



**APPLICATION INSTRUCTIONS**

When completing this application you must:

- Type or print clearly in BLUE or BLACK ink.
- Answer all questions or mark “N/A” if the question does not apply. You must complete the entire application and include the required documents.
- Submit all required supporting documentation and label all of the attachments; otherwise processing of your application will be delayed.
- Use the application checklist on page 4 to make sure you have submitted all required documentation.
- Sign the completed application.
- Make a copy of your application and all supporting documents for your files.
- Submit \$125 non-refundable license fee with your application packet. After DCYF determines the facility’s capacity AND prior to the initial license being issued, the remaining license fee must be paid in full. The license fee for a school-age child care center is \$125 for the first twelve children plus \$12 for each additional child over the licensed capacity of twelve children.
- You must notify DCYF if any information in the application changes before the child care facility is licensed.
- Begin the background check process by creating an account in MERIT for the applicant(s), staff and volunteers by going to: <https://apps.del.wa.gov/MERIT/Home/Welcome?ReturnUrl=%2fMERIT>

Information about the Portable Background Check process can be found at: <http://dcyf.wa.gov/services/early-learning-providers/background-checks>

**SCHOOL AGE CHILD CARE APPLICATION PROCESS AND TIMELINES:**

In order for the Department of Children, Youth, and Families to accept and process an application packet, the application form must be completed, dated and signed by the applicant(s) and submitted with the documents listed on page 4. If the application form is not filled out completely and/or required applicable documents are missing, the application packet will be returned as incomplete (WAC 110-305-1250). When a complete application packet is received, the department will contact the applicant to schedule a licensing inspection. DCYF has 90 days from receipt of a complete application packet to issue or deny a license.





The Department of Children, Youth, and Families (DCYF) may not license, make referrals to, payments to, or include in its directories the names of agencies that discriminate in the provision of services because of race, creed, color, national origin, sex, disability, or age, or that discriminate in employment practices because of race, creed, color, national origin, sex, disability, age (40+), sexual orientation, marital status, disabled veteran status, or Vietnam era veteran status. I hereby agree not to engage in prohibited discriminatory practices.

I (we) certify that I (we) have read, understand and agree to comply with the provisions of Chapter 43.216 of the Revised Code of Washington (child care agency licensing statute), and with the provisions of Chapter 110-305 of the Washington Administrative Code (WAC) licensing requirements.

I (we) also understand that corporal punishment of children in care is prohibited under the provisions of WAC 110-305-6275 and agree to comply with this rule.

I (we) further understand that DCYF does a Portable Background Check (PBC) and a check of DCYF records for abuse/neglect for any person applying for a child care license and program employees, if any.

I (we) hereby further certify that the above information and required attachments are true and complete to the best of my (our) knowledge and give permission to DCYF to contact references and past employers, and to obtain personnel records from previous employers.

I (we) understand that the information that I give DCYF is subject to verification by federal and state officials. Verification can include follow-up contacts from DCYF staff or other agencies.

Additional reports or information must be provided to DCYF upon request, regarding you, any staff, and volunteers, or any other person having access to the child in care if any of those individuals may be unable to meet the requirements in Chapter 110-305 WAC.

WAC 110-305-8175 states that the department may deny, suspend, or revoke your license if you try to get a license by deceitful means, such as making false statements or leaving out important information on your application.

Applicant's Name (Please Print)	Applicant Signature	Title	Date



**Application Checklist**

The following items must be submitted with your completed application form. Incomplete application packets will be returned to the applicant for completion. (WAC 110-305-1250).

- Completed, signed and dated School-Age Child Care Center License or Certification Application form
- Copy of applicant's certificate from department orientation completed within last twelve months
- Copy of applicant's current government issued photo identification
- Copy of applicant's Social Security card or sworn declaration stating that the applicant does not have one
- Copy of applicant's diploma, transcript, or sworn declaration stating that the applicant cannot verify education requirements applicant
- Proof of Employer Identification Number (EIN)
- List of applicant(s), staff, and volunteers required to complete the background check process as outlined in chapter 110-06 WAC
- Staffing plan that includes:
  - The number and position types and qualifications of staff to meet the projected capacity of the facility
  - How the applicant will verify that staff hired meet the required qualifications
  - Projected staff training plan for the first year of the program
- Copy of resume for: applicant, and program director, assistant director, program supervisor (site coordinator), if applicable
- Three letters of professional reference each for: applicant, and program director, assistant director, program supervisor (site coordinator), if applicable
- Program hours of operation, including closure dates and holiday observances
- Copy of Certificate of Occupancy for any program that is not directly located on public or private school premises
- Copy of floor plan of the facility, including use of proposed licensed and unlicensed space, with identified emergency exits and emergency exit pathways (a simple sketch is sufficient)
- Copy of Washington state business license or Tribal, county or city business or occupation license, if applicable
- Proof of liability insurance, if applicable (RCW 43.216-700)
- Copy of Certificate of Incorporation, partnership agreement, or similar business organization document, if applicable
- An on-site septic system inspection report completed within six months of the inspection, if applicable
- Well water coliform and nitrate testing results completed within six months of license application, if applicable
- Lead and copper test results for water from all fixtures used to obtain water for drinking, cooking and preparing food, if applicable
- A lead or arsenic evaluation agreement, only for sites located in the Tacoma smelter plume (counties of King, Pierce and Thurston), if applicable
- \$125 non-refundable license fee. After the DCYF determines the facility's capacity AND prior to the initial license being issued, the remaining license fee must be paid in full. The license fee for a school-age child care center is \$125 for the first twelve children plus \$12 for each additional child over the licensed capacity of twelve children.
- The following policy documents for the school-age child care center:
  - Parent and program policies
  - Staff policies
  - Emergency preparedness plan
  - A plan to prevent exposure to blood and body fluids
  - Health policies reviewed, signed and dated by a physician, a physician's assistant or registered nurse



**Background check process requirements:**

Complete the background authorization process for the applicant, staff and volunteers. Begin the background check process by going to the Managed Education & Registry Information Tool (MERIT). You can find this at: [merit.del.wa.gov](http://merit.del.wa.gov) or <https://apps.del.wa.gov/MERIT/Home/Welcome?ReturnUrl=%2fMERIT>

The licensing process will not be completed until all required background checks have been processed by DCYF (WAC 110-06)