

**170-300-0100**  
**General Staff Qualifications**

All early learning providers must meet the following requirements prior to working with children:

- (1) **Family Home Early Learning Program Licensees** (or “Family Home Licensees”) work from their family home to provide early learning programming to a group of no more than 12 children.
- (a) A Family Home Licensee must meet the following qualifications:
    - (i) Be at least 18 years old;
    - (ii) Have an ECE Short Certificate, as verified in the electronic workforce registry, within three years of the date this section becomes effective or from being licensed;
    - (iii) Complete the applicable pre-service requirements and training pursuant to WAC 170-300-0105, 0106, and 0108 prior to employment.
  - (b) Family Home Licensees must:
    - (i) Be dependably available for the daily operation of the early learning program 50 percent or more of weekly operating hours;
    - (ii) Ensure the early learning program meets Foundational quality standards and is developmentally appropriate for the ages of children being served;
    - (iii) Develop a curriculum philosophy and communicate the philosophy to all early learning program staff and parents;
    - (iv) Ensure the curriculum philosophy serves all ages of children in the early learning program or designate a Lead Teacher with this responsibility;
    - (v) Have knowledge of community resources available to families, including resources for children with special needs and the ability to share these resources with families;
    - (vi) Oversee early learning program staff and provide support to staff for creating and maintaining staff records in the electronic workforce registry;
    - (v) Manage the early learning program in a manner that provides a quality environment for all ages of children served in the program; and
    - (v) Utilize child development skills in providing age and developmentally appropriate care.
- (2) **Center Early Learning Program Licensees** (or “Center Licensees”) must meet the requirements of a Center Director, listed in WAC 170-300-0100(2), or hire a Center Director who meets the qualifications prior to being granted an initial license. Center Licensees who fulfill the role of Center Director in their early learning program must complete all trainings and requirements for Center Directors.
- (3) **Center Directors** or **Assistant Directors** manage the early learning program and set appropriate program and staff expectations.
- (a) The Center Director or Assistant Director must meet the following

qualifications:

- (i) Be at least 18 years old;
  - (ii) Have an ECE State Certificate, as verified in the electronic workforce registry, within three years of the date this section becomes effective or from being employed or licensed;
  - (iii) Have two years of experience as a teacher of children in the age group(s) enrolled in the center and six months of experience in administration or management;
  - (iv) Complete the applicable pre-service requirements and training pursuant to WAC 170-300-0105, 0106, and 0108 prior to employment.
- (b) The Center Director or Assistant Director must provide the following services:

- (i) Be dependably available for the daily operation of the early learning program 50 percent or more of weekly operating hours, or designate a person with the qualifications of an Assistant Director or Program Supervisor to be on site when not present. Occasionally, a Director may act as a substitute teacher as long as it is not a regular duty which may interfere with management or supervisory responsibilities.
- (ii) Ensure there is a curriculum philosophy and the philosophy has been communicated to all early learning program staff and parents. Ensure the curriculum philosophy serves all ages of children in the early learning program or designate a Program Supervisor with this responsibility;
- (iii) Have knowledge of community resources available to families, including resources for children with special needs and be able to share these resources with families;
- (iv) Oversee early learning program staff professional development plans such as:
  - (A) Providing support to staff for creating and maintaining staff records in the electronic workforce registry;
  - (B) Setting educational goals with staff and locating or coordinating state-approved training opportunities for staff; and
  - (C) Observing and mentoring staff.

- (4) **Center Program Supervisors** oversee planning in the early learning environment under the supervision of a Center Director or Assistant Director.
- (a) Program Supervisors must meet the following qualifications:
- (i) Be at least 18 years old;
  - (ii) Have an ECE State Certificate, as verified in the electronic workforce registry, within three years of the date this section becomes effective or from being employed or licensed;
  - (iii) Have at least two years of experience as a teacher of children in the age group(s) enrolled in the center; and
  - (iv) Complete the applicable pre-service requirements and training pursuant to WAC 170-300-0105, 0106, and 0108 prior to employment.
- (b) Program Supervisors perform the following duties:
- (i) Guide the planning of curriculum philosophy, implementation, and

- environmental design of the early learning program;
- (ii) Ensure practices in the early learning program meet Foundational quality standards and are developmentally appropriate for the ages of children being served;
- (iii) Supervise programs on site at least 50 percent or more of weekly operating hours without being included in the staff to child ratio;
- (iv) Manage the professional development plans and requirements for staff as needed. The Program Supervisor may also perform classroom teaching duties so long as they continue to follow the requirements of subsection (b)(iii);
- (v) One person may be both the Center Director, Assistant Director, and the Program Supervisor when qualified for both positions, provided that all requirements of WAC 170-300-0100(2)(b) are met.

(5) **Lead Teachers** are responsible for implementing the early learning center or home program.

(a) Lead teachers must meet the following qualifications:

- (i) Be at least 18 years old;
- (ii) Center Lead Teachers must have a minimum of an ECE State Certificate as verified in the electronic workforce registry;
- (iii) Family Home Lead Teachers must have a minimum of an ECE Short Certificate as verified in the electronic workforce registry;
- (iv) Lead Teachers working in this role before this section becomes effective must obtain an ECE State or Short Certificate within three years of the effective date. Lead Teachers hired after this section becomes effective must have the education required by this section at the time they are employed; and
- (v) Complete the applicable pre-service requirements and training pursuant to WAC 170-300-0105, 0106, and 0108 prior to employment.

(b) Lead Teachers perform the following duties:

- (i) Be dependably available for the daily operation of a Family Home Early Learning Program when the Family Home Licensee is not present;
- (ii) Promote an educational and nurturing indoor and outdoor learning environment that meets enrolled children's developmental needs;
- (iii) Lead Teachers must have the ability to respond appropriately to children's needs and communicate with parents.

(6) **Assistant Teachers** work to assist a Lead Teacher or licensee in center or family home child care.

(a) Assistant teachers must meet the following qualifications:

- (i) Be at least 18 years old;
- (ii) Have a minimum of an Initial ECE Certificate as verified in the electronic workforce registry;
- (iii) Assistant Teachers working in this role before this section becomes effective must obtain an Initial ECE Certificate within three years of the effective date. Assistant Teachers hired after this section becomes effective must have the education required by this section at the time

- they are employed;
    - (iv) Complete the applicable pre-service requirements and training pursuant to WAC 170-300-0105, 0106, and 0108 prior to employment; and
    - (v) Assistant Teachers who have an ECE Short Certificate may occasionally work alone with children for short periods of time.
  - (b) Assistant Teachers perform the following duties:
    - (i) Assist Lead Teachers or Family Home Licensees to provide instructional support to children and implement developmentally appropriate programs;
    - (ii) Be able to carry out assigned tasks under the supervision of a Lead Teacher, Program Supervisor, Director, Assistant Director, or Family Home Licensee.
- (7) **Instructional Aides** provide classroom organizational support to a Lead Teacher, Program Supervisor, Center Director, Assistant Director, or Family Home Licensee.
- (a) Instructional Aides must meet the following qualifications:
    - (i) Be at least 16 years old;
    - (ii) Have a high school diploma or GED, or be currently enrolled in high school or an equivalent education program;
    - (iii) Complete the applicable pre-service requirements and training pursuant to WAC 170-300-0105, 0106, and 0108 prior to employment; and
    - (iv) Only work under the continuous supervision of a Lead Teacher, Program Supervisor, Center Director, Assistant Director, or Family Home Licensee;
  - (b) Instructional Aides may be counted in the staff-to-child-ratio; and
  - (c) Instructional Aides may never be left alone with children, except that in a family home early learning program an Instructional Aide may be left alone for the brief period of time necessary for a Lead Teacher or Family Home Licensee to tend to personal needs, pursuant to WAC 170-300-0005.
- (8) **Aides** offer support to early learning program staff in a center or home.
- (a) An Aide must meet all of the following qualifications:
    - (i) Be at least 16 years old;
    - (ii) Have a high school diploma or GED, or be currently enrolled in high school or an equivalent education program;
    - (iii) Complete the applicable pre-service requirements and training pursuant to WAC 170-300-0105, 0106, and 0108 prior to employment.
  - (b) An Aide may not be counted in staff-to-child ratio;
  - (c) An Aide may never be left alone with children, except that in a family home early learning program an Aide may be left alone for the brief period of time necessary for a Lead Teacher or Family Home Licensee to tend to personal needs, pursuant to WAC 170-300-0005.
- (9) **Volunteers** provide classroom organizational supports to a Lead Teacher in an early learning program.

- (a) Volunteers must meet the following qualifications:
  - (i) Be at least 14 years old;
  - (ii) Only work under the continuous supervision of a Lead Teacher, Program Supervisor, Center Director, Assistant Director, or Family Home Licensee; and
  - (iii) Complete the applicable pre-service requirements and training pursuant to WAC 170-300-0105, 0106, and 0108 prior to employment.
- (b) Volunteers shall not be counted in the staff-to-child ratio or left alone with children.

### **170-300-0105 Preservice requirements**

(1) Early learning providers and household members ages 14 and older must complete the department approved background check application. The background check application must be submitted within 7 days of the date of hire, start date, or date an individual moves into a family early learning program home. No early learning provider or household member may be unsupervised with children in an early learning program without a completed and cleared background check (see WAC 170-06). Individuals requiring a background check must renew their background check application prior to the expiration date.

(2) Early learning providers, including volunteers, and household members ages 14 and over, must provide documentation signed by a licensed health care professional of tuberculosis (TB) testing or treatment consisting of:

- (a) A negative TB symptom screen and negative TB risk assessment; or
- (b) A previous positive FDA approved TB test and a current negative chest radiograph and documentation of clearance to safely work or reside in an early learning program; or
- (c) A positive symptom screening or a positive risk assessment with documentation of:
  - (i) A current negative FDA approved TB test; or
  - (ii) A previous or current positive FDA approved TB test; and
  - (iii) A current negative chest radiograph and documentation of clearance to safely work or reside in an early learning program.

(3) Upon notification of TB exposure, early learning providers may be required to be retested for TB as directed by the local health jurisdiction.

### **WAC 170-300-0106 Pre-service training**

- (1) An Early Learning Provider licensed, working, or volunteering before the date this section becomes effective must complete any new and applicable pre-service trainings within six months of the date this section becomes effective.

- (2) All Applicants, Co-Applicants, Family Home Licensees, Center Directors, Assistant Directors, Program Supervisors, and Lead Teachers in family early learning programs must complete a department provided orientation for the applicable early learning program type.
- (3) Early learning providers must register with the electronic workforce registry, prior to employment, volunteering, or being granted an initial license.
- (4) Early learning providers must record and update completed trainings and other requirements in the electronic workforce registry.
- (5) Family Home Licensees, Center Directors, Assistant Directors, Program Supervisors, Lead Teachers, Assistant Teachers, and Instructional Aides must complete the department approved Child Care Basics (CCB) training. Family Home Licensees, Center Directors, Assistant Director, Program Supervisors, and Lead Teachers must complete the CCB training prior to being granted an initial license or to employment. Assistant Teachers and Instructional Aides are required to complete CCB within six months of employment.
- (6) Family Home Licensees, Center Directors, Assistant Directors, and Program Supervisors must complete the department required Strengthening Business Practices training within the first six months of employment or of being granted an initial license.
- (7) Early learning providers must complete the department required training on Recognizing and Reporting Suspected Child Abuse, Neglect, and Exploitation prior to being licensed, being employed, or volunteering in an early learning program. Training must include the prevention of child abuse and neglect as defined in RCW 26.44.020 and mandatory reporting requirements under RCW 26.44.030.
- (8) Early learning providers involved in the direct care of children must have a current first-aid and cardiopulmonary resuscitation (CPR) certification as established by the expiration date of the document, prior to being alone with children. Each early learning provider subject to this requirement must renew first aid and CPR prior to expiration dates.
  - (a) Proof of certification may be a card, certificate, or instructor letter.
  - (b) The first-aid and CPR training and certification must:
    - (i) Be delivered in person by an instructor certified by the American Red Cross <http://www.redcross.org/>, American Heart Association [http://www.heart.org/HEAR\\_TORG/](http://www.heart.org/HEAR_TORG/), American Safety and Health Institute <http://www.emresources.net/ASHI.html>, or other nationally recognized certification program approved by the department;
    - (ii) Include infant, child, and adult CPR; and children with special needs; and
    - (iii) Include an in person, hands-on component for first- aid and CPR demonstrated in front of a certified instructor.

- (9) Early learning providers responsible for the care of children must complete the current Washington State Department of Labor and Industries training on the Prevention of Exposure to Blood and Body Fluids. Family Home Licensees, Center Directors, Assistant Directors, and Program Supervisors must complete this training prior to being licensed or employed. Lead Teachers, Assistant Teachers, Instructional Aides, Aides, and Volunteers must complete the training within one month of employment or volunteering.
- (10) Prior to handling, preparing, or serving food, early learning providers must obtain a current Washington state Department of Health food workers card. The food worker's card must:
  - (a) Be obtained online at [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov); or through the local health jurisdiction;
  - (b) Be renewed prior to its expiration date.
- (11) Early learning providers must complete the department required Emergency Preparedness training specific to the early learning environment in which they work or volunteer. Family Home Licensees, Center Directors, Assistant Directors, and Program Supervisors must complete this training prior to being licensed or employed. Lead Teachers, Assistant Teachers, Instructional Aides, Aides and volunteers must complete the training within one month of employment or volunteering.
- (12) Before giving medication to a child, Early Learning Licensees, Center Directors, Assistant Directors, Program Supervisors, and Lead Teachers must complete the department required Medication Management and Administration training, including a skill and competency assessment. This training must be completed annually or repeated according to state or local regulations. The course must be delivered by a department approved trainer.
- (13) Early Learning Licensees, Center Directors, Assistant Directors, Program Supervisors, and Lead Teachers must complete the department required Child Restraint training within the first month of employment or of being granted an initial license.
- (14) Early learning providers licensed for, working in, or volunteering in an early learning program licensed to care for infants must complete the department required Infant Safe Sleep training within the first month of employment, volunteering, or being granted an initial license.
- (15) Early learning providers licensed for, working in, or volunteering in an early learning program licensed to care for infants must complete the department required Prevention and Identifying Shaken Baby Syndrome/Abuse Head Trauma within the first six months of employment, volunteering, or being granted an initial license.
- (16) Family Home Licensees, Center Directors, Assistant Directors, and Program

Supervisors must be trained on a department approved assessment or the Strengthening Families Program Self-Assessment applicable to the early learning program type (center or family home) within six months of being licensed, or within six months of the date this section becomes effective.

- (17) Family Home Licensees, Center Directors, Assistant Directors, and Program Supervisors must complete the department required training on Serving Children Experiencing Homelessness within the first six months of employment or being granted an initial license.

### **170-300-0107**

#### **In-service training**

- (1) Initial in-service training is as follows and must be completed within 12 months of employment:
- (a) All early learning providers except for Aides and Volunteers, must complete the department required Enhancing Quality of Early Learning (EQEL) training (20 hours) within 12 months after completing the Child Care Basics pre-service training required in WAC 170-300-0106 (5). EQEL training must be both varied or sequential focusing on trainee competency;
  - (b) The EQEL training must be delivered by a department-approved trainer or be a department approved training;
  - (c) The EQEL training must be verified in the electronic workforce registry;
  - (d) The EQEL training may be met by completing credit bearing education delivered by an institution of post-secondary education as approved by the department;
  - (e) The EQEL training hours cannot be carried over to the following year(s) in order to meet the 10 hour requirement; and
  - (f) The EQEL training must include one or more of Washington State's Core Competencies for Early Care and Education and School-age Professionals, as found at: <https://del.wa.gov/professional-development/core-competencies>.
- (2) Each early learning provider, except Aides and Volunteers, must complete annual in-service training (10 hours) after completing the EQEL training required in subsection (1) of this section.
- (3) The department will direct the number of hours out of 10 required per Core Competency and the number of hours that are elective.
- (4) Family Home Licensees, Center Directors, Assistant Directors, and Program Supervisors must complete three of the ten required annual in-service hours in Core Competency professional development and leadership, except the years completing the Strengthening Business Practice training;
- (5) The health and safety trainings listed below must be renewed as needed to maintain current knowledge or certification, but do not count towards the 10 hours of annual in-service training hours:



- (a) Recognizing and reporting suspected child abuse, neglect, and exploitation;
  - (b) Safe sleep;
  - (c) Preventing and identifying shaken baby syndrome/abusive head trauma;
  - (d) Child restraint;
  - (e) Emergency preparedness;
  - (f) Medication management and administration;
  - (g) CPR/First Aid; and
  - (h) Prevention of Exposure to Blood and Bodily Fluids.
- (6) In addition to the 10 hours of in-service trainings required under WAC 170-300-0107(2) - (4), all Family Home Licensees, Center Directors, Assistant Directors, and Program Supervisors must renew the following every three years:
- (a) Department required Strengthening Business Practice training every three years of being in their respective positions; and
  - (b) Department required training focused on enhancing the quality of early learning.

		Education Standard WAC standard, meet WCCC or ECEAP standard	Age	Years of Experience
Early Learning Provider	Center Director, Assistant Director, or Program Supervisor <small>(Licensees or Assistant Directors serving as Director must meet Director requirements)</small>	ECE State Certificate	18	2
	Center Lead Teacher	ECE State Certificate	18	
	Center Assistant Teacher	Initial Certificate	18	
	Center Instructional Aide	Enrolled in high school or equivalent	16	
	Center Aide	Enrolled in high school or equivalent	16	
Center	Center Volunteer	Enrolled in high school or equivalent	14	
e (FH) Early	FH Licensee	ECE Short Certificate	18	

	FH Lead Teacher	ECE Short Certificate	18	
	FH Assistant Teacher	Initial Certificate	18	
	FH Instructional Aide	Enrolled in high school or equivalent	16	
	FH Aide	Enrolled in high school or equivalent	16	
	FH Volunteer		14	

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Role	Pre-Service	In-Service
Family Home Licensee, Center Director, Assistant Director, and Program Supervisor	<p><u>Prior to Employment</u></p> <ul style="list-style-type: none"> <li>• Child Care Basics</li> <li>• Recognizing and Reporting Abuse</li> <li>• First Aid and CPR</li> <li>• Prevention of Exposure to Blood and Body Fluids</li> <li>• Food Workers Card (Prior to handling food)</li> <li>• Emergency Preparedness</li> <li>• Medication Management and Administering Medication</li> <li>• Orientation for specified early learning program type prior to being licensed or working with children</li> </ul> <p><u>Within One (1) Month of Employment</u></p> <ul style="list-style-type: none"> <li>• Safe Sleep</li> <li>• Child Restraint</li> <li>• Emergency Preparedness</li> </ul> <p><u>Within Six (6) Months of Employment</u></p> <ul style="list-style-type: none"> <li>• Strengthening Business Practice</li> <li>• Shaken Baby Syndrome/Abuse Head Trauma</li> <li>• Strengthening Families Program Self-Assessment</li> <li>• Serving Children Experiencing Homelessness</li> </ul>	<p><u>State-Approved Training</u></p> <ul style="list-style-type: none"> <li>• Ten (10) State-Approved Training Hours Annually</li> <li>• Enhancing Quality Training Series One-time requirement, unless otherwise directed</li> </ul> <p><u>Three Year State-Approved Training Renewals</u> Completed every three years on rotation. The business practice training counts for the Three (3) of ten (10) hours that must be completed in leadership and business practice training annually.</p> <ul style="list-style-type: none"> <li>• Leadership/Business Practice</li> <li>• Child Development</li> </ul> <p><u>Health and Safety Annual Requirements</u> Health and Safety required trainings do not qualify as STARS hours or count as the 10 required in-service hours.</p> <ul style="list-style-type: none"> <li>• Safe Sleep</li> <li>• Medication Management and Administering Medication</li> </ul> <p><u>Renewal as Needed</u></p> <ul style="list-style-type: none"> <li>• CPR/First Aid</li> <li>• Prevention of Exposure to Blood and Body Fluids Food Workers Card</li> <li>• Emergency Preparedness</li> <li>• Recognizing and Reporting Child Abuse</li> <li>• Shaken Baby Syndrome/Abuse Head Trauma</li> <li>• Child Restraint</li> </ul>
Lead Teacher	<p><u>Prior to Employment</u></p> <ul style="list-style-type: none"> <li>• Child Care Basics</li> <li>• Recognizing and Reporting Child Abuse</li> <li>• First Aid and CPR</li> <li>• Food Workers Card (Prior to handling food)</li> <li>• Emergency Preparedness</li> <li>• Medication Management and Administering Medication</li> <li>• Orientation for specified early learning program type prior to being licensed or working with children in family early learning programs</li> </ul> <p><u>Within One (1) Month of Employment</u></p> <ul style="list-style-type: none"> <li>• Prevention of Exposure to Blood and Body Fluids</li> </ul>	<p><u>State-Approved Training</u></p> <ul style="list-style-type: none"> <li>• Ten (10) State-Approved Training Hours Annually</li> <li>• Enhancing Quality Training Series One-time requirement, unless otherwise directed</li> </ul> <p><u>Three Year State-Approved Training Renewals</u></p> <ul style="list-style-type: none"> <li>• Child Development</li> </ul> <p><u>Health and Safety Annual Requirements</u> Health and Safety required trainings do not qualify as STARS hours or count as the 10 required in-service hours.</p> <ul style="list-style-type: none"> <li>• Safe Sleep</li> <li>• Medication Management and Administering Medication</li> </ul>

	<ul style="list-style-type: none"> <li>• Safe Sleep (if working with infants)</li> <li>• Child Restraint</li> <li>• Emergency Preparedness</li> </ul> <p><u>Within Six (6) Months of Employment</u></p> <ul style="list-style-type: none"> <li>• Shaken Baby Syndrome/Abuse Head Trauma</li> </ul>	<p><u>Renewal as Needed</u></p> <ul style="list-style-type: none"> <li>• CPR/First Aid</li> <li>• Prevention of Exposure to Blood and Body Fluids Food Workers Card</li> <li>• Emergency Preparedness</li> <li>• Recognizing and Reporting Child Abuse</li> <li>• Shaken Baby Syndrome/Abuse Head Trauma</li> <li>• Child Restraint</li> </ul>
<p>Assistant Teacher</p>	<p><u>Prior to Employment</u></p> <ul style="list-style-type: none"> <li>• Child Care Basics</li> <li>• Recognizing and Reporting Child Abuse</li> <li>• First Aid and CPR</li> <li>• Food Workers Card (Prior to handling food)</li> </ul> <p><u>Within One (1) Month of Employment</u></p> <ul style="list-style-type: none"> <li>• Prevention of Exposure to Blood and Body Fluids</li> <li>• Safe Sleep</li> <li>• Emergency Preparedness</li> </ul> <p><u>Within Six (6) Months of Employment</u></p> <ul style="list-style-type: none"> <li>• Shaken Baby Syndrome/Abuse Head Trauma</li> </ul>	<p><u>State-Approved Training</u></p> <ul style="list-style-type: none"> <li>• Ten (10) State-Approved Training Hours Annually</li> <li>• Enhancing Quality Training Series One-time requirement, unless otherwise directed</li> </ul> <p><u>Three Year State-Approved Training Renewals</u></p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Child Development</li> </ul> <p><u>Health and Safety Annual Requirements</u> Health and Safety required trainings do not qualify as STARS hours or count as the 10 required in-service hours.</p> <ul style="list-style-type: none"> <li>• Safe Sleep</li> </ul> <p><u>Renewal as Needed</u></p> <ul style="list-style-type: none"> <li>• CPR/First Aid</li> <li>• Prevention of Exposure to Blood and Body Fluids Food Workers Card</li> <li>• Emergency Preparedness</li> <li>• Recognizing and Reporting Child Abuse</li> <li>• Shaken Baby Syndrome/Abuse Head Trauma</li> <li>• Child Restraint</li> </ul>
<p>Instructional Aide</p>	<p><u>Prior to Employment</u></p> <ul style="list-style-type: none"> <li>• Child Care Basics</li> <li>• Recognizing and Reporting Child Abuse</li> <li>• First Aid and CPR</li> <li>• Food Workers Card (Prior to handling food)</li> </ul> <p><u>Within One (1) Month of Employment</u></p> <ul style="list-style-type: none"> <li>• Prevention of Exposure to Blood and Body Fluids</li> <li>• Safe Sleep</li> <li>• Emergency Preparedness</li> </ul>	<p><u>State-Approved Training</u></p> <ul style="list-style-type: none"> <li>• Ten (10) State-Approved Training Hours Annually</li> <li>• Enhancing Quality Training Series One-time requirement, unless otherwise directed</li> </ul> <p><u>Three Year State-Approved Training Renewals</u></p> <ul style="list-style-type: none"> <li>• Leadership</li> <li>• Child Development</li> </ul> <p><u>Health and Safety Annual Requirements</u></p>

	<p><u>Within Six (6) Months of Employment</u></p> <ul style="list-style-type: none"> <li>• Shaken Baby Syndrome/Abuse Head Trauma</li> </ul>	<p>Health and Safety required trainings do not qualify as STARS hours or count as the 10 required in-service hours.</p> <ul style="list-style-type: none"> <li>• Safe Sleep</li> </ul> <p><u>Renewal as Needed</u></p> <ul style="list-style-type: none"> <li>• CPR/First Aid</li> <li>• Prevention of Exposure to Blood and Body Fluids Food Workers Card</li> <li>• Emergency Preparedness</li> <li>• Recognizing and Reporting Child Abuse</li> <li>• Shaken Baby Syndrome/Abuse Head Trauma</li> <li>• Child Restraint</li> </ul>
Aide	<p><u>Prior to Employment</u></p> <ul style="list-style-type: none"> <li>• Recognizing and Reporting Child Abuse</li> <li>• Food Workers Card (Prior to handling food)</li> </ul> <p><u>Within One (1) Month of Employment</u></p> <ul style="list-style-type: none"> <li>• Prevention of Exposure to Blood and Body Fluids</li> <li>• Safe Sleep</li> <li>• Emergency Preparedness</li> </ul> <p><u>Within Six (6) Months of Employment</u></p> <ul style="list-style-type: none"> <li>• Shaken Baby Syndrome/Abuse Head Trauma</li> </ul>	<p><u>Health and Safety Annual Requirements</u></p> <p>Health and Safety required trainings do not qualify as STARS hours or count as the 10 required in-service hours.</p> <ul style="list-style-type: none"> <li>• Safe Sleep</li> </ul> <p><u>Renewal as Needed</u></p> <ul style="list-style-type: none"> <li>• Prevention of Exposure to Blood and Body Fluids Food Workers Card</li> <li>• Emergency Preparedness</li> <li>• Recognizing and Reporting Child Abuse</li> <li>• Shaken Baby Syndrome/Abuse Head Trauma</li> </ul>
Volunteer	<p><u>Prior to Volunteering</u></p> <ul style="list-style-type: none"> <li>• Recognizing and Reporting Child Abuse</li> <li>• Food Workers Card (Prior to handling food)</li> </ul> <p><u>Within One (1) Month of Employment</u></p> <ul style="list-style-type: none"> <li>• Prevention of Exposure to Blood and Body Fluids</li> <li>• Safe Sleep</li> <li>• Emergency Preparedness</li> </ul> <p><u>Within Six (6) Months of Employment</u></p> <ul style="list-style-type: none"> <li>• Shaken Baby Syndrome/Abuse Head Trauma</li> </ul>	<p><u>Health and Safety Annual Requirements</u></p> <p>Health and Safety required trainings do not qualify as STARS hours or count as the 10 required in-service hours.</p> <ul style="list-style-type: none"> <li>• Safe Sleep</li> </ul> <p><u>Renewal as Needed</u></p> <ul style="list-style-type: none"> <li>• Prevention of Exposure to Blood and Body Fluids Food Workers Card</li> <li>• Emergency Preparedness</li> <li>• Recognizing and Reporting Child Abuse</li> <li>• Shaken Baby Syndrome/Abuse Head Trauma</li> </ul>

**WAC 170-300-0108**

**Program-based new staff orientation.**

- (1) An early learning provider must develop and deliver a new staff orientation specific to the early learning program and premises. Early learning providers must be oriented prior to working with children.

- (2) Orientation topics must include, but are not limited to:
- (a) Those portions of the staff handbook listed in WAC 170-300-0110(4)(f)(g).
  - (b) Chapter 43.215 RCW, Chapters 170-300 and 170-06 WAC;
  - (c) Curriculum philosophy;
  - (d) Child active supervision;
  - (e) Planned daily activities and routines;
  - (f) Developmental screening, when applicable;
  - (g) Positive behavior management;
  - (h) Child abuse and neglect prevention, detection, and reporting policies and procedures;
  - (i) Health and safety policies and procedures;
  - (j) Contagious disease recognition and prevention;
  - (k) Prevention of exposure to blood and body fluids;
  - (l) Emergency preparedness procedures;
  - (m) Special health and developmental needs of the individual child;
  - (n) Infant safe sleep practices when licensed to care for infants;
  - (o) Personnel policies, when applicable;
  - (p) Equity and cultural responsiveness;
  - (q) Age and developmentally appropriate practices; and
  - (r) CCDF Mandates and Changes (<http://www.childrensrbureau.org/what-we-do/child-care-development-fund-ccdf>).

**170-300-0110**  
**Staff policies**

- (1) An early learning provider must have and follow written policies for early learning program staff. Staff policies must be reviewed and approved by the department prior to issuing an early learning provider's initial license and when changes are made.
- (2) An early learning provider must train all staff and volunteers on the policies.
- (3) An early learning provider must document trainings and keep training records current in the individual staff files for all applicable persons. Staff files may be in paper format or kept in the electronic workforce registry.
- (4) Early learning program staff policies must include, but are not limited to:
- (a) All of the information in the parent or guardian handbook except fees;
  - (b) A plan for keeping staff records current in the electronic workforce registry;
  - (c) Job descriptions;
  - (d) Professional development support plan;
  - (e) Attendance, conduct and pay benefits;
  - (f) Early learning program staff responsibilities for:

- (i) Child supervision requirements, including preventing children's access to unlicensed space;
  - (ii) Child growth and development;
  - (iii) Age-appropriate curriculum;
  - (iv) Teacher-child interaction;
  - (v) Child protection, guidance and discipline techniques;
  - (vi) Safe sleep practices, if applicable;
  - (vii) Food service practices;
  - (viii) Off-site field trips;
  - (ix) Transporting children;
  - (x) Health, safety and sanitization procedures;
  - (xi) Medication management procedures;
  - (xii) Medical emergencies, fire, disaster and evacuation plans;
  - (xiii) Mandatory reporting of suspected child abuse, neglect, and exploitation, per RCW 26.44.020 and RCW 26.44.030;
  - (xiv) Implementation of child's individual health care or special needs plan;
  - (xv) Following non-smoking, vaping, alcohol and drug regulations;
  - (xvi) Overnight care, if applicable; and
  - (xvii) Cultural diversity and inclusion for children and families.
- (g) Staff responsibilities if the Family Home Licensee, Center Director, Assistant Director, or Program Supervisor is absent from the early learning program.
- (h) A plan that includes how job duties are evenly distributed and ensuring duties do not interfere with caretaking responsibilities.
- (5) An early learning provider must have and follow written policies requiring staff working with the same group of children to share information with each other on a daily basis regarding:
- (a) Children's health needs, allergies and medications;
  - (b) Any change in a child's daily schedule;
  - (c) Significant educational or developmental information (for example, how routines and play activities are going for specific children);
  - (d) Any communications from the family; and
  - (e) Information to be shared with the family (for example, an infant's eating and diapering log or incident/injury report).

**WAC 170-300-0111**  
**Supervision of Staff.**

- (1) When an early learning provider is supervising staff, he or she must be:
- (a) Aware of what staff are doing;
  - (b) Dependably available and able to respond if the need arises to protect the health and safety of children in care; and
  - (c) Dependably available and able to respond in an emergency situation.

(2) Assistant Teachers, Instructional Aides, Aides, and Volunteers are individuals who help in an early learning program but are supervised by the Family Home Licensee, Center Director, Assistant Director, Program Supervisor or Lead Teacher at all times.

(3) The Family Home Licensee, Center Director, Assistant Director, Program Supervisor or Lead Teacher must be within visual and auditory range of an Assistant Teacher, Instructional Aide, Aide, or Volunteer. Staff supervising must be available and able to respond at any time.

(4) When the Family Home Licensee, Center Director, Assistant Director, Program Supervisor, or Lead Teacher is the only supervisory staff, the Assistant Teacher, Instructional Aide, Aide, or Volunteer may be out of visual or auditory range for brief periods of time while the supervisory staff attends to their personal needs on the premises.

(5) An early learning provider must have and follow a policy for observing and evaluating early learning program staff. The purpose is to provide meaningful feedback to the early learning provider about how well staff is performing their duties and to inform decisions regarding professional development. Observations, evaluations and feedback must be kept confidential and in the staff member's employment file.

(6) Short, informal observations and feedback should occur at least once monthly and may be spontaneous, scheduled at the request of the staff member, done as a result of a complaint, or scheduled as part of the program's continuous quality improvement plan.

### **170-300-0115**

#### **Staff records.**

(1) Licensees must establish a records system for themselves, household members, and staff that meets the business needs of the early learning program.

(a) Early learning program records must be verified by the Licensee, Center Director, Assistant Director, Program Supervisor or a designee of one of these persons, and then input and maintained in the electronic workforce registry.

(b) Early learning program records must be available on site for verification during department inspections or early learning program visits. Records must be either in the electronic workforce registry or in paper format. Paper records are not required to be kept once entered into and confirmed within the electronic workforce registry.

(2) Early learning program records must include the following for each early learning provider or staff, including the Licensee:

(a) First and last name of the early learning provider and program staff;

(b) Age;



- (c) Job title;
- (d) Education and Qualifications;
- (e) First and last day of employment;
- (f) Duration of employment;
- (g) Portable Background Check Status;
- (h) Current Washington State Food Handler Permit valid date range;
- (i) TB Test results and date or follow-up documentation, as required;
- (j) Washington state training registry system identification number;
- (k) Child Care Basics training completion date;
- (l) Proof of required training;
- (m) Annual continuing education hours;
- (n) Early Achievers Training, if applicable;
- (o) Prevention of Exposure to Blood and Body Fluids training certification date per RCW 70.28 70.28; and
- (p) Current first aid and infant, child, and adult CPR training, with a hands-on component and valid date range.

(3) A Licensee, Center Director, Assistant Director, Program Supervisor, or a designee of one of these persons must maintain the following records for each early learning provider on staff in a confidential manner that can be reviewed by the department. These records must include, but are not limited to:

- (a) A copy of current government issued photo identification;
- (b) Social Security Number or a statement that the early learning provider does not possess one;
- (c) Emergency contact information;
- (d) Federal tax documents, EIN if program employs staff;
- (e) Completed employment application;
- (f) Professional development support plan;
- (g) Observation and evaluation information;
- (h) A document showing orientation to early learning policy and procedures;

(4) A Licensee must meet all requirements of the Washington State Department of Labor and Industries in the filing and retention of documents.

### **170-300-0120**

#### **Staff supports—provision for personal or health needs.**

- (1) A Licensee must provide for the personal and professional needs of staff by:
  - (a) Having a secure and convenient place for staff to store personal belongings and is inaccessible to children;
  - (b) Having a readily accessible phone to use for emergency calls or brief conversations with parents; and
  - (c) Providing file and storage space for professional materials.

(2) An early learning program must meet Washington State Department of Labor and Industries rules including, but not limited to, required breaks, pay, and benefits.

(3) An early learning provider must exclude staff, including Volunteers, from child care activities when a staff member's illness or condition poses a risk of spreading harmful diseases to others or compromises the health and safety of others. See WAC 170-300-0205 for possible illnesses and conditions that would exclude a staff member.

(4) A Licensee, Center Director, Assistant Director, or Program Supervisor must ensure staff who take care of infants, toddlers, and non-immunized children have documentation from a health care provider stating that they have been immunized for vaccine preventable diseases. If a staff person has not been vaccinated, or has shown documented immunity to a vaccine preventable disease, that person may be required by the local health jurisdiction and the department to remain off-site during an outbreak of an illness as defined in the current DOH Notifiable Conditions List.

(5) When a Licensee, Center Director, Assistant Director, or Program Supervisor becomes aware that a staff person has been diagnosed with a condition listed in the current DOH notifiable conditions list, he or she must within twenty-four hours notify the Department, DOH, or the local health jurisdiction. Unless a health care provider has provided written notification that the individual can safely return, an early learning provider must follow the guidance in its health policy before readmitting the staff person into the child care program or allowing them to participate in child care activities.

(6) An early learning program's health policy must include provisions for excluding or separating staff with a contagious disease as described in the DOH Notifiable Conditions List.