

Department of Early Learning

10.6.10

Child Care Orientation Procedure

Preparation

1. DEL staff who presents Child Care Orientation to prospective child care licensees must first review and understand the training curriculum for Center/School Age and Family Home Child Care. DEL staff must also review and understand the “train-the-trainer” curriculum prepared for child care licensors who present orientations (Presenter Orientation Training).
2. DEL staff who present child care orientation must know how to set up and use all equipment necessary to conduct the orientation, including a LCD projector.
3. When selecting a location for the provider orientation, staff must:
 - a. Give first priority to state owned or state leased facilities before renting or leasing other facilities.
 - b. Ensure the location is barrier free so as not to exclude persons with disabilities.
 - c. Ensure all potential licensees are able to easily see and hear the presenters.

Frequency and Length of Time

4. Center/School Age orientations and Family Home Phase Two appointments must be offered by each DEL office on a regular basis.
5. Dates and locations of Center/School Age orientations will be posted on the DEL website. Orientation dates and registration information must be posted at least six months in advance, with information on how to start the registration process.
6. Registration for Family Home Phase Two will occur as specified by each DEL office with a minimum of one session per office per month and as many sessions as it takes to avoid a backlog.
7. Registration for Phase Two appointments is as follows, unless otherwise approved by the RA.
 - a. Potential licensee within local service area.
 - b. Limited to three participants.
8. Once registration is full, staff will begin a stand-by list and/or a waiting list. Individuals may choose to be placed on the stand-by/waiting lists. The Licensing Supervisor is responsible to schedule the Orientation and Phase Two sessions to assure that no backlog develops.
9. Individuals on the waiting list get first priority to sign up for the next Phase Two orientation being held.

Child Care Center/School Age

10. Child Care Orientation must be presented during one full day.

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11. The Child Care Orientation Agenda must be followed.

Orientation Registration

12. For Center and School Age orientation, DEL staff will ensure:

- a. Registration will begin as specified by each DEL office.
- b. Offices may register the maximum capacity for the location of the orientation. Staff must make allowances for trainers, presenters and other guests.
- c. Priority for registration is as follows, unless otherwise approved by the RA.
 - i. Potential licensee within local area.
 - ii. Potential licensees within service area.
- d. Once registration is full, staff will begin a stand-by list and/or a waiting list. Individuals may choose to be placed on the stand-by/waiting lists with the understanding that participation is not guaranteed.
- e. Individuals on the waiting list get first priority to sign up for the next orientation being held.
- f. Each orientation must have an orientation log and sign in sheet to track attendees. These records will be kept on file for at least one year.

Orientation

Child Care Family Homes

13. Family Home Child Care Orientation consists of two phases:

- a. Phase One requires an applicant to complete an online orientation accessed via the DEL website. This is a self-paced training. At the end of the training the applicant is required to enter their name and print out a Post Orientation Questionnaire.
- b. After Phase One completion, Phase Two requires the applicant, to schedule an appointment with the local office for an in-person presentation;
 - i. The in person orientation will last two to three hours in duration.
 - ii. When interpretation services are needed the length of the orientation will vary.

14. Orientation information for Phase One and Phase Two must be posted on the DEL website.

15. DEL will schedule Phase Two appointments for individuals who have completed the Phase One online orientation training. When licensing staff receive calls for scheduling, staff will remind the caller that they must come prepared with required materials and fees; if they arrive unprepared they may be asked to reschedule.

16. At the Phase Two appointment DEL staff will:

- a. Review application packets for all necessary materials as outlined in the “Phase Two Orientation Guide.”
- b. Inform that the applicant must complete the Basic STARs training prior to becoming licensed.

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- c. Introduce and discuss the checklist and WAC, with an emphasis on health and safety.
- d. Topics that must be discussed during Phase Two are outlined in the Phase Two Outline of Required Orientation Topics:
 - i. Staff qualifications;
 - ii. Recordkeeping, reporting and posting;
 - iii. Fire and emergency preparedness;
 - iv. Health;
 - v. Indoor environment;
 - vi. Outdoor environment;
 - vii. Supervision;
 - viii. Nurture and guidance, including discipline; and
 - ix. Infant care, if applicable.
- e. Discuss how the applicant will market and promote the business
- f. Discuss the purpose and process for completing Portable Background Checks as required by WAC 170-06.
- g. Discuss any potentially disqualifying information or other barriers.
- h. When there is no potentially disqualifying information, or obvious barriers to potential licensure, DEL staff will accept the application materials.
- i. Following completion of a Phase Two appointment, the licensor will discuss with each applicant whether or not they wish to proceed. If the participant wishes to proceed with the licensing process, the applicant must provide all necessary application materials as outlined in the “Phase Two Orientation Guide.”