



Notification and Staffing Plan for Absence (family home and center programs)

WAC 170-300-0015(1)(2)

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.

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.

NOTIFICATION OF ABSENCE

Early Learning Provider/Program Name:	Provider ID:	Phone Number:
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Name of person(s) who will be absent from the early learning program for more than 10 consecutive operating days:

Dates of Absence:

How will the children’s parent or guardian be notified prior to the absence?

Emergency contact information (person who should be contacted):

Name of emergency contact	Phone number
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DURING THIS ABSENCE, THE STAFFING PLAN BELOW WILL BE IN PLACE FOR STAFF TO FOLLOW:

Name of lead teacher(s) who will be present & in charge during absence:

Staff roles, responsibilities and work schedule during absence to ensure child-to-staff ratios are met (attach additional page, if needed):

How will staff meet each child's needs during absence?

How have staff been made aware of their responsibility to meet and maintain licensing requirements?

I declare this information is true and accurate to the best of my knowledge. I understand that my licensor may make a site visit to verify the information. I understand that if a Facility Licensing Compliance Agreement (FLCA) is developed as a result of staff failing to comply with licensing regulations during the absence, staff must be retrained on the Foundational Quality Standards documented on the FLCA and that retraining must be documented.

Licensee Signature:

Date:

Print Name: