

PROCEDURE

Cancels: NEW

See also: POL 10.1.22; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

PRO 10.1.22 MANAGING CHANGES TO CHILD CARE ENVIRONMENT

Action by:

Action:

Licensor

1. **Receives** notice that early learning or school-age program will be making a change including but not limited to:
 - Ages of children served in a room
 - Previously unlicensed rooms
 - Changes requiring a permit
 - Remodeling/renovating
 - Outdoor play areas (not applicable for a school-age program operating on public or private school premises)
 - Adding/changing surface type
 - Changing/altering climbing or play equipment
 - 1a. If early learning or school-age program requests a move, **follows** [10.1.19 Managing Child Care Program Moves](#).
 - 1b. If early learning or school-age program makes a change without notice, **develops** inspection report for noncompliance, **assesses** risk to children with Supervisor on next steps and **documents** in WA Compass.
 - 1c. If early learning or school-age program requests a capacity increase, **follows** [10.1.23 Managing Child Care Capacity Increases](#).
2. **Discusses** changes and **provides** technical assistance on appropriate WAC/RCW. Technical assistance may include but is not limited to:
 - Scheduling and conducting a plan review [10.6.14 Managing Child Care Plan Reviews](#)
 - Consulting with Health Specialist
 - Referring to City Planning
 - Consulting with Fire Marshal/Requesting fire inspection
 - Developing a Safety Plan

3. **Requests** new floor plan, permits and supporting documentation.
Floor plan is not required for outdoor play areas listed above.
4. **Documents** a provider note within 10 business days.
5. **Conducts** site visit.
 - 5a. If license change is required, **follows step 6**.
 - 5b. If no license change is required, **documents** in WA Compass and **exits** procedure.
6. **Submits** license changes per WA Compass User Manual.
7. **Approves** license changes per WA Compass User Manual.
8. **Submits** paper license to Supervisor.
9. **Signs** and **gives** paper license to licensing staff.
10. **Scans** and **sends** license to Child Care Aware.
11. **Copies** and **files** license.
12. **Sends** original paper license to early learning or school-age program.
13. **Documents** visit and approval in WA Compass within 10 business days.

Supervisor

Licensing Staff

Supervisor

Licensing Staff