

WAC 110-301-0465 Retaining facility and program records. (1) A school-age 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) A school-age provider must keep the following records available for department review:

(a) The parent or guardian handbook;

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

(c) Child incident and illness logs;

(d) Vaccination records for pets or animals that are housed in the school-age program, accessible to children during program operating hours, or both;

(e) Car insurance policy, if applicable;

(f) Program planning schedule;

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

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

(6) For any program that does not operate on public or private school premises, a school-age provider must keep the following records available for department review:

(a) Furniture and play equipment forms and specifications;

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

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

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

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

(f) Monthly fire extinguisher inspection and annual maintenance;

(g) Lead and copper testing results;

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

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

(j) Pesticide use (seven years); and

(k) Tacoma smelter inspection results.

[Statutory Authority: RCW 43.216.055 and 43.216.065. WSR 21-10-035, § 110-301-0465, filed 4/27/21, effective 6/1/21.]