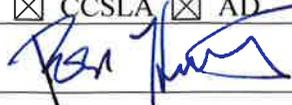


Department of Early Learning

Policy Title:	10.1.12 Initial/Full License		
Procedure:	Attached		
References:	RCW 43.215; WAC: 170-295, 170-296A, WAC 170-297		
Applies To:	Licensing Staff	Contact:	Licensing Oversight Division
Effective Date:	11/15/2015	Created on:	08/15/2012
Reviewed:	<input checked="" type="checkbox"/> RAs <input checked="" type="checkbox"/> CCSLA <input checked="" type="checkbox"/> AD		
Director Approval:			

The Department of Early Learning (DEL) is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with Washington State law and administrative code (regulations). The term “child care facility” is used to indicate licensed family child care homes, child care centers and school-age programs.

Purpose

Clarify and standardize a statewide process for issuing an initial and full child care license for licensing staff. Expectations of DEL personnel are clarified in this policy and its accompanying procedure.

Policy

DEL personnel will adhere to all components of the attached procedure. In addition, DEL personnel are expected to:

- I. Inspect the facility accurately and in a timely manner for fulfillment of the initial and full licensing requirements.
- II. Communicate respectfully with:
 - a. Licensed child care applicants providing accurate information about DEL’s requirements for issuing an initial and full child care license.
 - b. Parents or legal guardians to answer questions about DEL’s requirements for issuing an initial and full child care license.

Attachments

- Initial/Full License Procedure
- 10.9.3.7 FH CC Application for a License
- 10.9.4.19 Ctr. CC Application for a License
- 10.9.4.30 SA CC Application for a License
- 10.9.1.27 Incomplete License Application Letter Template
- 10.9.1.21 Application Received Letter Template
- 10.10.9 Denial of Application for a Full Child Care License
- 10.10.8 Denial of Application for Child Care License - Not Presently Licensed
- 10.9.3.15 FH Application Withdrawn
- 10.9.3.19 FH Liability Insurance Exemption