

WAC 110-302-0015 ONB program managers' simultaneous absence.

(1) Licensees must have written plans for when the director, program director, assistant director, site director, and program supervisor will be simultaneously absent but the ONB program remains open for the care of children. If the director, program director, assistant director, site director, and program supervisor are simultaneously absent for more than 10 consecutive operating days, ONB providers must submit written notifications to the department and each child's parent or guardian at least two business days prior to the planned absence.

(2) A written notification under this section must include the following information:

(a) The time period of the absence;

(b) Emergency contact information for the absent ONB provider;
and

(c) A written plan for ONB program staff to follow that includes:

(i) A staffing plan that meets child-to-staff ratios;

(ii) Identification of a lead teacher to be present and in charge;

(iii) ONB staff roles and responsibilities;

(iv) How each child's needs will be met during the absence; and

(v) The responsibility for meeting licensing requirements.

(3) If an ONB provider or staff fails to comply with one or more of the requirements described in this section, during an absence, an ONB provider must:

(a) Retrain ONB program staff on the standards documented on the inspection report; and

(b) Document when the retraining occurred.

[Statutory Authority: RCW 43.216.742. WSR 23-10-059, § 110-302-0015, filed 5/1/23, effective 6/1/23.]