

WAC 110-302-0450 Parent or guardian handbook and related policies. (1) ONB providers must supply to each parent or guardian written policies regarding the ONB program. Each enrolled child's record must have signed documentation stating the parent or guardian reviewed the handbook and ONB program policies.

(2) ONB providers 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) Curriculum philosophy pursuant to WAC 110-302-0305, and how this philosophy is implemented;
- (f) Child guidance plan, which includes restraint policies and forbidding corporal punishment;
- (g) Expulsion policy;
- (h) ONB program staff-to-child ratios and classroom or age grouping types offered, if applicable;
- (i) For ONB programs that offer any of the following, they must include a policy for each that applies to their ONB 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;
 - (vi) Campfire activities; and
 - (vii) How weapons on the premises are secured, if applicable;
- (j) ONB program risk management policies and waiver(s) for activities that are covered under WAC 110-302-0471;
- (k) ONB program days and hours of operation, including closure dates and observed holidays;
- (l) Enrollment and disenrollment requirements;
- (m) Fees and payment plans;
- (n) Sign-in and sign-out requirements;
- (o) 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;
- (p) A kindergarten transition plan, if applicable;
- (q) What parents or guardians must supply for their child, if applicable (for example, extra clothing or diapers);
- (r) Permission for a parent or guardian's access to areas of the ONB program during business hours;
- (s) Termination of services policy;
- (t) Emergency preparedness plan;
- (u) ONB provider's and staff's duty to report incidents including reporting suspected child abuse, neglect, sexual abuse, or maltreatment;
- (v) Policies regarding mixed age groups, if applicable, including when children may be in a mixed age group;
- (w) Description of where the parent or guardian may find and review the ONB 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 ONB program policies;
- (x) Any food preparation practices done by staff at their private residence, pursuant to WAC 110-302-0198;
- (y) Any laundering practices done by staff or families at their private residence, pursuant to WAC 110-302-0245;
- (z) Policies for postings for an ONB program without an appropriate facility for posting.

[Statutory Authority: RCW 43.216.742. WSR 23-10-059, § 110-302-0450, filed 5/1/23, effective 6/1/23.]