

Note: Keep in mind that many applicants want to be newly licensed between July and early September. These months are the busiest for persons involved with licensing, so the full 90 days may be necessary to process your application. Contacting DEL in August and hoping to open the beginning of September is not realistic.

Reapplication for License

DEL re-licenses centers every three years. You must submit the renewal application at least 90 days before the current three-year license expires. License renewal involves many of the same steps as a new application. You must re-submit criminal history and background inquiry forms on all staff and volunteers. You must also re-submit requests for any waivers granted during the prior licensing period. DEL will review the request and make a decision.

Major changes to your program may require a new application for license. You should submit the new application at least 90 days before the changes go into effect. Examples of major changes that require a new application include:

- ◆ The center is moving to a new location
- ◆ The person or organization holding the license to operate the center is leaving or selling, including a change of ownership if the owner is the licensee.
- ◆ Extensive remodeling or significant alterations to the physical structure or program.

A license is not transferable to another person, organization, or location.

WAC

WAC 170-295-0070

What personal characteristics do my volunteers, all staff and I need to provide care to children?

- You, your staff and volunteers must have the following personal characteristics in order to operate or work in a child care facility:
 - The understanding, ability, physical health, emotional stability, good judgment and personality suited to meet the physical, intellectual, mental, emotional, and social needs of the children in care;
 - Be qualified by our background inquiry check prior to having unsupervised access to children. To “be qualified” means not having been convicted of, or have charges pending for, crimes posted on the DEL Director’s list of Crimes and Negative Actions. You can find the complete list at <http://www.del.wa.gov/ccel/policy.shtml>. This includes not having committed or been convicted of child abuse or any crime involving harm to another person; and
 - Be able to furnish the child in care with a healthy, safe, nurturing, respectful, supportive, and responsive environment.
- If we decide it is necessary, you must provide to us any additional reports or information regarding you, any assistants, volunteers, members of your household or any other person having access to the child in care if any of those individuals may be unable to meet the requirements in chapter 170-295 WAC. This could include:
 - Sexual deviancy evaluations;
 - Substance abuse evaluations;
 - Psychiatric evaluations; and
 - Medical evaluations.
- Any evaluation requested under the above will be at the expense of the person being evaluated.
- You must give us permission to speak with the evaluator prior to and after the evaluation.

- We investigate staff and volunteers, including accessing criminal histories and law enforcement files.
- We can investigate any other person who has access to a child in care, including accessing criminal history and law enforcement files.

WAC

Individuals who provide quality child care are:

- ◆ Respectful to children, parents, and staff
- ◆ Warm and caring
- ◆ Flexible
- ◆ Honest and ethical
- ◆ Energetic and enthusiastic, cheerful and creative
- ◆ Patient and calm, and
- ◆ Accepting of diversity and inclusive in their practices.



Best practice is to hire staff members with diverse backgrounds who reflect the diversity of the children and your community.

Protecting children

For the safety of the children in your care, DEL requires that all volunteers and staff be qualified by a DEL background inquiry check prior to having unsupervised access to children. Background Authorization forms must be submitted within 7 days of the individual's start day with the facility. Individuals may not be left alone at any time with children until the facility has received their cleared Background Authorization form notification from DEL.

WAC

WAC 170-295-0080

How is my licensed capacity determined?

- Maximum allowable capacity of your center is determined based on useable square footage and available toilets and sinks. The licensed capacity (the number of children you are allowed to have in your center at any one time) may be less than the maximum capacity, but not exceed it. The licensed capacity is based on DEL's evaluation of the program, the ages and characteristics of the children, the experience of the staff, and usable floor space.
- You must have:
 - Fifty square feet of useable floor space per infant (includes crib, playpen, infant bed and bassinets)
 - Thirty-five square feet of useable floor space for each toddler or older child that is dedicated to the children during child care hours, and
 - 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.
- The areas included in your square footage must be available at all times for the children. The following areas will not be included in determining the useable square footage for each child:
 - Food preparation areas of the kitchen
 - Laundry areas
 - All bath, toilet rooms and handwashing areas
 - Hallways, diaper changing areas (includes the changing table, sink and twenty-four inches of floor space around the changing table and sink), stairways, closets, offices, staff rooms, lockers and custodial areas
 - Furnace rooms, hot water heater rooms, storage rooms, or mop sink rooms, and
 - Cabinets, storage and fixed shelving spaces unless accessible to and used by children (for example, cubbies, shelves for storing toys and puzzles, bookshelves, etc., would be included, a teacher's desk would not be included). If the children do not have access to their cubbies or toy storage areas, they are not included in the square footage.