

2005 Child Care Licensing Study Washington

Data Profile for State Licensing Programs and Policies

Click on link to go to information on the state's licensing program:

- [State Licensing Agency](#)
- [Number of Licensed Facilities](#)
- [Licensing Staff](#)
- [Number of Licensing Staff](#)
- [Types of Inspections](#)
- [Frequency of Inspections](#)
- [Frequency of Licensing](#)
- [Inspections and Monitoring](#)
- [Complaint Investigations](#)
- [Enforcement Actions](#)
- [Access to Licensing Information](#)
- [Licensing Fees](#)
- [Licensing Staff Requirements](#)
- [Quality Initiatives](#)

STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
Agency name: Washington Department of Early Learning		
Address: P.O. Box 40970		
City: Olympia	State: WA	Zip: 98504-0970
Phone: 360-725-4665	Toll Free: 866-482-4325	
Fax: 360-413-3482	E-mail:	
Web site: http://www.del.wa.gov/ccel/new_licensing_page.shtml		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	2,114
Small family child care homes	6,280
Large/group family child care homes	0
<i>Other types of licensed facilities:</i>	0
Total number of licensed facilities	8,394
Data notes:	

Key:

✓ = Yes

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2005 Child Care Licensing Study Washington

LICENSED CAPACITY	
Child care centers	120,867
Small family child care homes	57,044
Large/group family child care homes	0
<i>Other types of licensed facilities:</i>	0
Total licensed capacity	177,911
Data notes: N/A	

LICENSING STAFF



LICENSING LINE STAFF ASSIGNMENT	
Line staff assignments to inspect child care facilities:	
Assigned to inspect only child care centers	✓
Assigned to inspect only family child care homes	✓
Assigned to inspect both centers and family child care homes	✓
Assigned to inspect child care facilities and other human service programs for children	
Assigned to inspect child care facilities and other human service programs for children and/or adults	
Assignments vary by county or area of the state	
Assigned specifically to conduct complaint investigations	✓
<i>Other type of assignment:</i>	
Data notes:	

NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	96
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	87:1
Data notes: The caseload was calculated by NARA/NCCIC by dividing the total number of licensed programs by the total number of licensing line staff.	

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2005 Child Care Licensing Study Washington

NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	13
Data notes: There are a total of three field managers (full-time, FTE, combination)	

TYPES OF INSPECTIONS



Type of Inspection Conducted	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Prior to issuing a license	✓	✓	
• Announced	✓	✓	
• Unannounced			
Data notes:			
License renewal	✓	✓	
• Announced	✓	✓	
• Unannounced			
Data notes:			
Routine compliance	✓	✓	
• Announced			
• Unannounced	✓	✓	
Data notes:			

FREQUENCY OF INSPECTIONS



FREQUENCY OF REQUIRED INSPECTION VISITS	
Type of Facility	Frequency of Inspection Visits
Child care centers	Once a year
Small family child care homes	Other frequency of inspection
Large/group family child care homes	Not licensed
<i>Other frequency of inspection:</i> FCC homes are monitored every 18 months.	
Data notes:	

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FREQUENCY OF LICENSING



LENGTH OF LICENSE	
Type of Facility	Length of License
Child care centers	3 years
Small family child care homes	3 years
Large/group family child care homes	Not licensed
<i>Other length of license:</i>	
Data notes:	

INSPECTIONS AND MONITORING



FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Once every 3 years
Small family child care homes	Once every 3 years
Large/group family child care homes	Not licensed
Data notes:	

ABBREVIATED COMPLIANCE FORM	
<i>(Note: An abbreviated compliance form is a tool used during inspections that has an abbreviated list of the requirements on it, not all requirements. Sometimes called an "indicator checklist.")</i>	
Abbreviated compliance form used for inspections	
Child care centers	Yes
<i>Use of form described: Monitoring visits</i>	
Small family child care homes	Yes
<i>Use of form described: Monitoring visits</i>	
Large/group family child care homes	No
<i>Use of form described: N/A</i>	
Data notes:	
State has policies on when to switch from abbreviated compliance review to a full compliance review	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	No
Data notes:	

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DIFFERENTIAL MONITORING	
<i>(Note: Differential monitoring is the frequency and/or depth of monitoring inspections that is based on an assessment of the level of compliance with regulations. May also be called "risk assessment monitoring.")</i>	
System of differential monitoring based on compliance records used for inspections	
Child care centers	No
<i>System of assessing compliance and differential monitoring:</i>	
Small family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Large/group family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Data notes:	

TECHNICAL ASSISTANCE AND CONSULTATION			
Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	No		
Technical assistance/consultation provided to help licensees move beyond minimum licensing regulations			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	No		
Data notes:			
Means of providing technical assistance/consultation	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
During all inspection visits	✓	✓	
• During application visits			
• During routine inspection visits			
• During renewal inspection visits			
On the telephone	✓	✓	
As needed by licensee	✓	✓	
<i>Other:</i>			
Data notes:			

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2005 Child Care Licensing Study Washington

Referrals made to other agencies/organizations/individuals for technical assistance	
Child care centers	✓
Small family child care homes	✓
Large/group family child care homes	
<i>Agencies, organizations, or individuals used for technical assistance referrals:</i> A referral is based on the child's care needs, and may be made to a local nurse consultant, Child Care Resource & Referral Agency, local school district (such as for a special needs child), local Head Start program, and local mental health agency.	

DATA AUTOMATION	
Basic licensing data is automated	Yes
Data notes: N/A	
Portable computers and inspection software used for inspections	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
Data notes:	
<i>Other tools used for inspections and monitoring:</i> Due to budget constraints at this time, health specialists only use the following equipment in the field: laser measuring devices, which greatly expedite capacity/square footage determinations; moisture meters, devices that help determine areas with potential for mold growth; sound level meters, which may be used for noise abatement; maximum registering thermometers, which may be used to measure peak temperatures in dishwashers; "baby-dial" thermometers, used by licensors to check water temperature and refrigeration temperature; and playground safety assessment tools.	Yes

COMPLAINT INVESTIGATIONS



INVESTIGATIONS	
Licensing agency conducts complaint investigations	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	No
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2005 Child Care Licensing Study Washington

State uses same staff who conduct inspections for initial licensure and routine compliance to conduct complaint investigations	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	No
State has separate staff who only work on complaint investigations	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	No
State uses other complaint investigation staff	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	No
<i>Other complaint investigation staff described:</i> Depending on the nature of the complaint, either licensing or the Division of Licensed Resource Child Protective Services (DLR/CPS) worker will investigate. DLR/CPS staff investigate complaints about child abuse and neglect in child care centers. Licensing staff investigate complaints regarding violations of licensing rules in child care facilities or complaints about a person who is providing unlicensed child care.	
Data notes: Regions may designate a line-staff person to work primarily on complaint investigations.	
State investigates anonymous complaints	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	No
Data notes:	

NUMBER OF COMPLAINTS				
Number of Licensing Complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of licensing complaints filed	1,579	1,049	0	2,628
Number of substantiated licensing complaints	0	0	0	0
Data notes: We had 821 substantiated complaints in 2004. We do not differentiate the complaints by center or family child care home.				
<i>Nature of licensing complaints:</i>				
1) Supervision				
2) Nurture/care				
3) Facility environment				
4) Discipline				

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2005 Child Care Licensing Study Washington

CHILD ABUSE AND NEGLECT					
Agencies that investigate child abuse and neglect complaints against child care centers and family child care homes					
Licensing agency					
Protective services					
Specialized unit for child abuse and neglect				✓	
<i>Other agency:</i>					
Data notes: Washington State Division of Licensed Resources					
Number of child abuse and neglect complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total	
Number of child abuse and neglect complaints filed	229	291	0	520	
Number of substantiated child abuse and neglect complaints	0	0	0	0	
Data notes: We are not able to track and determine what child abuse and neglect issues are substantiated.					

ENFORCEMENT ACTIONS



USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Small Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license	✓	7	✓	43		0
Denial of license	✓	4	✓	29		0
Immediate closure of facility	✓	0	✓	0		0
Non-renewal of license	✓	106	✓	749		0
Probation	✓	12	✓	34		0
Conditional license	✓	0	✓	0		0
Consent agreement		0		0		0
Civil fine	✓	0	✓	0		0
Criminal fine		0		0		0

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2005 Child Care Licensing Study Washington

Imprisonment		0		0		0
<i>Other enforcement actions:</i>		0		0		0
Data notes: Immediate closure of program: We do not collect this data. Non-renewal of license: This number reflects <i>all</i> non-renewals, including cases where no re-application received, there was no licensee request, the business moved, etc. Conditional license: We call this an initial license; it is typically issued for a 6-month period. The initial license can be extended for up to 2 years. Civil fine: We do not collect this data.						
<i>Legal representation for licensing agency:</i> Assistant attorneys general (AAGs) provide legal advice on licensing issues that may include issuing a probationary license; imposing a civil fine; denial, suspension, or revocation of a license; or preparing a case to do so. AAGs also offer assistance on bill analysis and interpretation of the intent of the Washington Administrative Codes and the Revised Codes of Washington.						

ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	No, inspection reports are not on the Internet
Data notes:	
Complaints against facilities are included in licensing reports on the Internet	N/A
Data notes:	

LICENSING FEES



LICENSING FEES CHARGED			
Fees are charged for a license			
Child care centers			Yes
Small family child care homes			Yes
Large/group family child care homes			No
Data notes:			
Type of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee for all child care facilities		✓	
Fee based on maximum number of children in facility	✓		
<i>Other type of fee:</i> N/A			

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Data notes: N/A			
Amount of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee		\$24	
Fee based on maximum number of children in facility	✓		
<i>Other type of fee:</i>			
Data notes: For center child care, fee is based on licensed capacity and is \$48 for the first 12 children plus \$4 dollars for each additional child.			

LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	State Health Program Manager II (center licensor), Social Worker 3 (family home child care licensor), Public Health Advisor II

STAFF QUALIFICATIONS	
Minimum entry-level qualifications for child care licensing line staff:	
Master's degree	
Bachelor's degree	✓
Associate's degree	
College-level certification program or credential	
Some college education	
Certification program or credential (not college level)	
High school diploma or GED	
Experience working with children in the early care and education field	✓
No required educational qualifications	

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<p><i>Other qualifications:</i> Center licensors must have 1 year of experience directly managing or licensing a child care program, and a bachelor's or master's degree that includes 20 semester or 30 quarter credits in child development or early childhood education. Family child care licensors must have a bachelor's or master's degree and 1 year of experience as a social worker. Health specialists must have a bachelor's degree in public health, environmental health, or allied science with a minimum of 30 semester or 45 quarter hours of natural science and 4 years of professional experience in public health; or a master's degree with the same qualifications as above and 2 years' professional experience in public health; or a doctoral degree in public health, environmental health, or allied science.</p>	✓
<p>Data notes: Experience working with children: Center licensors must have 1 year of experience directly managing or licensing a child care program.</p>	
<p>Content and experience requirements</p>	
<p>Degrees and/or courses must be in early childhood education, child development, or a related field</p>	Yes
<p>Data notes: Only for center licensor position.</p>	
<p><i>Content areas or majors accepted:</i> Family child care licensors must have a bachelor's or master's degree in social services, human services, or an allied field and at least 1 year of experience as a social worker II. Health specialists must have a bachelor's degree in public health, environmental health, or allied science with a minimum of 30 semester or 45 quarter hours of natural science and 4 years of professional experience in public health; or a master's degree with the same qualifications as above and 2 years' professional experience in public health; or a doctoral degree in public health, environmental health, or allied science. Center licensors must have 1 year of experience directly managing or licensing a child care program and a bachelor's or master's degree that includes 20 semester or 30 quarter credits in child development or early childhood education. The degrees must be in social work, a social science, public administration, or a related field.</p>	
<p>Experience working in a setting with children required prior to working as a licensor</p>	Yes
<p>Data notes:</p>	

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STAFF TRAINING	
Annual training requirements	
Additional training required each year	Yes
Data notes:	
<p><i>Amount of required training:</i> Licensing line staff are required to complete 72–76 hours of core competencies when they initially begin licensing. Any newly hired licensing staff are expected to complete 40 hours of core training during their first 6 months of employment. Center licensors must be trained a total of 76 hours. Family child care licensors must be trained a total of 72 hours. After completion of core licensor training, licensing staff receive 24 hours of required training per year and other training as identified in the Regional Licensing Office and/or Individual Training Plans. Licensing line staff attend a yearly, 3-day fall conference focusing on identified licensing training needs. In addition to mandatory training, licensing line staff may request approval to attend local, regional, and state conferences, as well as vendor trainings offered throughout the state.</p>	
Topics covered in training:	
Regulatory issues	✓
State's regulations	✓
Health and safety issues	✓
Identifying child abuse and neglect	✓
State's licensing policies and procedures	✓
Fire safety	✓
Early childhood education/child development	✓
Adult development	✓
Business administration/management	✓
Supervision	
<i>Other training topics:</i>	
Data notes:	
Sources of training for child care licensing line staff:	
Licensing agency	✓
Community-based organization	
Local/state conferences	✓
National conferences	
Outside consultants	✓
College/university	
No sources of training	
Do not know	
<i>Other training sources:</i> Licensors attend an annual Division of Child Care and Early Learning fall conference. The conference includes training on identified needs for licensing staff.	✓
Data notes:	

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FUNDING TO SUPPORT LICENSING STAFF	
Sources of funding to hire and support child care licensing staff:	
General state funds	
Child Care and Development Fund (CCDF)	✓
Temporary Assistance for Needy Families (TANF)	
Social Services Block Grant (SSBG)	
<i>Other federal funds:</i>	
Private funds	
Licensing fees	
Do not know	
<i>Other funding sources:</i>	
Data notes:	

QUALITY INITIATIVES



LICENSING AGENCY'S INVOLVEMENT IN QUALITY IMPROVEMENT INITIATIVES	
Tiered quality strategy:	
Lead agency	✓
Initiative in same agency as licensing	
Licensing participates in planning	✓
Licensing not involved	
State does not have initiative	
Data notes:	
Accreditation facilitation project:	
Lead agency	✓
Initiative in same agency as licensing	
Licensing participates in planning	✓
Licensing not involved	
State does not have initiative	
Data notes:	
Professional development system:	
Lead agency	✓
Initiative in same agency as licensing	
Licensing participates in planning	✓
Licensing not involved	
State does not have initiative	
Data notes:	

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Assessing quality with environment rating scale:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	✓
Data notes:	
Other quality initiative:	
Lead agency	✓
Initiative in same agency as licensing	
Licensing participates in planning	✓
Licensing not involved	
State does not have initiative	
Data notes: Schools Out Washington Health Child Care Washington/nurse consultant Special Needs Enhanced Rate Infant Toddler Bonus Quality Food Child Care Advantages Career and Wage Evaluation TEACH (Teacher Education and Compensation Helps) program Child Care Coordinating Committee Child Care Resource and Referral Background Checks	

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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

- [Directors](#)
- [Master Teachers](#)
- [Teachers](#)
- [Assistant Teachers](#)
- [Aides](#)

STAFF QUALIFICATIONS FOR DIRECTORS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	3

Qualification alternative #1: Current child development associate certificate (CDA)

Time frame for requirements:

Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i> N/A	

Experience requirements:

Amount of experience required	2 years
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Qualification alternative #2: 17 quarter credits and 80 department-approved clock hours in early childhood education

Time frame for requirements:

Preservice	✓
Orientation to role/initial hiring period	

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2005 Child Care Licensing Study Washington

<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2 years

Qualification alternative #3: 25 quarter credits in early childhood education; and at least two years experience working with children the same age level as the center serves	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2 years

Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours	✓	Bachelor's degree	
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential	✓	<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	Yes
Experience must be from working with children	✓
Experience must be with a specific age group of children	✓
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	Yes
<i>Links to system:</i> Meet the STARS requirement and be listed in the state training and registry system (STARS).	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	Yes

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STAFF QUALIFICATIONS FOR MASTER TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR MASTER TEACHERS			
State regulates role			No
State requires education and/or experience for role			No
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>			0
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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2005 Child Care Licensing Study Washington

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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2005 Child Care Licensing Study Washington

STAFF QUALIFICATIONS FOR TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	8

Qualification alternative #1: Work experience	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	Unspecified

Qualification alternative #2: Documented child development education	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #3: Twenty clock hours of basic training approved by the Washington state training registry system (STARS)	
Time frame for requirements:	
Preservice	
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	✓
Experience requirements:	
Amount of experience required	N/A

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Qualification alternative #4: Current child development associate certificate (CDA) or equivalent credential	
Time frame for requirements:	
Preservice	
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	✓
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #5: Two college quarter credits of basic training approved by the Washington state training registry system (STARS)	
Time frame for requirements:	
Preservice	
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	✓
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #6: Twelve or more college credits in early childhood education or child development	
Time frame for requirements:	
Preservice	
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	✓
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #7: Associate of Arts (AA), Associate of Arts and Sciences in early childhood education or child development	
Time frame for requirements:	
Preservice	
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	✓
Experience requirements:	
Amount of experience required	N/A

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Qualification alternative #8: Higher college degree in early childhood education or child development.			
Time frame for requirements:			
Preservice			
Orientation to role/initial hiring period			
<i>During a certain period of time:</i>			✓
Experience requirements:			
Amount of experience required			N/A
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours	✓	Bachelor's degree	
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential	✓	<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	✓
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A	✓	PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	Yes
<i>Links to system:</i> lead teachers must register with the STARS registry	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	Yes

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STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR ASSISTANT TEACHERS			
State regulates role		Yes	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR AIDES



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR AIDES			
State regulates role		No	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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Data Profile for State Child Care Center Regulations

Click on link to go to information:

LICENSING REGULATIONS

- [Child Care Center Regulations Summary](#)

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

- [Definition of Licensed Centers](#)
- [Exemptions from Licensing](#)

CENTER STAFF REQUIREMENTS

- [Staff Roles](#)
- [Age and High School Diploma Requirements](#)
- [Other Roles in Regulations](#)
- [Hiring Policies](#)
- [Staff Health Requirements](#)
- [Background Checks](#)
- [Orientation Training](#)
- [Health and Safety Training](#)
- [Ongoing Training](#)

CHILD-STAFF RATIOS AND GROUP SIZE

- [Child-Staff Ratios and Group Size By Age of Children](#)
- [Mixed-Age Groups](#)
- [Additional Requirements](#)

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SUPERVISION OF CHILDREN

- [General Supervision Requirements](#)
- [Supervision of Children During Naptime](#)
- [Supervision During Evening/Overnight Care](#)
- [Supervision of Children During Outdoor Play](#)
- [Supervision of Children During Large Group Activities](#)
- [Supervision of Children Swimming/Participating in Water Activities](#)
- [Supervision of Children Transported in Vehicles](#)
- [Supervision of Children During Field Trips](#)

CARE OF CHILDREN

- [Age Definitions](#)
- [Children's Health Requirements](#)
- [Nutrition](#)
- [Behavior Guidance and Discipline](#)
- [Program and Activities](#)
- [Parent Involvement](#)
- [Specialized Care – Infant and Toddler](#)
- [Specialized Care – School-Age](#)
- [Specialized Care – Mildly III Children](#)
- [Specialized Care – Evening/Overnight Care](#)
- [Specialized Care – Drop-In Care](#)

FACILITY REQUIREMENTS

- [Environment](#)
- [Square Footage](#)
- [Condition of Facility and Equipment](#)
- [Safety of Facility And Equipment](#)
- [Outdoor Space](#)
- [Fire Safety](#)
- [General Emergency Plans](#)
- [Emergency Preparedness](#)
- [Security](#)
- [Transportation](#)
- [Liability Insurance](#)
- [Administration of Medication](#)
- [Medical Procedures](#)
- [Care of Mildly III Children](#)
- [Incident Reporting](#)
- [Additional Health Requirements](#)
- [Hand Washing](#)
- [Diapering](#)
- [Smoking Policies](#)
- [Hazardous Materials](#)
- [Firearms](#)
- [Animals in Facility](#)

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LICENSING REGULATIONS

CHILD CARE CENTER REGULATIONS SUMMARY ↑	
Name of regulations: Chapter 388-295 WAC Minimum Licensing Requirements for Child Care Centers ↑	
Date of regulations: 04/20/2004	
State has separate regulations for the following types of care:	
School-age care programs	✓
Infant and toddler care programs	
Programs for mildly ill children	
Evening/overnight care programs	
Drop-in child care programs	
<i>Other programs:</i> N/A	

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

DEFINITION OF LICENSED CENTERS ↑	
State has definition of "child care center" or "day care center"	Yes
<i>Text of definition:</i> "Child care center" means a facility providing regularly scheduled care for a group of children 1 month of age through 12 years of age for periods less than 24 hours.	
State has definition of "child care facility" or "day care facility"	No
<i>Text of definition:</i> N/A	
Elements included in state's definition of a licensed child care center:	
Minimum number of children	
Minimum age of children	✓
Maximum age of children	✓
Services are provided for less than 24 hours or any part of a 24-hour day	✓
Minimum number of hours services are provided	
Maximum number of hours services are provided	
Services are provided on an ongoing/regular basis	✓
Services are provided on a scheduled basis	✓

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Services are provided before or after school hours	
Services are provided at the parent's work site	
Parent is not present at work site	
Provider and children are not related by blood, marriage, and/or adoption	
Children are not from provider's immediate family; provider is not parent/guardian or custodian of children	
Children are not from one family (siblings)	
Services are provided in a non-residential setting	
Services are not provided in provider's/licensee's home	
Services are not provided in child's home	
Services can be provided in a private facility	
Services can be provided in a public facility	
Services can be provided for profit	
Services can be provided not for profit	
Services can be provided for payment or compensation	
Data notes: N/A	

EXEMPTIONS FROM LICENSING	
State has defined types of programs that are exempt from licensing	Yes
Characteristics of programs that are exempt from licensing:	
Maximum number of children in care to be exempt	N/A
Number of hours child care services are provided to be exempt	N/A
Services are part-day	✓
Services are provided irregularly/occasionally	
Program is a nursery school or preschool program	✓
Program is a kindergarten program	✓
Program is a Head Start program	
Services are provided by a relative of the children in care	✓

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<i>State definition of "relative":</i>	
(1) Any blood relative, including those of half-blood, and including first cousins, nephews or nieces, and persons of preceding generations as denoted by prefixes of grand, great, or great-great;	
(2) Stepfather, stepmother, stepbrother, and stepsister;	
(3) A person who legally adopts a child or the child's parent as well as the natural and other legally adopted children of such persons, and other relatives of the adoptive parents in accordance with state law;	
(4) Spouses of any persons named in (1), (2), or (3), even after the marriage is terminated; or	
(5) Extended family members, as defined by the law or custom of the Indian child's tribe or, in the absence of such law or custom, a person who has reached the age of eighteen and who is the Indian child's grandparent, aunt or uncle, brother or sister, brother-in-law or sister-in-law, niece or nephew, first or second cousin, or stepparent who provides care in the family abode on a 24-hour basis to an Indian child.	
Services are provided by parent, guardian, or custodian of the children in care	✓
Services are provided at no cost to the parents	
Services are provided with no compensation to the provider	
Program is a club (Boys and Girls Club, etc.)	
Program is a day camp (summer, seasonal, etc.)	
Services are for school-age children	
Program is a recreation program	
Program is instructional classes for children	
Services are provided by a religious organization	
Services are provided during religious services	
Program offers religious instruction	
Services are provided in a facility where the parent is on the premises and accessible (not for employment)	✓
• Casino	
• Resort	
• Conference Center	
• Shopping mall	
• Bowling alley	
• Health club	
<i>Other programs where parents are on the premises: Facilities providing care to children for periods of less than 24 hours whose parents remain on the premises to participate in activities other than employment.</i>	
Services are "drop-in" care	
Services are provided by a preschool program approved by the state department of education	
Program is a preschool program operated by a public school or system	
Program is a preschool program operated by a private school or system	

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Services provided by a public prekindergarten program	
Services provided on a military installation/base	✓
Facility is operated by a unit of local, state, or federal government	✓
Facility is operated by a college/university	
<p><i>Other exemptions:</i></p> <ul style="list-style-type: none"> • Persons who care for a neighbor's or friend's child or children, with or without compensation. • Parents on a mutually cooperative basis exchange care of one another's children. • A person, partnership, corporation, or other entity that provides placement or similar services to exchange students or international student exchange visitors or persons who have the care of an exchange student in their home. • A person, partnership, corporation, or other entity that provides placement or similar services to international children who have entered the country by obtaining visas that meet the criteria for medical care as established by the United States immigration and naturalization service, or persons who have the care of such an international child in their home. • Schools, including boarding schools, which are engaged primarily in education, operate on a definite school year schedule, follow a stated academic curriculum, accept only school-age children and do not accept custody of children. • Hospitals, nursing homes, and boarding homes. • Licensed physicians or lawyers. • Any agency having been in operation in this state ten years prior to June 8, 1967, and not seeking or accepting moneys or assistance from any state or federal agency, and is supported in part by an endowment or trust fund. • Persons who have a child in their home for purposes of adoption, if the child was placed in such home by a licensed child-placing agency, an authorized public or tribal agency or court. • An agency, located within the boundaries of a federally recognized Indian reservation, licensed by the Indian tribe. • A maximum or medium security program for juvenile offenders operated by or under contract with the department. 	
Data notes: N/A	

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CENTER STAFF REQUIREMENTS

↑		
↑		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director
Master teacher	No	N/A
Teacher	Yes	Lead teacher
Assistant teacher	Yes	Assistant or aide
Aide	No	N/A

↑			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	21	N/A	Not specified; preservice requirements above HS level
Master teacher	N/A	N/A	N/A
Teacher	18	N/A	HS diploma or GED required
Assistant teacher	16	N/A	Not required
Aide	N/A	N/A	N/A
<i>Additional requirements:</i> Also have position of program supervisor that may or may not be held by director.			

↑			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute		N/A	N/A
Volunteer	✓	16	N/A
<i>Other roles:</i> Driver	✓	N/A	Meet child care worker qualifications if counted in ratio

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HIRING POLICIES		
	↑	
State requirements on reference checks	Staff	Director
References are required when hiring center staff		✓
References must be from certain people		
<ul style="list-style-type: none"> • Non-relative • Professional acquaintance • Previous employer 		✓
Type of references required (written, verbal, or both)	N/A	Written
<i>Additional requirements: N/A</i>		

STAFF HEALTH REQUIREMENTS	
	↑
Center facility records must include health reports on staff	✓
Center staff required to have a physical exam or to provide health statement from a physician	No
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	
Center staff required to have tuberculosis screening	Yes
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	✓
Center staff required to provide proof of immunizations	No
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	
Center staff must meet additional requirements regarding their health	No
Center staff required to provide proof of suitability to provide care to children	
Center staff required to have a drug, alcohol, and/or substance screening	
<i>Additional requirements: N/A</i>	

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BACKGROUND CHECKS	
State requires check of criminal history records for center staff	Yes
• State criminal history record check required	✓
• Federal criminal history record check required	
• Required for all center staff	
• Required for center staff having contact with children	✓
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	✓
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires check of child abuse and neglect registry for center staff	No
• Required for all center staff	
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires checks of fingerprint records for center staff	No
• State fingerprint record check required	
• Federal fingerprint record check required	
• Required for all center staff	
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires checks of the sex offender registry	No
State requires center staff to sign a statement about criminal status	
<i>Additional requirements:</i> Criminal history record check required for staff having unsupervised access to children.	

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ORIENTATION TRAINING ↑	
Center staff required to complete orientation training	Yes
Required orientation training is about the facility's policies and procedures	✓
Required orientation training is about state's licensing regulations	✓
License applicant required to complete orientation training during the application process	✓
Licensee required to complete orientation training	
Only center director required to complete orientation training	
Center staff working directly with children required to complete orientation training	
Orientation training can count toward ongoing hour requirements for the first year of employment	
Center must develop and/or provide orientation training to new employees and volunteers	✓
Orientation training is developed and delivered by the licensing agency	✓
<p><i>Required content for orientation training:</i> This training must include, but is not limited to, the program policies and practices listed in this chapter such as:</p> <ul style="list-style-type: none"> (1) Minimum licensing requirements; (2) Planned daily activities and routines; (3) Child guidance and behavior management methods; (4) Child abuse and neglect prevention, detection, and reporting policies and procedures; (5) Health policies and procedures; (6) Communicable disease recognition and prevention; (7) Blood borne pathogens; (8) Fire prevention, disaster plan and safety procedures; (9) Special health and developmental needs of the individual child; (10) Personnel policies, when applicable; (11) Limited restraint techniques; (12) Cultural relevancy; and (13) Age and developmentally appropriate practices and expectations for the age group the staff will work with. 	
<i>Additional requirements:</i> N/A	

HEALTH AND SAFETY TRAINING ↑	
Center staff required to complete first aid training	Yes
Current certification in first aid training required	✓
First aid training must be for the care of infants and/or children	
Center staff working directly with children required to complete first aid training	
At least one person on duty required to complete first aid training	
At least one person for each group of children required to complete first aid training	✓

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Center staff required to complete CPR training	Yes
Current certification in CPR training required	✓
CPR training must be for the care of infants and/or children	✓
Center staff working directly with children required to complete CPR training	
At least one person on duty required to complete CPR training	
At least one person for each group of children required to complete CPR training	✓
Center staff required to complete fire safety training	Yes
Fire safety training must be taught by a fire prevention professional	
Current certification in fire safety training required	
All center staff required to complete fire safety training	
Other types of health and safety training required	
Hand washing techniques and indications for hand washing	
Sudden Infant Death Syndrome prevention	
Lifeguard training	
Water safety	
Prevention of spread of HIV/AIDS and blood borne pathogens	✓
Care of sick children	
Prevention of spread of communicable disease/universal precautions	✓
Administration of medication	
<i>Additional health and safety training: Required in orientation: Child abuse and neglect prevention, detection, and reporting policies and procedures; Health policies and procedures</i>	

ONGOING TRAINING ↑	
Ongoing training required for directors	Yes
Number of hours required annually	10
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for master teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for teachers	Yes
Number of hours required annually	10
Number of hours required bi-annually	

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Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for assistant teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for aides	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training hours required in specific content areas for center directors	Yes
<i>Content of ongoing training hours: The director and program supervisor must have 5 of the 10 hours in program management and administration for the first 2 years in their respective positions. Each additional year, 3 of the 10 hours required must be in program management and administration.</i>	
Ongoing training hours required in specific content areas for teaching staff	No
<i>Content of ongoing training hours: N/A</i>	
Types of training accepted/approved for ongoing training hours are specified	Yes
Job orientation	
College credit hours	✓
Non-credit coursework	✓
Training provided by organizations approved by state training approval system	✓
Training provided by organizations licensed or certified professionally competent in the training topic	
<i>Other: Agencies or organizations that have been approved by the Washington State Training and Registry System (STARS) may offer up to 6 clock hours of continuing education each year to their employees. The remaining 4 hours must be obtained from other training offered in the community.</i>	
Delivery methods accepted/approved for ongoing training hours are specified	No
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	

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Training provided by an approved or accredited institution of higher education	
Audio-visual materials/videos/reading materials	
Conference workshops	
Community-based workshops	
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	
<i>Other: N/A</i>	

CHILD-STAFF RATIOS AND GROUP SIZE



CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	4:1	8
9 months	4:1	8
18 months	7:1	14
27 months	7:1	14
3 years	10:1	20
4 years	10:1	20
5 years	15:1	30
6 years	15:1	30
7 years	15:1	30
8–9 years	15:1	30
10 years and older	15:1	30
<i>Additional requirements: N/A</i>		



MIXED-AGE GROUPS	
State permits mixed-age groupings of children	Yes
<i>Child-staff ratio requirements for mixed-age groups: You may combine children of different age groups for no more than one hour, provided you maintain the staff-to-child ratio and group size designated for the youngest child in the mixed group.</i>	
<i>Group size requirements for mixed-age groups: You may combine children of different age groups for no more than one hour, provided you maintain the staff-to-child ratio and group size designated for the youngest child in the mixed group.</i>	
<i>Additional requirements: N/A</i>	

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ADDITIONAL REQUIREMENTS ↑	
State has a definition for "group"	No
<i>Text of definition: N/A</i>	
State requires that each group of children has a designated space—either a separate room or delineated space in a large room	✓
State requirements on legally exceeding limits	
Centers allowed legally to exceed licensed capacity	
<i>Conditions: N/A</i>	
Centers allowed legally to exceed required child-staff ratios	
<i>Conditions: N/A</i>	
Centers allowed legally to exceed required group size	✓
<p><i>Conditions: You can request a waiver to group size limitations. If we approve variations to group size limitations, you must maintain the required staff-to-child ratios. Our approval will depend on but is not limited to:</i></p> <p>(a) Staff qualifications; (b) Program structure; (c) Square footage; and (d) Lower staff to child ratios.</p> <p>You may have 9 infants in a classroom with appropriate square footage if you maintain a ratio of 1 staff to 3 infants.</p>	
State has requirements for the supervision of children based on the size of the center	Yes
State has requirements for child-staff ratios based on the size of the center	✓
State has requirements for group size based on the size of the center	✓
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN [↑](#)

GENERAL SUPERVISION REQUIREMENTS	
State has requirements for staff supervising children	Yes
Staff must be free of other duties	✓
Staff must be alert/awake	
Staff must be able to see children at all times	✓
Staff must be able to hear children at all times	✓
State has requirements related to supervision of children during emergencies	✓
State has requirements related to supervision and the use of substitutes for staff	

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2005 Child Care Licensing Study Washington

Centers are allowed to use video surveillance cameras or electronic monitors in lieu of direct supervision	
State has requirements related to the use of video surveillance cameras for parents to view their children while at the center	
<i>Additional requirements:</i> You must ensure each group is under the direct supervision of a qualified staff person or team of staff involved in directing the child's activities. You must ensure staff attend to the group of children at all times.	

SUPERVISION OF CHILDREN DURING NAPTIME ↑	
State has requirements for the supervision of children during naptime	Yes
Staff person must be present in room where children are napping	
Staff must be able to see children	✓
Staff must be able to hear children	✓
State has requirements for the supervision of children during naptime that are delineated by the age of the child	
<ul style="list-style-type: none"> • Infant and toddler • Preschool • School-age 	
Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	
State has specific child-staff ratio requirements for naptime	Yes
<i>Requirements:</i> You must maintain required staff-to-child ratios during rest periods.	
State has specific group size requirements for naptime	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE ↑ (see also Specialized Care – Evening/Overnight Care)	
State has requirements for the supervision of children during evening/overnight care	Yes
Staff person must be present in room where children are sleeping	
Staff must be able to see sleeping children	✓
Staff must be able to hear sleeping children	✓
Staff person supervising sleeping children must be free of other duties	
Staff must be awake	Awake at all times
Center must have written supervision plan for evening/overnight care	
State has specific child-staff ratio requirements for evening/overnight care	Yes
<i>Requirements:</i> Maintain the same staff-to-child ratio that is in effect during daytime care.	

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State has specific group size requirements for evening/overnight care	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	


SUPERVISION OF CHILDREN DURING OUTDOOR PLAY	
State has requirements for the supervision of children during outdoor play	Yes
Staff person must be present outdoors with children	✓
Staff must be able to see children playing outdoors	✓
Staff must be able to hear children playing outdoors	✓
Center must have written supervision plan for outdoor play	
State has specific child-staff ratio requirements for outdoor play	Yes
<i>Requirements: You must maintain required staff-to-child ratios outdoors.</i>	
State has specific group size requirements for outdoor play	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	


SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES	
State has requirements for the supervision of children during large group activities	Yes
Staff person must be present with children during large group activities	
Staff must be able to see children during large group activities	
Staff must be able to hear children during large group activities	
Center must have written supervision plan for large group activities	
State has specific child-staff ratio requirements for large group activities	Yes
<i>Requirements: You may combine children of different age groups for no more than one hour, provided you maintain the staff-to-child ratio and group size designated for the youngest child in the mixed group.</i>	
State has specific group size requirements for large group activities	Yes
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

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SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES 	
State has requirements for the supervision of children when swimming or participating in water activities	Yes
Staff person must be present with children when swimming or participating in water activities	
Staff must be able to see children	
Staff must be able to hear children	
Written permission from parents required for swimming and water activities	
Center must have written supervision plan for swimming and water activities	
State has specific child-staff ratio requirements for swimming and water activities	No
<i>Requirements: N/A</i>	
State has specific group size requirements for swimming and water activities	No
<i>Requirements: N/A</i>	
<i>Additional requirements: Provide a certified lifeguard at all times in addition to required staff, when children use a swimming pool.</i>	

SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES (see also Facility Requirements – Transportation) 	
State has requirements for the supervision of children when transported in a vehicle	Yes
Children must not be left unattended in a vehicle	✓
Staff must supervise children when they board and exit a vehicle	
Attendance record of children must be kept	
Once vehicle is unloaded, additional checks for children remaining on board are conducted	
Staff or driver must ensure that children are received by a parent or other designated person	
Driver is counted in child-staff ratio	
Written permission from parents required for transporting children	✓
Emergency contact information for children taken on vehicle	✓
Center must have written supervision plan for transporting children in a vehicle	
State has specific child-staff ratio requirements for transporting children in a vehicle	Yes
<i>Requirements: When you transport children, you must maintain the staff-to-child ratio established for the youngest child in the group.</i>	
State has specific group size requirements for transporting children in a vehicle	No

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<i>Requirements: N/A</i>
<i>Additional requirements: N/A</i>

SUPERVISION OF CHILDREN DURING FIELD TRIPS	
State has requirements for the supervision of children during field trips	Yes
Attendance record kept of children on field trip	
Additional staff/adults (volunteers, parents, driver) needed for field trips under certain conditions	
Written permission from parents required for field trips	✓
Emergency contact information for children taken on field trip	
Children are required to wear name tags or other identification	
Center must have written supervision plan for field trips	
State has specific child-staff ratio requirements for field trips	Yes
<i>Requirements: You must maintain required staff-to-child ratios on field trips.</i>	
State has specific group size requirements for field trips	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

CARE OF CHILDREN

AGE DEFINITIONS
Definition of "infant"
<i>Text of definition: "Infant" is defined as a child 1 month through 11 months of age.</i>
Definition of "toddler"
<i>Text of definition: "Toddler" is defined as a child 12 months through 29 months of age.</i>
Definition of "preschool-age"
<i>Text of definition: "Preschool age child" is defined as a child 30 months through 5 years of age not attending kindergarten or elementary school.</i>
Definition of "school-age"
<i>Text of definition: "School-age child" is defined as a child not less than 5 years through 12 years of age who has begun attending kindergarten or elementary school.</i>

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CHILDREN'S HEALTH REQUIREMENTS ↑	
State requires children to have a physical exam to enroll in a center	No
Center must keep records of children's physical exams	
Health records must be provided to the center within a specific time frame after a child's enrollment	
State requires children to have immunizations to enroll in a center	Yes
Immunization records must be provided to the center within a specific time frame after a child's enrollment	✓
Parents/guardians can provide a written statement that they do not wish to have children immunized	✓
Health care professional can provide a written statement that children are exempt from immunization requirements for medical reasons	✓
Center can exclude children from attendance until immunization records or exemption statements are provided	
Center can accept children on a conditional basis if not all immunizations are complete	✓
Center can refuse to enroll children of parents who do not wish to have their children immunized	✓
<i>Additional requirements: N/A</i>	
Children are required to have a blood lead level screening to enroll in a center	
Center must keep emergency contact information in children's records	✓
<i>Additional requirements: N/A</i>	

NUTRITION ↑	
State has requirements about nutrition and meals/snacks for children	Yes
State has requirements about the nutritional content of meals/snacks served to children	✓
State has requirements about the number or time interval between the delivery of meals/snacks served to children	✓
Center must post a menu of meals/snacks served to children	✓
Center must provide all meals/snacks for children	
Parents/guardians can provide food for their own children on a regular basis	✓
Parents/guardians can bring food for all children for special occasions	✓
Center must provide supplemental food (to what parents provide) to meet nutritional content requirements	
State has requirements about feeding infants	✓
<i>Additional requirements: N/A</i>	

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BEHAVIOR GUIDANCE AND DISCIPLINE ↑	
State has requirements regarding behavior guidance and/or disciplining children	Yes
Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations	Yes
<ul style="list-style-type: none"> • Supervised separation from the group • Physical/corporal punishment <p><i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i></p> <p><i>Other forms of discipline allowed:</i></p> <ul style="list-style-type: none"> • Guide the child's behavior based on an understanding of the individual child's needs and stage of development; • Promote the child's developmentally appropriate social behavior, self-control, and respect for the rights of others; and • Ensure behavior management and guidance practices that are fair, reasonable, consistent, and related to the child's behavior. 	
Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations	Yes
• Denial of food/food-related punishment	✓
• Derogatory remarks	✓
• Abusive language	✓
• Yelling or shouting/screaming	✓
• Physical punishment	✓
• Forced napping/no nap/rest-related	
• Physical/mechanical restraint	✓
• Locked time-out room, closet, or dark room	✓
• Punishment for toileting accident/toileting-related punishment	
• Putting something in child's mouth	
• Discipline/punishment by another child	
<i>Other forms of discipline not allowed: Cruel, unusual, hazardous, frightening, or humiliating discipline.</i>	
Center must have written policies on discipline and behavior guidance practices	✓

PROGRAM AND ACTIVITIES ↑	
Center must have a written daily schedule of activities	Yes
Center must post daily schedule	✓
Center must provide specific activities for children	Yes
Regular meal/snack times	
Nap or rest period	✓
Toileting and washing/hand washing	
Outdoor play	✓

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Indoor play	✓
Child-initiated activities	✓
Staff-initiated activities	✓
Individual activities	✓
Group activities	✓
<ul style="list-style-type: none"> • Large group activities • Small group activities 	
Active play	✓
Quiet play	✓
Free play	✓
Creative expression	✓
Gross motor activities	✓
Fine motor activities	✓
<i>Other activities: N/A</i>	
Developmental needs of children must be addressed in activities	Yes
Area of Children's Development	Must Be Addressed in Activities
Regulations List Specific Activities	
Social development	✓
Emotional development	✓
Cognitive/intellectual development	✓
Physical development	✓
Language/literacy development	✓
Cultural development	✓
<i>Other areas of development: Learn about nutrition, health, and personal safety; and Experiment, create, and explore.</i>	
State has requirements for the specific types of equipment/materials a center must have for children	Yes
Books and other literacy materials	✓
<ul style="list-style-type: none"> • Number of books required 	
<i>Additional requirements about books: N/A</i>	
Art supplies/creative activities	
Blocks/construction materials	
Sensory materials	
Fine motor manipulatives	
Gross motor equipment (indoor and/or outdoor)	
Dramatic play/pretend	
Science/experimental/math (counting/sorting)	
Technology/computers	
Music	

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<i>Other types of equipment required: N/A</i>
<i>Additional requirements: N/A</i>

PARENT INVOLVEMENT ↑	
State has requirements regarding parent involvement	Yes
Center must encourage parent involvement	✓
Center must provide opportunities for parent involvement	
<i>Additional requirements: N/A</i>	
State has requirements about parents' access to the center	Yes
Center must provide access to parents at all times; no prior notice needed	✓
Parents can have unsupervised access to all children or the whole facility	
Parents can have unsupervised access only to their own children	
Parents can have supervised access to all children	
State has requirements about the center's communication with parents	Yes
Center must provide written copies of policies and procedures to parents	✓
Center must keep logs of children's care and communicate with parents	✓
Center must hold regularly scheduled meetings with parents	
Center must have a resource area for parents	
<i>Additional requirements: N/A</i>	

SPECIALIZED CARE – INFANT AND TODDLER ↑	
State has requirements that specifically address the care of infants and/or toddlers	Yes
State has requirements on the supervision of infants and/or toddlers	✓
<ul style="list-style-type: none"> • Each infant must have a primary caregiver 	
State has requirements for staff working with infants and/or toddlers	
<i>Staff requirements: N/A</i>	
State has requirements on program/activities specifically for infants and/or toddlers	✓
State has requirements on equipment/materials specifically for infants and/or toddlers	✓
State has requirements for the facility related to the care of infants and/or toddlers	✓
State has requirements on reducing the risk of Sudden Infant Death Syndrome (SIDS)	
Infants must be placed on their backs to sleep	✓
Physicians can authorize a different sleep position for infants	✓

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Parents can authorize a different sleep position for infants	✓
Soft bedding/materials must not be used in cribs	✓
<i>Additional requirements on SIDS prevention: Center must have authorization from both the physician and the parents.</i>	
SPECIALIZED CARE – SCHOOL-AGE	
State has requirements that specifically address the care of school-age children	Yes
State has requirements on the supervision of school-age children	✓
State has requirements for staff working with school-age children	✓
<p><i>Staff requirements:</i></p> <p>Program director:</p> <ul style="list-style-type: none"> • Have completed 30 or more college quarter credits or combination of one-third clock hours and two-thirds college credits, in early childhood education/child development, elementary education, social work, other child-related field, including, but not limited to, art, music, dance, recreation, physical education, education, home economics, psychology, social services, child development associate (CDA), or nutrition; • Have 2 or more years of successful experience working with school-age children as evidenced by professional references and on-the-job performance; • Have planning, coordination, and supervisory skills to implement a high quality, developmentally appropriate program; and • Have completed one of the following prior to or within the first six months of licensure or employment except as provided in subsection (2)(i) of this section: <ol style="list-style-type: none"> (1) 20 clock hours or 2 college quarter credits of basic training. The Washington state training and registry system (STARS) must approve the training; or (2) Current CDA or equivalent credential or 12 or more college quarter credits in a child development associate sequence; or (3) 45 or more college quarter credits in early childhood education, child development, school-age care, elementary education, special education, or recreation; or (4) An associate of arts (AA) or associate of applied science (AAS) or higher college degree in early childhood education, child development, school-age care, elementary education, special education, or recreation. <p>Site coordinator:</p> <ul style="list-style-type: none"> • Have completed 30 or more college quarter credits or combination of one-third clock hours and two-thirds college credits in early childhood education/child development, elementary education social work, other child-related field including, but not limited to, art, music, dance, relevant to school age children, recreation, physical education, education, music, art, psychology, social services, home economics, CDA, or nutrition; • Have demonstrated knowledge in: <ol style="list-style-type: none"> (1) Behavior management skills specific to school-age children; (2) Program management skills; and (3) School-age child activity planning and coordinating skills. • Have a minimum of 2 years experience working with school-age children, or possess equivalent experience. • Have completed one of the following prior to or within the first 6 months of licensure or 	

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employment:

- (1) 20 clock hours or 2 college quarter credits of initial training. STARS must approve the training; or
- (2) Current CDA or 12 or more college quarter credits in child development, associate sequence;
- (3) 45 or more college quarter credits in early childhood education, child development, school-age care, elementary education, special education, or recreation; or
- (4) An associate of arts (AA) or associate of applied science (AAS) or higher college degree in early childhood education, child development, school-age care, elementary education, special education, or recreation.

Lead school-age child care staff must:

- (a) Be 18 years of age or older;
- (b) Possess a high school education or equivalent;
- (c) Have school-age child development knowledge and experience; and
- (d) Have the ability to implement the activity program.

The **school age child care assistant, volunteer, or trainee** must:

- (a) Be 16 years of age or older; and
- (b) Care for children only under direct supervision.

State has requirements on program/activities specifically for school-age children	✓
State has requirements on equipment/materials specifically for school-age children	✓
State has requirements for the facility related to the care of school-age children	✓

SPECIALIZED CARE – MILDLY ILL CHILDREN (see also [Care of Mildly Ill Children](#))



State has requirements that specifically address the care of children who are mildly ill	No
State has requirements on the supervision of mildly ill children	
State has requirements on program/activities specifically for mildly ill children	
State has requirements on equipment/materials specifically for mildly ill children	
State has requirements for the facility related to the care of mildly ill children	

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SPECIALIZED CARE – EVENING/OVERNIGHT CARE (see also Supervision of Children During Evening/Overnight Care) ↑	
State has requirements that specifically address the care of children during evening/overnight hours	Yes
State has requirements on program/activities specifically for the care of children during evening/overnight hours	✓
State has requirements on equipment/materials specifically for the care of children during evening/overnight hours	✓
State has requirements for the facility related to the care of children during evening/overnight hours	

SPECIALIZED CARE – DROP-IN CARE ↑	
State has requirements that specifically address the care of children in drop-in programs	No
State has requirements on the supervision of children in drop-in programs	
State has requirements on program/activities specifically for children in drop-in programs	
State has requirements for the facility related to the care of children in drop-in programs	
<i>Additional requirements on drop-in care:</i> The following types of programs are EXEMPT: Facilities providing care to children for periods of less than 24 hours whose parents remain on the premises to participate in activities other than employment.	

FACILITY REQUIREMENTS

ENVIRONMENT ↑	
State has requirements about environmental tests of the facility	No
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
State has requirements about environmental inspections	Yes
Requires fire inspections	Required prior to licensure
Requires health inspections	
Requires building code inspections	
<i>Additional requirements:</i> In addition to the requirements of this chapter, you are also responsible for complying with any local building ordinances.	

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SQUARE FOOTAGE ↑	
Number of square feet of indoor space per child	35 square feet
Total amount of square feet for area	N/A
<i>Additional requirements: N/A</i>	
Number of square feet of outdoor space per child	75 square feet
Total amount of square feet for area	N/A
<i>Additional requirements: N/A</i>	
Number of square feet per child, based on age of child	
Per infant	50 square feet
Per toddler	35 square feet
Per preschool-age child	35 square feet
Per school-age child	N/A
<i>Additional requirements: Fifteen additional square feet must be provided for each toddler using a crib or playpen when cribs are located in the sleeping and play area.</i>	

CONDITION OF FACILITY AND EQUIPMENT ↑	
State has requirements on the condition of the indoor area of the building/facility	✓
State has requirements on the condition of the outdoor area of the building/facility	✓
State has requirements on the condition of indoor equipment	✓
State has requirements for child care centers on the condition of outdoor equipment	✓
State has requirements for child care centers on the condition of materials and toys for children	

SAFETY OF FACILITY AND EQUIPMENT ↑	
State has requirements on the safety of indoor equipment	✓
State has requirements on the safety of outdoor equipment	✓
State has requirements on the surfaces under indoor equipment	
State has requirements on the surfaces under outdoor equipment	
<i>Details on state requirements on surfaces under equipment: N/A</i>	
State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch, shear, or crush body tissues	✓

Key:	
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OUTDOOR SPACE ↑	
State requires outdoor space is enclosed/has a fence	Yes
<i>Required height for fence: N/A</i>	
State has requirements on swimming pools	✓
State has requirements to protect children from bodies of water (ponds, lakes, rivers, etc.)	
State has requirements about alternatives to outdoor space	

FIRE SAFETY ↑	
State has requirements on fire safety in child care centers	Yes
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	✓
<i>Time interval for fire drills: monthly</i>	
<i>Additional requirements: N/A</i>	

GENERAL EMERGENCY PLANS ↑	
Center must have a general emergency plan for all emergencies	No
Center must have a general evacuation plan for all emergencies	
State requires centers to conduct drills for all emergencies	
<i>Time interval between drills: N/A</i>	

EMERGENCY PREPAREDNESS ↑	
State has requirements on emergency preparedness	Yes
Centers must have emergency plans/procedures for natural disasters (tornados, hurricanes, earthquakes, other weather conditions)	✓
Centers must have emergency plans/procedures for utility-related problems (blackouts, etc.)	
Centers must have emergency plans/procedures for acts of terrorism	
Centers must perform drills of their emergency preparedness procedures (other than fire)	
<i>Additional requirements: N/A</i>	

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SECURITY	
Centers must have a procedure for accepting children when they enter the center and the release of children when they leave	✓
Centers must have a procedure for signing children in and out when they enter and exit the facility	✓
Centers must keep daily attendance records of children	✓
Centers must have policies on the monitoring of visitors	
Centers must have security/surveillance cameras	
<i>Additional requirements: N/A</i>	

TRANSPORTATION (see also Supervision of Children Transported in Vehicles)	
State has requirements on transporting children in vehicles	Yes
State has requirements about the condition of the vehicle	✓
State has requirements about emergency equipment needed in the vehicle	✓
States has requirements about seating in the vehicle	
State has requirements about vehicle safety restraints for children	✓
<ul style="list-style-type: none"> • State has requirements about seat belts for children 	
<ul style="list-style-type: none"> • State has requirements about car seats/child restraint systems 	✓
State has requirements about the driver of the vehicle	✓
First aid kit must be kept in the vehicle	✓
<i>Additional requirements: Regulations do not specifically mention seat belts or car seats, but say: "You must meet the child passenger restraint system requirements in RCW 46.61.687 when transporting children. Contact your local state patrol office for more information."</i>	

LIABILITY INSURANCE	
State requires centers to have liability insurance	Yes
General liability insurance required	No
<i>Amount of insurance required: N/A</i>	
Professional liability insurance required	No
<i>Amount of insurance required: N/A</i>	
Automobile insurance required	Yes
<i>Amount of insurance required: When transportation is provided by the center for children in care: Either the center owner or the driver must have liability and medical insurance.</i>	
Medical payment insurance required	Yes
<i>Amount of insurance required: When transportation is provided by the center for children in care: Either the center owner or the driver must have liability and medical insurance.</i>	
<i>Other types of insurance required: N/A</i>	
<i>Additional requirements: N/A</i>	

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ADMINISTRATION OF MEDICATION	
↑	
State has requirements on the administration of medication to children	Yes
Centers must obtain permission from parent/guardian to administer medication to a child	✓
Center must obtain written instructions from the parent/guardian or physician on how to administer the medication <i>(Note: "Yes" response can include the instructions on a prescription or medicine container)</i>	✓
Center must maintain records of medications administered to children	✓
<i>Additional requirements: N/A</i>	

MEDICAL PROCEDURES	
↑	
State has requirements on performing medical procedures on children	No
Centers must obtain permission from parent/guardian to perform a medical procedure on a child	
Centers must obtain written instructions from the parent/guardian or physician on how to perform the medical procedure	
Center must maintain records of medical procedures performed on children	
<i>Additional requirements: N/A</i>	

CARE OF MILDLY ILL CHILDREN (see also Specialized Care – Mildly Ill Children)	
↑	
State has requirements on the care of mildly ill children	Yes
Centers can admit a child who is mildly ill	✓
Centers can exclude a child who is mildly ill	✓
<i>Additional requirements: Your health policies and procedures must have information on when you plan to:</i> (a) Require ill children to stay home and for how long; (b) Allow the ill child to return; and (c) Call a parent to pick up their child and how you will care for the child until the parent arrives. You must exclude children and staff with certain symptoms from care.	

INCIDENT REPORTING	
↑	
Centers must report to the licensing agency all serious injuries that occur to children in the program	✓
Centers must keep a record of all serious injuries that occur to children in the program	✓

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Centers must report to the licensing agency all deaths that occur to children in the program	✓
<i>Additional requirements:</i> A death or a serious injury or illness that requires medical treatment or hospitalization of a child in care must be reported by telephone and in writing to the parent, licenser, and child's social worker, if the child has a social worker. When a child becomes ill or injured while in care, center must keep a confidential, individualized, written record in the child's file.	

ADDITIONAL HEALTH REQUIREMENTS ↑	
Centers must have a health consultant	✓
Centers must have a first aid kit	✓
• Requirements specify items that must be in the first aid kit	✓
<i>Additional requirements:</i> Centers licensed to care for four or more infants must have an infant nurse consultant.	

HAND WASHING ↑	
State has requirements on hand washing for staff	Yes
State has requirements for centers that specify when staff must wash their hands	✓
• Center staff must wash their hands after toileting	✓
• Center staff must wash their hands after diapering a child	✓
• Center staff must wash their hands after toileting a child	✓
• Center staff must wash their hands before and/or after preparing, serving, or eating food	✓
• Center staff must wash their hands after attending to an ill child	✓
• Center staff must wash their hands after handling, feeding, or cleaning up after animals	✓
<i>Other times staff must wash their hands:</i> When arriving at work Before and after giving medication After handling bodily fluids After smoking After being outdoors or involved in outdoor play As needed	
State has requirements on the location and/or amount of hand washing facilities for staff	
State has requirements on hand washing for children	Yes
State has requirements for centers that specify when children must wash their hands	✓
• Children must wash their hands after toileting	✓
• Children must wash their hands after diapering	✓
• Children must wash their hands before and/or after eating food	✓
• Children must wash their hands after handling animals	✓

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<i>Other times children must wash their hands:</i> On arrival at the center After outdoor play After touching body fluids (such as blood or after nose blowing or sneezing)	
State has requirements on the location and/or amount of hand washing facilities for children	✓
<i>Additional requirements:</i> N/A	

DIAPERING ↑	
State has requirements on diapering	Yes
State requirements specify when a staff person must change a child's diaper	
Staff person changing diaper must wear gloves	
State has requirements on discarding soiled diapers	✓
Diaper changing table and area must be sanitized after each use	✓
A sink must be available exclusively for the diapering area	
Diapering sink must not be used for food preparation	
<i>Requirements on proximity of sink to diapering area:</i> Diapering area shall be directly adjacent to a sink used for hand washing.	
<i>Additional requirements:</i> N/A	

SMOKING POLICIES ↑	
State has requirements about smoking in centers	Yes
Smoking is not allowed in a child care center	✓
Smoking is not allowed on the grounds of a child care center	
Smoking is not allowed in the presence of children	✓
Smoking is not allowed in areas used for the care of children	
Smoking is not allowed in areas where food is prepared	
Smoking is not allowed in a vehicle while transporting children	✓
Smoking is allowed in a designated area	✓
<i>Additional requirements:</i> Staff, parents, and volunteers must not smoke: (a) Inside the center building; (b) While supervising children outdoors; or (c) In a motor vehicle while transporting children. Staff, parents, and volunteers may smoke outdoors, off the premises and out of view of the children.	

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HAZARDOUS MATERIALS	
State has requirements about the accessibility of hazardous supplies/materials	Yes
Hazardous supplies/materials must be kept out of the reach of children	✓
<i>Additional requirements: N/A</i>	

FIREARMS	
State has requirements about the presence of firearms in the facility	Yes
Firearms are not allowed in child care centers	✓
Firearms are allowed in child care centers, but must be in a locked container or closet	
Firearms are allowed in child care centers, but ammunition must be separate from the firearm	
Center must notify parents of the presence of firearms in the facility	
<i>Additional requirements: N/A</i>	

ANIMALS IN FACILITY	
State has requirements about animals in the facility	Yes
Animals are allowed in child care centers	✓
Certain animals are prohibited in child care centers	
State has requirements about the care and health of animals in child care centers	✓
Centers must notify parents of the presence of animals	✓
<i>Additional requirements: N/A</i>	

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