

WAC 110-305-2425 Staff policies. (1) The child care program must have written staff policies and provide training on the policies to all staff and volunteers. Staff policies must include:

(a) All the information in the parent/guardian handbook under WAC 170-297-2375, except fees;

(b) A plan for keeping staff records current including:

(i) Completed background check forms and department clearance letters;

(ii) First-aid and CPR certification;

(iii) TB test results;

(iv) Required training and professional development for staff persons; and

(v) Training that the licensee must provide to staff;

(c) Job descriptions;

(d) Staff responsibilities for:

(i) Child supervision requirements;

(ii) Guidance/discipline techniques;

(iii) Food service practices;

(iv) Off-site field trips;

(v) Transporting children;

(vi) Health, safety and sanitization procedures;

(vii) Medical emergencies, fire, disaster and evacuations; and

(viii) Mandatory reporting of suspected child abuse and neglect.

(2) The licensee or designee must keep documentation of all staff training on policies.

(3) Staff policies may be integrated with program/operations policies required under WAC 170-297-2400 in a single written policy document.

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