

Department of Early Learning

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| Policy Title: | 10.2.2 Summary Suspension Policy | | |
| Procedure: | See Attached | | |
| References: | RCW 34.05.422; 43.215.300; 43.215.300; WAC 170-151-090; 170-151-097; 170-295-0100; 170-03-0300. 170-296A-8050; 170-296A-8150; 170-296A-8225; 170-296A-8225 | | |
| Applies To: | Licensing Staff | Contact: | Licensing Oversight Division |
| Effective Date: | 3/1/12 | Review Date: | 4/1/13 Created on: 2/1/08 |
| Reviewed: | <input checked="" type="checkbox"/> RAs <input checked="" type="checkbox"/> CCSLA <input checked="" type="checkbox"/> AD | | |
| Other Review (list) | | | |
| Director Approved: |  | | |

DEL is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with WA state regulations. The term “child care facility” is used to indicate licensed family child care homes, child care centers and school-age child care programs.

Purpose

Clarify and standardize the agency decision-making process when summary suspension of a child care facility is indicated under WA state regulations. Expectations of DEL personnel are clarified in this policy and the Summary Suspension Procedure.

Policy

- I. The Regional Administrator (RA) designee shall review and approve, deny, or request further documentation regarding the agency’s recommendation to summarily suspend a child care facility’s license.
- II. The summary suspension of a license is an interim, time-specific action.
- III. DEL personnel will summarily suspend a license when:
 - a. Repeated, numerous or serious non-compliance with WA state regulations is reported, observed and documented.
 - b. The health and safety of children in a licensed child care facility is at risk.
- IV. DEL personnel are expected to:
 - a. Professionally, accurately and in a timely manner prepare for a summary suspension, as outlined in the Summary Suspension Procedure;
 - b. Respectfully communicate with the child care facility, providing accurate information about the Summary Suspension Procedure and the child care facility’s rights and responsibilities;
 - c. Respectfully communicate with parents or legal guardians, to the extent possible, notifying them that the Summary Suspension Procedure is underway; and
 - d. Access legal counsel when appropriate and approved by supervisory personnel.

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- V. In instances where imminent risk of harm to children necessitates immediate action that does not allow for the Revocation Procedure to be adhered to, the RA or designee(s) will approve summary suspension of a child care facility's license as an interim measure to protect the health and safety of children and:
- a. The DEL Summary Suspension Policy and Procedure must be followed in these instances.
 - b. When a summary suspension is initiated, DEL personnel, when appropriate, seek to either assist the licensee in correcting the issues or begin the process of revocation.
- VI. DEL personnel will adhere to and take action in accordance with the decision of the DEL Director or designee(s).

Attachments

Summary Suspension Procedure

Notice of Summary Suspension

Notice of Summary Suspension and Revocation of a Child Care License

Notice of Rescinded Summary Suspension of a License