



When there is a change in services you offer, make sure to include Resource and Referral in the list of agencies you notify.

Reporting of Circumstantial Changes

You must keep DEL informed about major changes in your program or facility. Some changes you know about and plan in advance, such as a change of ownership or a remodeling project. Part of planning ahead is consulting with your licensor and health specialist so they can advise you about requirements.

You have no control over changes such as a fire or death. You must promptly report such events to your licensor so they can advise you whether care can continue or an adjustment of your license is necessary.

You must report a change in director and/or program supervisor. The new staff person will need to submit three reference letters, their resume, and their education transcript. The licensor will need to review their information to ensure they meet the qualifications.

Your license will need to be amended when you:

- ◆ Change the center's legal name
- ◆ Change the age ranges of the children in your center, or
- ◆ Add a new category of care, such as adding infants or school-age children

The center will need to submit a new licensing application if the center is:

- ◆ Moving to a new location, or
- ◆ Replacing the person or organization officially recognized as the licensee by DEL. This includes a change of ownership.

Contact your licensor in advance if there is structural damage or if you are adding a new classroom or space in your current facility. New licensing, health and fire inspections must occur in these circumstances.

Note: When there is a change in services you offer, make sure to include Resource and Referral in the list of agencies you notify. The referrals they make to your business are only as good as the information you provide to them.

WAC

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What am I required to post in the center?

You must post the following items so that they are clearly visible to the parents and staff:

- The center's child care license issued under this chapter
- A schedule of regular duty hours with the names of staff
- A typical activity schedule, including operating hours and scheduled mealtimes
- Meal and snack menus for the month
- Fire safety record and evacuation plans and procedures, including a diagram of exiting routes
- Emergency telephone numbers near the telephone.
- Nondiscrimination poster
- For the staff, you must post:
 - Dietary restrictions and nutrition requirements for particular children
 - Handwashing practices
 - Diaper changing procedures, if applicable
 - Disaster preparedness plan, and
 - Center policies and procedures.
- You must post a notification advising parents that you are required to keep the following licensing information available on site for their review:
 - Copies of the most recent child care center checklist for licensing renewal and facility licensing compliance agreement for any deficiencies noted, and

- Copies of the most recent child care center's monitoring checklist and facility licensing compliance agreement for any deficiencies noted

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Emergency phone numbers must be clearly visible by the phone. Telephone numbers you either must or might want to include are listed below:

- ◆ The center's telephone number and address
- ◆ 911 (if your area is not covered by 911, you should post numbers for your local police, fire department, and emergency medical response service)
- ◆ Director's contact number when out of the center
- ◆ Back up staff person's name, telephone number, and address (if only one person opens or closes the center)
- ◆ Poison Control
- ◆ Your nurse consultant, if you have one
- ◆ Your licensor and DEL health specialist
- ◆ Child Protective Services
- ◆ Designated emergency hospital
- ◆ The local health department
- ◆ Animal Control, and
- ◆ Resource and Referral.

You are also required to post a notice to parents that copies of the most recent child care center licensing records are available upon request. These include monitoring and renewal checklists and all compliance agreements. This notice should be posted in a place where parents can easily see it.