

WAC 110-305-2400 Program/operations policies. (1) The child care program must have written program/operations policies that include:

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

(b) Plans to keep required program/staff records current;

(c) Child supervision requirements;

(d) Mandatory reporting requirement of suspected child abuse and neglect and other incidents under WAC 170-297-2300;

(e) A plan for off-site field trips;

(f) A plan for transporting children;

(g) Medical emergency, fire, disaster and evacuation responsibilities;

(h) Guidance and discipline responsibilities; and

(i) A plan for staff to include:

(i) Staff responsibilities;

(ii) Staff training;

(iii) Staff expectations; and

(iv) Professional development.

(2) Program/operations policies may be integrated with staff policies required under WAC 170-297-2425 in a single written policy document.

[WSR 18-14-078, recodified as § 110-305-2400, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapter 43.215 RCW. WSR 12-23-057, § 170-297-2400, filed 11/19/12, effective 12/20/12.]