

Department of Early Learning

Policy Title:	10.2.3 Exception Policy		
Procedure:	See Attached		
References:	WAC 170-295;170-296A; 170-297		
Applies To:	Licensing Staff	Contact:	Licensing Oversight Division
Effective Date:	9/15/14	Review Date:	9/1/17 Creation On: 5/15/11
Reviewed:	<input checked="" type="checkbox"/> RAs <input checked="" type="checkbox"/> CCSLA <input checked="" type="checkbox"/> AD		
Other Review (list)			
Director Approval:	<i>Elizabeth M. Kelly</i>		

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 the agency decision-making process, using the Exception Request Form when an exception from Washington State Administrative code (regulations) or rule is requested. Expectations of DEL personnel regarding approvals, denials and requests for more information are clarified in this policy and the accompanying Exception Procedure. The Exception Matrix can be used as a guideline.

Policy

- I. Exceptions are extraordinary requests that must be considered on a case-by-case basis. Exceptions are not uniformly granted and must proceed through a careful review process. Exception approvals may be granted on a short term basis for a licensee in good standing and can be rescinded by the department at any time.
- II. Exceptions must be requested and submitted by the licensee or potential licensee. DEL staff may provide information about the exception request process, but will not advocate for, or promote, the use of exceptions for child care licensees or potential licensees.
- III. DEL will consider, on a case by case basis, exceptions to Washington Administrative Code (WAC) for child care licensing.
- IV. DEL staff will use the criteria and examples provided in the Exceptions Matrix when considering exception requests.
- V. The use of retroactive exceptions is strictly prohibited.
- VI. Exceptions must be requested and documented using the DEL Exception Request Form.
- VII. All exceptions requested by licensee or potential licensees, must be approved by DEL as outlined in the attached Exception Procedure.

Attachments

Exception Procedure
 Exception Matrix
 Exception Request Form