

**WAC 110-301-0450 Parent or guardian handbook and related policies.** (1) A school-age provider must supply to each parent or guardian written policies regarding the school-age program. Each enrolled child's record must have signed documentation stating the parent or guardian reviewed the handbook and school-age program policies.

(2) A school-age provider must have and follow formal written policies in either paper or electronic format, including:

- (a) A nondiscrimination statement;
- (b) A family engagement and partnership communication plan;
- (c) A parent or guardian's permission for photography, videotaping, or surveillance of their child;
- (d) Alcohol, tobacco, cannabis use and prohibition of illegal drugs;
- (e) Program philosophy pursuant to WAC 110-301-0305, and how this philosophy is implemented;
- (f) Child guidance plan, which includes restraint policies and forbidding corporal punishment;
- (g) Expulsion policy;
- (h) School-age program staff-to-child ratios and classroom or age grouping types offered, if applicable;
- (i) If the school-age program offers any of the following, they must include a policy for each that applies to their program:
  - (i) Care for children with specific or special needs;
  - (ii) Dual language learning;
  - (iii) Religious and cultural activities, including how holidays will be celebrated;
  - (iv) Transportation and off-site field trips;
  - (v) Water activities; and
  - (vi) Evening and overnight care, if applicable.
- (j) Program days and hours of operation, including closure dates and observed holidays;
- (k) Enrollment and disenrollment requirements;
- (l) Fees and payment plans;
- (m) Sign-in and sign-out requirements;
- (n) Information required for the child's record, including:
  - (i) The importance and plan for keeping the information current;
  - (ii) A plan to keep the child's information confidential; and
  - (iii) Who may legally access the child's information.
- (o) What parents or guardians must supply for their child, if applicable (for example: Extra clothing);
- (p) Permission for a parent or guardian's access to areas of the school-age program during business hours;
- (q) Termination of services policy;
- (r) Emergency preparedness plan;
- (s) The school-age provider and program staff's duty to report incidents including reporting suspected child abuse, neglect, sexual abuse, or maltreatment;
- (t) Description of where the parent or guardian may find and review the school-age program's:
  - (i) Health policy;
  - (ii) Staff policies;
  - (iii) Consistent care policy;
  - (iv) Menus;
  - (v) Liability insurance;
  - (vi) Inspection reports and notices of enforcement actions, if applicable; and
  - (vii) Other relevant program policies.

[Statutory Authority: RCW 43.216.055 and 43.216.065. WSR 21-10-035, § 110-301-0450, filed 4/27/21, effective 6/1/21.]