

## School-Age Only Child Care WAC Updates 2019 Child Care Staff Feedback Suggestions

### *Overview*

The Washington State Department of Children, Youth, and Families (DCYF) is working with School's Out Washington (SOWA) to develop and implement a re-write recommendation process for School-Age Only Child Care (SACC WACs) regulations (WAC 110-305) also known as Washington Administrative Codes (WACs). The intent is to improve these regulations so that they reflect best-practices for working with school-age children, support quality learning environments, and align with the business of school-age child care. At the end of this work, SOWA will deliver a set of recommended updates to the SACC WACs.

The process will include a robust stakeholder engagement process incorporating in-person facilitated discussions along with an online survey. The recommendations will only focus on School-Age Child Care licensing under Chapter 110-305 of the Washington Administrative Code. This will not impact any other types of licensing or programs eligible to participate in Early Achievers.

#### *I. Why Collect Feedback from Staff and Whom to Include*

In order to collect as much information as possible to inform revised regulations and avoid blind spots, it's critical to hear from a variety of child care stakeholders. Within a SACC program, there may be different challenges and solutions based on position such as the director, lead teacher, etc. While we still encourage individual staff to complete online surveys, we understand that time is a precious resource and it might be easier to submit collective feedback by program. Additionally, a conversation with a program's full staff also can empower staff and allow time for reflection of the work. Again, we encourage all staff within a program to participate.

#### *II. Prep Work and Discussion Format Suggestions*

A few suggestions for a staff discussion on regulatory challenges and solutions below. *Note: don't worry about other federal or state laws governing a particular regulation. We will use this information to provide recommendations on regulatory and statutory changes.*

1. Decide who should facilitate the discussion and consider power dynamics in the room. The Executive Director may or may not be the best facilitator and may actually be better as a participant. Ensure any facilitator can put aside their opinions during discussions.
2. Choose a day and time when most staff can be present. Allow for an hour and half if possible.
3. Choose a note taker and take notes on a computer to help with inputting information on the online survey.
4. Review the survey questions and decide the discussion format. Providing an overview of this recommendation process will help staff have an idea of why they are providing feedback. Below are possible discussion options:
  - a. By Topic Area – there will be six topic areas on the survey (*Safety-Health-Nutrition; Program; Staffing; Environment; General Licensing*). You could set aside about 15-20 minutes for each section and identify challenges and solutions relating to that topic area. Some areas will take more time, some less.

- b. Open Discussion – this option will likely solicit some of the greatest challenges and would provide more time for solutions. However, some of the more minor issues may get missed. Starting with a question such as ‘*What are some challenges with current regulations and monitoring?*’ can help get the conversation going. Ensure that solutions to any given challenge are also a part of the discussion and notes.
- c. Full Survey – once the survey is released, the discussion could include a question by question discussion. This would of course help with providing feedback to SOWA and DCYF, but would also be the most time consuming. If you have time for this, then it would be a great option. However, we know how busy programs are and how limited time there is for staff discussion such as this.

### *III. Submitting Suggestions/Feedback*

Due to time and staffing limitations at DCYF and SOWA – we will only be accepting feedback via the online survey and the in-person convenings. The dates, locations, and links are provided on the SOWA website: <https://www.schoolsoutwashington.org/pages/school-age-only-child-care-regulations-updates>. You may submit one survey entry on behalf of your organization or staff can input individually. If you have any questions or thoughts about this, please do not hesitate to contact David Beard at [dbeard@schoolsoutwashington.org](mailto:dbeard@schoolsoutwashington.org).

### *IV. Updating Staff*

Keep staff updated of feedback submission, DCYF Rulemaking, and final changes to the WACs is advised so staff can stay abreast of the recommendation process and know that their voice is valued. This could happen via email, memo, or in a staff meeting. SOWA will keep the WAC Re-Write list updated throughout the process until final WACs are adopted and implementation activities (such as trainings) are complete. If you’re not already receiving updates to your email, you can sign up here <https://sowa.wufoo.com/forms/m14bnvey1fo93jw/> or follow SOWA on Twitter, Facebook or Instagram (@SchoolsOutWA).

### *Questions or Concerns*

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