

WAC 110-300-0450 Parent or guardian handbook and related policies. (1) An early learning provider must supply to each parent or guardian written policies regarding the early learning program. Each enrolled child's record must have signed documentation stating the parent or guardian reviewed the handbook and early learning program policies.

(2) An early learning provider 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 his or her child;
- (d) Alcohol, tobacco, cannabis use and prohibition of illegal drugs;
- (e) Curriculum philosophy on how children learn and develop, and how this philosophy is implemented;
- (f) Child guidance plan, which includes restraint policies and forbidding corporal punishment;
- (g) Expulsion policy;
- (h) Early learning program staff-to-child ratios and classroom types offered, if applicable;
- (i) If the early learning program offers any of the following, they must include a policy for each that applies to their program:
 - (i) Care for children with specific or special needs;
 - (ii) Infant and toddler care, covering:
 - (A) Diapering;
 - (B) Feeding;
 - (C) Toilet training;
 - (D) Child sleep pattern; and
 - (E) Safe sleep requirements.
 - (iii) Dual language learning;
 - (iv) Religious and cultural activities, including how holidays will be celebrated;
 - (v) Transportation and off-site field trips;
 - (vi) Water activities;
 - (vii) Overnight care; and
 - (viii) How weapons on the premises are secured.
- (j) Program days and hours of operation, including closure dates and observed holidays;
- (k) Enrollment and disenrollment requirements;
- (l) Fees and payment plans;
- (m) Sign-in and sign-out requirements;
- (n) 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.
- (o) A kindergarten transition plan, if applicable;
- (p) What parents or guardians must supply for their child (for example: Extra clothing or diapers);
- (q) Permission for a parent or guardian's access to areas of the early learning program during business hours;
- (r) Termination of services policy;
- (s) Emergency preparedness plan;
- (t) The early learning provider and program staff's duty to report incidents including reporting suspected child abuse, neglect, sexual abuse, or maltreatment;

- (u) Policies regarding mixed age groups, if applicable (including when children may be in a mixed age group);
- (v) Description of where the parent or guardian may find and review the early learning program's:
 - (i) Health policy;
 - (ii) Staff policies, if applicable;
 - (iii) Consistent care policy;
 - (iv) Menus;
 - (v) Liability insurance;
 - (vi) Inspection reports and notices of enforcement actions, if applicable; and
 - (vii) Other relevant program policies.

[WSR 18-15-001, recodified as § 110-300-0450, filed 7/5/18, effective 7/5/18. Statutory Authority: RCW 43.215.070, 43.215.201 and chapter 42.56 RCW. WSR 18-14-079, § 170-300-0450, filed 6/30/18, effective 8/1/19.]