WAC 110-305-2050 Child records—Contents. (1) An enrollment record is required for every child who is enrolled and counted in capacity. Each child's enrollment record must include the following:

(a) The child's beginning enrollment date;
(b) End of enrollment date for children no longer in the licensee's care;
(c) The child's birth date;
(d)(i) The child's current immunization record, on a DOH certificate of immunization status (CIS) form signed by the parent or guardian; or
(ii) A DOH certificate of exemption (COE) form signed by the parent for religious, philosophical, or personal exemption; or
(iii) A DOH certificate of exemption (COE) form signed by the parent and a health care professional for a medical exemption;
(e) The child's health history that includes:
(ii) Known health conditions such as allergies, asthma, and diabetes;
(iii) Date of last physical exam; and
(iii) Date of last dental exam;
(f) Names, phone numbers, and addresses of persons authorized to pick up the child;
(g) Emergency contacts. If no emergency contact is available, a written emergency contact plan may be accepted;
(h) Parent or guardian information including name, phone numbers, address, and contact information for reaching the family while the child is in care;
(i) Medical and dental care provider names and contact information, if the child has providers. If the child has no medical or dental provider, the parent or guardian must provide a written plan for medical or dental injury or incident; and
(j) Consent to seek medical care and treatment of the child in the event of injury or illness, signed by the child's parent or guardian.

(2) If applicable, a child's records must include:
(a) Injury/incident reports (see WAC 170-297-3575 and 170-297-3600);
(b) A medication authorization and administration log (see WAC 170-297-3375);
(c) A plan for special or individual needs of the child (see WAC 170-297-0050); and
(d) Documentation of use of physical restraint (see WAC 170-297-6250).

(3) The child's records must include signed parent permissions (see WAC 170-297-6400) as applicable for:
(a) Field trips;
(b) Transportation; and
(c) Visiting health professionals providing services to the child at the child care program site.

[WSR 18-14-078, recodified as § 110-305-2050, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapter 43.215 RCW. WSR 12-23-057, § 170-297-2050, filed 11/19/12, effective 12/20/12.]