

PROCEDURE

Cancels: NEW

See also: POL 10.1.26; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

PRO 10.1.26 MANAGING OVERNIGHT CHILD CARE

Action by:

Action:

Licensors

1. **Receives** notice that early learning or school-age provider wants to provide overnight care.
2. **Requests** supporting documentation including:
 - *DCYF 15-895 Overnight Child Care Planning Form (optional)*
 - New floor plan with intended use of sleeping space labeled for children and staff.
 - Overnight Care Policies and Procedures
3. **Conducts** site visit and **considers** the following when considering overnight care:
 - Square footage of space (take and record measurements)
 - Individual bed or other sleeping equipment
 - Laundering and bedding storage plan
 - Age range of children requested
 - Supervision Plan
 - Provider and licensee sleeping plan (school-age provider must remain awake during overnight care hours)
 - Provider's licensing history
 - Number of qualified staff available to meet staff-to-child ratio
 - Provider's years of experience
 - Infant plan for initial 15 nights
 - Night latch, Deadbolt and Security Chain Plan
- 3a. **Consults** Health Specialist as needed.
4. **Consults** Supervisor for overnight approval/disapproval.
5. **Informs** provider of decision via decision letter.
6. **Approves** license changes per WA Compass User Manual.
7. **Documents** visit and approval/disapproval in WA Compass within 10 business days.

Violation of Overnight Care:

- Licensors
8. **Finds** a violation of an approved overnight care, **documents** on inspection report, and **discusses** with Supervisor.
- 8a. If alternate plan needed, **communicates** plan with provider and the person who originally requested overnight care. If provider voluntarily decides to opt out of overnight care, **rescinds** overnight care and **skips to step 9a**.
- Supervisor
- 8b. If rescission needed without provider request, **staffs** with Area Administrator.
9. **Approves** or **Disapproves** rescission of overnight care per WA Compass User Manual.
- 9a. If rescission approved, **sends** *DCYF 15-886 Rescission of Child Care Overnight Care* via certified mail.
- Licensing Staff
10. **Documents** in WA Compass that details the violation and outcome within 10 business days.

Overnight Care- An early learning and school-age provider must be approved by the department to provide overnight care between nine o'clock at night and five o'clock in the morning when any enrolled child sleeps for three or more hours at the program.