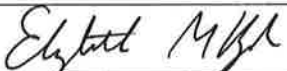


Department of Early Learning

<b>Policy Title:</b>	<b>10.2.1 Revocation of a License</b>		
<b>Procedure:</b>	See Attached		
<b>References:</b>	RCW 43.215.300; 43.215.305; WAC 170-151-090; 170-151-097; 170-295-0100; 170-296A-8050; 170-296A-8150; 170-296A-8225; 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>	2/1/13 <b>Created on:</b> 2/1/08
<b>Reviewed:</b>	<input checked="" type="checkbox"/> RAs <input checked="" type="checkbox"/> CCSLA <input checked="" type="checkbox"/> AD		
<b>Other Review (list)</b>			
<b>Director Approved:</b>			

The Department of Early Learning (DEL) is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with Washington State law and administrative code (regulations). The term “child care facility” is used to indicate licensed family child care homes, child care centers and school-age programs.

**Purpose**

Clarify and standardize the agency decision-making process when revocation of a child care facility’s license is indicated under Washington state law and administrative code (regulations). Expectations of DEL personnel are clarified in this policy and its accompanying Revocation Procedure.

**Policy**

- I. The Child Care Statewide Licensing Administrator (CCSLA) shall review and approve, deny, or request further documentation regarding the agency’s recommendation to revoke a child care facility’s license.
  
- II. When repeated, numerous or serious non-compliance with Washington Administrative Code and/or RCW are reported, observed and documented and the health and safety of children in a licensed child care facility is deemed, in the professional judgment of DEL personnel, to be in jeopardy, DEL personnel will adhere to all components of the attached Revocation Procedure.
  
- III. In addition to adherence with all components of the Revocation Procedure, DEL personnel are expected to:
  - a. Professionally, accurately and in a timely manner prepare for a revocation, as outlined in the Revocation Procedure;
  - b. Respectfully communicate with the child care facility, providing accurate information about the Revocation Procedure and the child care facility’s rights and responsibilities;
  - c. Respectfully communicate with parents or legal guardians, to the extent possible, notifying them that the Revocation Procedure is underway; and
  - d. Access legal counsel when appropriate and approved by supervisory personnel.
  
- IV. In instances where imminent danger of harm to children necessitates immediate action that does not allow for the Agency Revocation Procedure to be adhered to, the DEL Director or designee(s) may approve summary suspension of a child care facility’s license as an interim measure to protect the health and safety of children. The DEL Summary Suspension Policy and Procedure must be followed in these instances. (See 10.2.2 Summary Suspension Policy and Procedure )

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When a summary suspension is initiated, DEL personnel, when appropriate, seek to either assist the provider in correcting the issues or begin the process of revocation.

- V. DEL personnel will adhere to and take action in accordance with the decision of the DEL Director or designee(s).

### **Attachments**

Revocation Procedure

Revocation/Denial Recommendation Form

Notice of Revocation of Child Care License

Notice of Summary Suspension and Revocation of Child Care License