



## Overnight Child Care Planning Form (family home and center programs)

An early learning provider must be approved by the department to provide overnight care between nine o'clock at night and five o'clock in the morning when any enrolled child sleeps for three or more hours at the program.

*Early learning providers may use this form to prepare for the DCYF licensor's site visit to inspect for compliance of overnight care licensing requirements. Submitting this form to the licensor may help to expedite the approval process.*

Provider Name:	Provider ID:	Date:
----------------	--------------	-------

I want to provide overnight child care for:

	to		
Total number of children	Age range of children	Number of children under 1 year of age	Number of children between 1 and 2 years of age

I have updated the following documents:

- Floor plan (identifies licensed space used for sleeping children for overnight care)
- Updated parent/guardian handbook section about overnight care – WAC 110-300-0450(2)(i)(vii)
- Updated staff policy (addresses staff responsibilities for overnight care) – WAC 110-300-0110(2)(i)(vii)
- Typical daily schedule (includes program activities for overnight care) – WAC 110-300-0360

**Sleep Equipment and Bedding** WAC 110-300-0270(2)(3)

*An early learning provider must supply every child an individual bed or other sleep equipment that:*

- *is safe and in good working condition;*
- *is made of moisture resistant material that can be cleaned and sanitized;*
- *meets the children's developmental needs; and*
- *is stored so sleeping surfaces are not touching each other unless cleaned and sanitized after each use.*

I will use the following sleep equipment for the children enrolled in overnight care:

*Each child's bedding must:*

- *have a clean sheet or blanket to cover the sleeping surfaces and a clean cover for the child except for infants;*
- *be laundered weekly or more often if soiled. Bedding must be laundered daily if used by different children; and*
- *be stored separately from bedding used by another child, unless it is cleaned and sanitized after each use.*

I will use the following plan to launder and store children's bedding:

**Supervision WAC 110-300-0270(4)(5)**

The following staff will be caring for the children during overnight care:

Staff will remain awake while children in overnight care are asleep; or

Staff will sleep while children in overnight care are asleep

*An early learning provider who sleeps while children are in overnight care must:*

- *have written permission and documentation that parents are aware that the provider is sleeping while their children in care and have read the facilities policies and procedure for overnight care;*
- *stay awake until all children are asleep or returning to sleep;*
- *remain on the same floor level as sleeping children at all times;*
- *sleep in the same room with infants and toddlers;*
- *be physically available and responsive, available to immediately respond to a child's needs;*
- *have alarms to alert them if a child should leave the room;*
- *have monitoring devices to assist in hearing and visibly checking on children in each room used for sleeping; and*
- *be awake for the arrival and departure of each child in overnight care.*

**Infants in overnight care WAC 110-300-0270(4)**

I will not have infants enrolled for overnight care.

I plan to enroll infants for overnight care.

*An early learning provider who accepts infants for overnight care must comply with all safe sleep rules pursuant to WAC 110-300-0291 for at least the first fifteen nights a new infant is enrolled in that program. A provider may sleep while the infant sleeps during overnight care if:*

- *the provider continues to comply with WAC 110-300-0291(1)(b), (c), (f), (g), (h), (i) and (2);*
- *once the provider has become familiar with the sleep routines and patterns of that infant; and*
- *the provider has observed no apparent health or safety risks while the infant sleeps.*

**Deadbolts, Night Latches or Security Chains WAC 110-300-0270(4)**

I will not use deadbolts, night latches, or security chains on exit doors during overnight care.

I would like to use deadbolts, night latches, or security chains on exit doors during overnight care. I understand that I must have DCYF approval prior to using any of these devices.

**Use of Bathtub or Shower WAC 110-300-0220(2)**

Children in my care for overnight care will not use the bathtub or shower; or

Children in my care for overnight care will use the bathtub or shower

*An early learning provider must:*

- *only give a bath or shower to a child with consent from that child's parent or guardian;*
- *ensure the area around a bathtub or shower is resistant to slipping or equipped with a conveniently located grab bar*
- *keep the bathtub or shower inaccessible to children when not in use by children (in center early learning programs only)*