

Department of Early Learning

<b>Policy Title:</b>	10.4.1 Unlicensed Care		
<b>Procedure:</b>	Attached		
<b>References:</b>	RCW 43.215.300, RCW 43.215.370 new chapter to 43.215; RCW 43.215.010: WAC 170-296A-8350, 170-296A-8375		
<b>Applies To:</b>	Licensing Staff	<b>Contact:</b>	Licensing Oversight Division
<b>Effective Date:</b>	5/15/14	<b>Review Date:</b>	5/15/18      Created on: 7/22/11
<b>Reviewed:</b>	<input checked="" type="checkbox"/> RAs <input checked="" type="checkbox"/> CCSLA <input checked="" type="checkbox"/> AD		
<b>Other Review (list)</b>			
<b>Director Approval:</b>			

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.

**Purpose**

Clarify and standardize the process for regulating unlicensed care. This policy is intended to provide direction to licensing staff for the purpose of determining an agency's need to be licensed. Expectations of DEL personnel are clarified in this policy and its accompanying procedure.

**Policy**

Licensing staff will adhere to all components of the attached Unlicensed Care Procedure. In addition, all staff are expected to:

- I. Professionally, accurately and in a timely manner, investigate all unlicensed care complaints received from Children's Administration (CA) Intake.
- II. Respectfully communicate and provide accurate information about licensing and exemption regulations.
- III. Take necessary adverse licensing action to ensure the health and safety of children.

**Attachments:**

- Unlicensed Care Procedure
- 10.9.1.30 Letter to Law Enforcement
- 10.10.4 Inquiry to Potentially Unlicensed Provider
- 10.10.16 Notice of Imposition of Civil Penalties for Unlicensed Child Care
- 10.10.19 Declaration of Exemption Form