


Department of Early Learning

<b>Policy Title:</b>	<b>10.2.5 Probationary License</b>		
<b>Procedure:</b>	See Attached		
<b>References:</b>	RCW 43.215.290, RCW 43.215.260, RCW 43.215.70; WAC 170-151-098; 170-295-0140; 170-296A-8050; 170-296A-8250; 170-296A8275; 170-296A-8300; 170-296A-8325		
<b>Applies To:</b>	Licensing Staff	<b>Contact:</b>	Licensing Oversight Division
<b>Effective Date:</b>	3/1/12	<b>Review Date:</b>	3/1/14 <b>Created on:</b> 9/15/08
<b>Reviewed:</b>	<input checked="" type="checkbox"/> RAs <input checked="" type="checkbox"/> CCSLAs <input checked="" type="checkbox"/> AD		
<b>Other Review (list)</b>			
<b>Director Approved:</b>			

DEL is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with RCW and WAC regulations. Child care facility is used to indicate licensed family child care homes, child care centers and school-age programs.

**Purpose**

Clarify and standardize the process of establishing probationary licenses and establish expectations of DEL personnel. The probationary license process allows licensees time and assistance to come into compliance with licensing WAC and demonstrate that compliance.

**Policy**

DEL personnel will adhere to all components of the attached Probationary License Procedure. In addition, DEL personnel are expected to:

- I. Professionally, accurately and in a timely manner thoroughly prepare for a probationary license, as outlined in the Probationary License Procedure.
- II. Respectfully communicate with the child care licensee and facility staff, providing accurate information about the probationary license procedure and the child care provider's responsibilities.
- III. Monitor the facility for fulfillment of the probationary license requirements.
- IV. Take necessary adverse licensing action to keep children safe if non-compliance with licensing regulations put children at imminent risk of serious harm.

**Attachments**

- Probationary License Procedure
- On-Site Consultation and Referral Form
- Probationary License Agreement
- Offer of Probationary License Letter
- Probation Notification Letter to Parents from Providers