
- (b) Transportation; and
- (c) Visiting health professionals providing services to the child at the child care program site.

[Statutory Authority: RCW 43.216.055, 43.216.065, 43.216.250 and chapter 43.216 RCW. WSR 19-22-103, § 110-305-2050, filed 11/6/19, effective 12/7/19. WSR 18-14-078, recodified as § 110-305-2050, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapter 43.215 RCW. WSR 12-23-057, § 170-297-2050, filed 11/19/12, effective 12/20/12.]