



STATE OF WASHINGTON  
DEPARTMENT OF EARLY LEARNING

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October 30, 2009

Dear Child Care Providers:

Greetings from the Department of Early Learning (DEL)! Thank you for the work that you do every day with children to create a healthy and safe environment for them to learn and grow in.

As part of that work, we want to remind you of the importance of conducting background checks within seven days on all employees who have contact with children. Here at DEL, we are working on changing the way that we process background checks so that the quality and speed of the background check is improved. We will notify you when that change will occur. It will probably be at the beginning of 2010. As always, please speak with your DEL licensor if you have questions or want more information.

**What are the background clearance requirements for licensed child care?**

Chapter 170-06 WAC are the regulations regarding background checks for anyone authorized to care for or have unsupervised access to children in child care facilities. You can find them online at: <http://apps.leg.wa.gov/WAC/default.aspx?cite=170-06>

**According to WAC 170-06-0040, the timeframe for submitting a background check is:**

- (4) The licensee or certified facility must submit the background check form to the department within seven days of the staff, assistant, volunteer, intern or contracted provider's first day of employment, date the person moves on the premises or turns sixteen years old, as applicable.
- (5) An individual shall not have unsupervised access to children in child care unless he or she has obtained a DEL authorization under this chapter.
- (6) Agencies, licensees and facilities shall not permit any individual to care for or have unsupervised access to children in child care, unless the individual has been authorized by DEL to care for or have unsupervised access to children in child care.

Sincerely,

A handwritten signature in blue ink that reads "Lynne Shanafelt".

Lynne Shanafelt, Assistant Director  
Provider Partnerships Division

