

WAC 110-300-0465 Retaining facility and program records. (1) An early learning provider must keep the records required in this chapter for a minimum of three years unless otherwise indicated.

(2) Attendance records must be kept for a minimum of five years.

(3) Facility and program records from the previous twelve months must be easily accessible and kept on-site or in the program's administrative office for department or other state agency's review.

(4) Records older than twelve months must be provided within two weeks of a written request by the department.

(5) An early learning provider must keep the following records available for department review:

(a) The parent or guardian handbook;

(b) Furniture, sleep, and play equipment forms and specifications;

(c) Chromated copper arsenate test results, if applicable;

(d) Annual fire inspection by qualified fire professional, if applicable;

(e) Annual inspection of chimney, wood stove, and fireplace, if applicable;

(f) Monthly inspection to identify fire hazards and elimination of such hazards;

(g) Monthly testing of smoke and carbon monoxide detectors;

(h) Monthly fire extinguisher inspection and annual maintenance;

(i) Food temperature logs pursuant to CACFP, if applicable;

(j) Child incident and illness logs;

(k) Vaccination records for pets or animals housed at the early learning provider program;

(l) Lead and copper testing results;

(m) Private well and septic systems inspection and testing results, if applicable;

(n) Cleaning log for large area rugs or carpets;

(o) Pesticide use (seven years);

(p) Car insurance policy, if applicable;

(q) Monthly site visit from child care health consultant, if applicable;

(r) Tacoma smelter inspection results;

(s) Curriculum planning schedule;

(t) Strengthening families program self-assessment or an equivalent assessment;

(u) Documents from department visits (inspections, monitoring, compliance agreements, and safety plans); and

(v) Waivers or variances from department rules, if applicable.

[Statutory Authority: RCW 43.216.250 and 43.216.255. WSR 19-14-076, § 110-300-0465, filed 7/1/19, effective 8/1/19. WSR 18-14-078, recodified as § 110-300-0465, filed 6/29/18, effective 7/1/18. Statutory Authority: RCW 43.215.020, 43.215.060, 43.215.070, 43.215.201, and Governor Directive 16-06. WSR 17-10-032, § 170-300-0465, filed 4/26/17, effective 5/27/17.]