Department of Early Learning

Policy Title:	10.1.8 Monitoring Visits			
Procedure:	Attached			
References:	RCW 43.215.200 (6)			
Applies To:	DEL Licensing Staff	**Contact:**	Licensing Oversight Division	
Effective Date:	5/15/10	**Review Date:**	9/15/11	**Created on:** 9/15/08
Reviewed:	☒ LPART ☒ SAMs ☒ CCA			
Director Approval:				

DEL is responsible for licensing activities to ensure that standards of health and safety are present in childcare facilities in accordance with Washington State law and administrative codes (regulations). The term "child care facility" is used to indicate licensed family childcare homes, childcare centers and school age programs.

Purpose

Clarify and standardize the process of conducting monitoring site visits. It is intended to provide direction regarding monitoring visits for child care licensing staff and State Office personnel involved in drafting and reviewing child care regulations and procedure manuals. Expectations of DEL personnel are clarified in this policy and the Monitoring Site Visit Procedure.

Policy

DEL personnel will adhere to all components of the attached Monitoring Site Visit procedure. In addition, DEL personnel are expected to:

I. Professionally, accurately and in a timely manner thoroughly inspect specific issues regarding WAC licensing requirements as specified on the DEL Monitoring checklists and any addendums.

II. Family home child care must be monitored every 18 months. Child care centers and school age programs must be monitored every 12 months.

III. Monitoring visits must be conducted on time. On time monitoring visits are defined from the date of the previous monitoring visit to the date of the required next monitoring visit, date to date.

IV. Monitoring site visits must be unannounced, unless approved by a supervisor.

V. Professionally, accurately and in a timely manner thoroughly assess potential risk of serious and immediate risk of harm as a result of any WAC violations and take appropriate action as necessary.

VI. Respectfully communicate with the childcare licensee or childcare facility staff, providing accurate information about any licensing violations, including information on what to expect when completing a Facility License Compliance Agreement.

VII. Respectfully communicate with parents or legal guardians, if contacted, to answer questions about the purpose or outcome of a monitoring visit.

Attachments
Monitoring Site Visit Procedure
Monitoring Site Visit Checklists