

PROCEDURE

Cancels: 10.1.5.T Responding to Emergent Situations After Hours

See also: POL 10.1.5; RCW 43.216; 110-300; 110-301

Approved by: Travis Hansen

PRO 10.1.5 RESPONDING TO CHILD CARE LICENSING EMERGENT SITUATIONS AFTER HOURS

Action by:

Action:

On-Call Staff

1. **Receives** notice from DCYF's Intake staff after business hours of intake that presents imminent danger or harm to children.
2. **Communicates** with Licensing Division/Child Protective Services (LD/CPS) staff to determine risk to children.

2a. If no immediate action is needed, **skips** to **step 5**.

2b. If immediate action is needed, **discusses** plan with LD/CPS and Area Administrator (AA) or designee.

AA or Designee

3. **Suggests** action plan and **communicates** to on-call staff.

On-Call Staff

4. **Proposes** action plan to early learning or school-age provider.

4a. If plan is refused or is not an option, **discusses** with provider the option to voluntarily close until further notice.

4b. If provider refuses all options, **staffs** enforcement action with assigned Supervisor, AA or designee.

5. **Documents** a provider note in WA Compass and **communicates** with assigned Supervisor within 1 business day.