

PROCEDURE

Cancels: NEW

See also: POL 10.1.23; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

PRO 10.1.23 MANAGING CHILD CARE CAPACITY INCREASE REQUESTS

Action by:

Action:

Licensors

1. **Receives** notice that early learning or school-age provider wants to increase capacity. **Requests** new floor plan with intended use of space labeled.
 - 1a. For child care center, if capacity increase involves a space that has not been approved by the State Fire Marshal (SFM) or a space that will be used for children under the age of 2 ½ years but has not been approved by SFM for that age of children, **requests** State Fire Marshal inspection (see [10.1.11 Requesting Fire Inspections](#)).
 - 1b. For school-age programs not located on public or private school premises, if capacity increase involves a space that has not been approved by the State Fire Marshal (SFM), **requests** State Fire Marshal inspection (see [10.1.11 Requesting Fire Inspections](#)).
 - 1c. If provider plans to remodel, **follows** [10.1.22 Managing Changes to Child Care Environment](#).
2. **Conducts** site visit and **considers** the following when determining capacity increase:
 - Square footage of space (take and record measurements)
 - Provider’s education and ongoing training
 - Age range of children requested
 - Amount of developmentally appropriate equipment, materials and toys present
 - Provider’s licensing history
 - Number of qualified staff available to meet staff-to-child ratio
 - Provider’s years of experience in licensed child care (Family Home only)
 - Experience must be from working as a center director, program supervisor, lead teacher, family home licensee, or another similar role in a child care setting

- Maximum occupancy of building determined by State Fire Marshal (Center and School Age only)
- Number of toilets (Center and School Age only)
- Septic System Capacity

2a. **Consults** Health Specialist as needed.

3. **Consults** Supervisor for capacity increase approval/disapproval.

3a. If approved, **submits** license changes per WA Compass User Manual and **gives** paper license to Supervisor for signature.

3b. If not approved, **informs** provider of decision.

Supervisor

4. **Approves** license changes per WA Compass User Manual.

5. **Signs** paper license and gives it to licensing staff.

Licensing Staff

6. **Sends** license to provider and Child Care Aware, and **places** copy in licensing file.

Licenser

7. **Documents** visit and approval/disapproval in WA Compass within 10 business days.