WAC 110-305-2375  Parent/guardian policies (handbook). The written parent/guardian policies (handbook) must include:

1. Hours of operation including closures and vacations;
2. Information on how children's records are kept current, including immunization records;
3. Enrollment and disenrollment process;
4. Access to children during child care hours;
5. Program philosophy (the program's view of child learning and development);
6. Typical daily schedule, including sample curriculum;
7. The program's policy on use of media such as movies, television, computers and music, in child learning and development;
8. Communication plan with parents/guardians including:
   a. How the parent or guardian may contact the child care program staff with questions or concerns;
   b. How the child care program staff will communicate the child's progress with the parent or guardian at least twice a year; and
   c. How the child care program staff will work with parents to support the child;
9. Written plan for any child's specific needs, if applicable;
10. Fee and payment plans;
11. Nondiscrimination statement, including Americans with Disabilities Act statement;
12. Cultural awareness activities;
13. Religious activities and how families' specific religious preferences are addressed;
14. How holidays are recognized in the program;
15. Confidentiality policy, including when information may be shared. See WAC 170-297-2025;
16. Items that the licensee requires the parent or guardian to provide;
17. Guidance and discipline policy. See WAC 170-297-6050;
18. Reporting suspected child abuse or neglect;
19. Food service practices, including:
   a. Meal and snack schedule;
   b. How child food preferences are addressed; and
   c. Guidelines on food brought from the child's home;
20. Off-site field trips requirements. See WAC 170-297-2450;
21. Transportation requirements. See WAC 170-297-6475;
22. Staffing plan;
23. Access to staff training and professional development records;
24. Health care and emergency preparedness policies including:
   a. Emergency preparedness and evacuation plans. See WAC 170-297-2825 and 170-297-2850;
   b. Injury or medical emergency response and reporting;
   c. Medication management including storage and dispensing. See WAC 170-297-3325;
   d. Exclusion/removal policy of ill persons. See WAC 170-297-3210;
   e. Reporting of notifiable conditions to public health;
   f. Immunization tracking. See WAC 170-297-3250; and
   g. Infection control methods, including:
      i. Handwashing (WAC 170-297-3625) and, if applicable, hand sanitizers (WAC 170-297-3650); and
      ii. Cleaning and sanitizing procedures including the sanitizing method and products used. See WAC 170-297-3850 through 170-297-3925;
(25) Nonsmoking policy. See WAC 170-297-4050;
(26) Drug and alcohol policy. See WAC 170-297-4025; and
(27) A signature page with parent/guardian signature documenting that the parent/guardian has received the handbook policies. The signature page must be kept on file on the premises.

[WSR 18-14-078, recodified as § 110-305-2375, filed 6/29/18, effective 7/1/18. Statutory Authority: Chapter 43.215 RCW. WSR 12-23-057, § 170-297-2375, filed 11/19/12, effective 12/20/12.]