

PROCEDURE

Cancels: NEW

See also: POL 10.6.13; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

PRO 10.6.13 MANAGING CHILD CARE FACILITY FEASIBILITY VISITS*

Action by:

Action:

Licensors or
Health
Specialists

1. **Receives** request to look at a building being considered for a licensed child care program. To determine a feasibility visit, the following will be considered:

- Immediacy of need
- Serious intent to rent/purchase

2. **Discusses** with requestor if feasibility visit or building plan review** is best fit for request.

2a. If feasibility visit is best fit, **advises** requestor to first contact local building department to determine if building could be used for child care program and to review *DCYF 15-963 Early Learning/Child Care Facility Feasibility Checklist (fh/ctr)* or *DCYF 15-964 Early Learning/Child Care Facility Feasibility Checklist (sa)*.

2b. If plan review is best fit, **follows** [10.6.14 Managing Child Care Building Plan Reviews](#) and **exits** procedure.

3. **Informs** Supervisor of request.

Supervisor

4. **Determines** if unit's workload can accommodate request, and **advises** licensing staff of decision.

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5. **Informs** requestor of ability to accommodate request or not.

5a. If able to accommodate request, **gets** address of building and **discusses** possible dates/times for visit.

5b. If not able to accommodate request, **exits** procedure.

6. **Contacts** health specialist/licensor and their supervisor to advise of feasibility visit.

6a. If possible, **coordinates** a joint visit from dates/times given by requestor.

7. If center or school-age program, **invites** State Fire Marshal's Office representative to feasibility visit by submitting *DCYF 15-905 Request for State Fire Marshal Inspection* form for consultation to childcare.firerequest@wsp.wa.gov
8. **Contacts** requestor to confirm date/time of feasibility visit.
9. **Completes** feasibility visit and **provides** technical assistance about licensing requirements relating to the building. **Refers** person to other resources for questions that do not relate to child care licensing WAC/RCW.

* A facility feasibility visit is an informal walk through of a building to determine if it is suitable for a child care facility. It is generally used when there are time restraints such as, but not limited to, a program needing to move due to an unforeseen emergent situation or a possible new program needing to sign a lease or purchase quickly. It is only intended to identify possible barriers to the licensing process, such as not having enough toilets and sinks required for a child care center. It is not intended to guarantee that a facility will be licensed, but provides a brief overview on potential use for licensure.

**A plan review is a formal review of the floor plans of a proposed facility to provide guidance on meeting the physical needs of a building planned for child care.