

Department of Early Learning

Policy Title:	10.1.4 Supervisory Review Policy		
Procedure:	See Attached		
References:	RCW 43.215; WAC 170-297; 170-295; 170-296A		
Applies To:	Licensing Staff	Contact:	Licensing Oversight Division
Effective Date:	9/15/14	Review Date:	9/1/17 Created on: 6/1/08
Reviewed:	<input checked="" type="checkbox"/> RAs <input checked="" type="checkbox"/> CCSLA <input checked="" type="checkbox"/> AD		
Other Review (list)			
Director Approved:	<i>Elizabeth M. Bell</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 process of requesting DEL supervisory reviews of findings that occur as a result of a licensing complaint or compliance agreement. The policy provides direction for supervisory reviews for licensing staff, supervisors and Regional Administrators. DEL expectations are clarified in this policy and the attached supervisory review procedure.

Policy

- I. Child care licensees may request a supervisory review of valid complaint findings or Facility Licensing Compliance Agreements (FLCA).
- II. If DEL imposes a legal action such as the assessment of civil penalties, application denials, disqualifications, license modifications, suspensions, revocations or other legal actions, a licensee may not request a supervisory review of these actions; however, licensees may request a hearing with the Office of Administrative Hearings (OAH) to appeal legal actions.
- III. In addition to adherence with all components of the Supervisory Review Procedure, DEL staff are expected to:
 - a. Communicate accurate information about the Supervisory Review Policy and Procedure with child care facility staff, when requested.
 - b. Provide necessary forms to child care facility staff, when requested.
 - c. Accurately prepare the review within the time frames outlined in the Supervisory Review Procedure.
 - d. Notify licensees in writing regarding the outcome of a review.
- IV. DEL staff will adhere to and take action in accordance with the final review decision of the Licensing Supervisor, Regional Administrator, and Child Care Statewide Licensing Administrator.

Attachments

- Supervisory Review Procedure
- Supervisory Review Request Form
- Supervisory Review Extension Letter
- Supervisory Review Decision Letter