

WAC**WAC 170-295-7040****Am I required to keep licensing information available on site for parents to review?**

You must keep a file on-site containing the following licensing information:

- Copies of the child care center's most recent checklists for licensing renewal and facility licensing compliance agreement for any deficiencies noted, and
- Copies of the child care center's most recent monitoring checklist and facility licensing compliance agreement for any deficiencies noted.

WAC**WAC****WAC 170-295-7050****What personnel records and policies must I have?**

- Each employee and volunteer who has regular or unsupervised access to a child in care must complete the following forms on or before their date of hire:
 - An application for employment on a form prescribed by us, or on a comparable form approved by the department, and
 - A criminal history and background inquiry form.
- You must submit the criminal history and background inquiry form to DEL within seven calendar days of the employee's first day of work. The form authorizes a criminal history background inquiry for that person.
- Until the criminal background inquiry results are returned and show the employee not to be disqualified, you must not leave the employee unsupervised with the children.
- We discuss the information on the criminal history background inquiry form with you, the director, or other person responsible for the operation of the center, such as a human resource professional, if applicable.

- If you employ five or more people you must have written personnel policies. These policies must describe staff benefits, if any, and duties and qualifications of staff.
- You must maintain a system of record keeping for personnel. In addition to the other requirements in this chapter, you must keep the following information on file on the premises for yourself, each staff person and volunteer:
 - An employment application, including work and education history
 - Documentation that a criminal history and background inquiry form was submitted
 - Written documentation of trainings and meetings such as but not limited to:
 - Orientation
 - On-going trainings
 - Bloodborne Pathogen training (including HIV/AIDS)
 - CPR/First Aid
 - Food handler's cards (if applicable)
 - STARS
 - Staff meetings, and
 - Child abuse and neglect.
- You must keep the following information on file for the owner of the facility:
 - If the center is solely owned you:
 - A photocopy of your Social Security card that is valid for employment or verification of your employer identification number (EIN), and
 - A photocopy of your photo identification issued by a government entity.
 - If the center is owned by a corporation, verification of the corporation's EIN.
- Training documentation must include a certificate, card, or form with a copy placed in each individual employee's file that contains the:
 - Topic presented
 - Number of clock hours
 - Date and names of persons attending, and
 - Signature and organization of the person conducting the training.

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Personnel Policies and Records

It is very important that you keep staff files up to date with the required information. A good idea is to staple a list of the required items inside the cover of

each staff file, so you can check off each item as you place it in the file. That way you can easily see if a staff person is missing an item. An example of a Staff File Checklist is provided below.

Staff File Checklist

(Information required for licensing)

Staff Name _____ Start Date _____
 End Date _____

- Application**
- TB Test** (must be in file before first day of employment)
- Copy of Background Authorization Form** (original sent to DEL within 7 days of hire)
- Fingerprint Card submitted** (if applicant has lived outside of WA State within the past three years)
- Program Orientation**
- HIV/AIDS/Bloodborne Pathogen training**
- CPR Documentation** (expires _____)
- First Aid Certificate** (expires _____)
- STARS 20 hour Basic certificate** (or exemption letter)
- STARS 10 hours of continuing education hours**
 Year _____ Year _____ Year _____
- Food Handler Card or Annual Food Handling and Safety training** (date _____)
- Annual Bloodborne Pathogen training** (date _____)
- Owner/Director's file only:**
 - Copy of Photo ID
 - Copy of Social Security card (if sole owner), or
 - Verification of Employer Identification Number (EIN)
- Other** _____
- Other** _____
- Other** _____