

Foundational Quality Standards for Early Learning Programs Covered in this Learning Session

WAC 110-300-0015 Licensee absence.

(1) In a family home early learning program, the licensee must have a written plan for when the licensee will be absent but the program remains open for the care of children. If a family home licensee is absent more than ten consecutive operating days, the licensee must submit a written notification to the department and each child's parent or guardian at least two business days prior to the planned absence.

(2) In a center early learning program, the licensee must have a written plan for when the director, assistant director, and program supervisor will be simultaneously absent but the program remains open for the care of children. If the director, assistant director, and program supervisor are simultaneously absent for more than ten consecutive operating days, an early learning provider must submit a written notification to the department and each child's parent or guardian at least two business days prior to the planned absence.

(3) A written notification under this section must include the following information:

- (a) The time period of the absence;
- (b) Emergency contact information for the absent early learning provider; and
- (c) A written plan for program staff to follow that includes:
 - (i) A staffing plan that meets child-to-staff ratios;
 - (ii) Identification of a lead teacher to be present and in charge;
 - (iii) Early learning program staff roles and responsibilities;
 - (iv) How each child's needs will be met during the absence; and
 - (v) The responsibility for meeting licensing requirements.

(4) If a facility licensing compliance agreement (FLCA) is developed as a result of early learning program staff failing to comply with licensing regulations during an absence described in this section, an early learning provider must:

- (a) Retrain early learning program staff on the foundational quality standards documented on the FLCA; and
- (b) Document that the retraining occurred.

WAC 110-300-0016 Inactive status—Voluntary and temporary closure.

(1) If a center or family home licensee plans to temporarily close their early learning program for more than thirty calendar days, and this closure is a departure from the program's regular schedule, an early learning provider must submit a notification to go on inactive status to the department at least two business days prior to the planned closure. Notifications for inactive status must include:

- (a) The date the early learning program will cease operating;
- (b) The reasons why the licensee is going on inactive status; and
- (c) A projected date the early learning program will reopen.

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(2) The requirements of this section do not apply to licensed early learning programs that have temporary closures beyond thirty calendar days as part of their regular schedule, such as programs based on the school year or seasonal occupation.

(3) A licensee may not request inactive status during their first initial licensing period (six months) unless for an emergency.

(4) An early learning provider must inform parents and guardians that the program will temporarily close.

(5) An early learning provider is responsible for notifying the department of changes to program status including voluntary closures, new household members or staff, or other program changes. Program status updates must also be completed in the department's electronic system.

(6) Background check rules in chapter [110-06](#) WAC, including allegations of child abuse or neglect, will remain in effect during inactive status.

(7) After receiving a notice of inactive status, the department will:

- (a) Place the license on inactive status;
- (b) Inform the licensee that the license is inactive; and
- (c) Notify the following programs of the inactive status:
 - (i) The department's child care subsidy programs;
 - (ii) USDA Child and Adult Care Food Program (CACFP); and
 - (iii) Early achievers, ECEAP, Head Start Grantee, and child care aware of Washington.

(8) A licensee is still responsible for maintaining annual compliance requirements during inactive status pursuant to RCW [43.216.305](#).

(9) If inactive status exceeds six months within a twelve-month period, the department must close the license for failing to comply with RCW [43.216.305](#)(2). The licensee must reapply for licensing pursuant to RCW [43.216.305](#)(3).

(10) The department may pursue enforcement actions after three failed attempts to monitor an early learning program if:

- (a) The early learning provider has not been available to permit the monitoring visits;
- (b) The monitoring visits were attempted within a three-month span to the monitoring due date; and
- (c) The department attempted to contact the provider by phone during the third attempted visit while still on the early learning premises.

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(11) When a licensee is ready to reopen after a temporary closure, the licensee must notify the department in writing. After receiving notice of the intent to reopen, the department will:

- (a) Conduct a health and safety visit of the early learning program within ten business days to determine that the provider is in compliance with this chapter;
- (b) Activate the license and inform the licensee that the license is active; and
- (c) Notify the following programs of the active status:
 - (i) The department's child care subsidy programs;
 - (ii) CACFP; and
 - (iii) Early achievers, ECEAP, Head Start Grantee, and child care aware of Washington.