

WAC 110-302-0465 Retaining facility and ONB program records.

(1) ONB providers must keep the records required under 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 ONB program records from the previous 12 months must be easily accessible and kept on-site or in the ONB program's administrative office for department or other state agency review.

(4) Records older than 12 months must be provided within two weeks of a written request by the department.

(5) ONB providers must keep the following records available for department review:

(a) The parent or guardian handbook;

(b) Sleep equipment forms and specifications, if applicable;

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

(d) Child incident and illness logs;

(e) Vaccination records for pets or animals housed at the ONB, if applicable;

(f) Car insurance policy, if applicable;

(g) Curriculum planning schedule;

(h) Strengthening families program self-assessment or an equivalent assessment, if applicable;

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

(j) Land use agreements for ONB programs;

(k) Insurance policies, for ONB programs; and

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

(6) Except for ONB programs that enroll only school-age children and operate on public or private school premises, ONB providers must keep the following records:

(a) Furniture and play equipment forms and specifications, if applicable;

(b) CCA 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, if applicable;

(j) Pesticide use (seven years);

(k) King, Pierce, and Snohomish counties smelter plume inspection results or evaluation agreement, if applicable; and

(l) Land maintenance records, such as arborist records, for ONB programs operating on private land.

[Statutory Authority: RCW 43.216.742. WSR 23-10-059, § 110-302-0465, filed 5/1/23, effective 6/1/23.]