

Minimum Standards for Child-Care Centers **Personnel**

Child-Care Center Director

§746.1001

Who is the child-care center director?

Subchapter D, Personnel
Division 1, Child-Care Center Director
09/01/03

The child-care center director is the adult you designate to have the daily, on-site responsibility for the operation of the child-care center, including maintaining compliance with the minimum standards and Licensing laws.

The director of a child-care center plays a crucial role in ensuring the smooth day-to-day operation of the child-care center. A director serves two important functions: To balance business concerns with what's good for children and to provide leadership and direction to the caregivers responsible for providing safe and healthy care for the children.

§746.1003

What are the director's responsibilities while at the child-care center?

Subchapter D, Personnel
Division 1, Child-Care Center Director
09/01/03

Your child-care center director must ensure:

- (1) The child-care center's daily operation is administered in compliance with the minimum standards specified in this chapter;
- (2) All employees comply with the minimum standards;
- (3) All employees have assignments that match their skills, abilities, and training;
- (4) All employees are supervised. Supervision includes, but is not limited to, knowing what the employees are doing and ensuring that they fulfill their assignments and responsibilities;
- (5) Caregivers are not regularly scheduled for more than ten hours of direct child care during a 24-hour period; and
- (6) Qualified substitutes are called as necessary to meet minimum standards.

Working with children is physically and emotionally demanding work requiring patience and energy. After long hours, caregivers are less likely to be understanding of children's behaviors and may be more likely to physically and verbally abuse or neglect them. A ten-hour limit on caregivers working directly with children will help prevent the problems that arise when exhausted caregivers attempt to cope with groups of children.

Employee absences cannot be predicted. Substitutes are difficult to find, especially at the last minute. A director can be prepared for these times by having substitute caregivers available to ensure minimum child/caregiver ratios and adequate supervision are maintained.

Texas Department of Family and Protective Services 23 Personnel Minimum Standards for Child-Care Centers

Extracted from the Texas DFPS Child Care Minimum Standards Handbook

http://www.dfps.state.tx.us/Documents/Child_Care/Child_Care_Standards_and_Regulations/Centers746.pdf

§746.1005

If I operate after-school care programs at multiple locations, must I designate a director for each child-care center?

*Subchapter D, Personnel
Division 1, Child-Care Center Director
09/01/03*

You must have:

- (1) One child-care center director to direct five or fewer child-care centers. The director must appoint a caregiver to be in charge of each center in the director's absence who meets the qualifications in §746.1105 of this title (relating to What minimum qualifications must each of my child-care center employees meet?) and §746.1107 of this title (relating to What additional minimum qualifications must each of my caregivers meet?); or
- (2) One child-care center director to direct more than five after school care programs as long as the director is able to fulfill the responsibilities of a child-care center director. The director must designate a caregiver to be in charge of each center in the director's absence that meets the director qualifications specified in §746.1017 of this title (relating to What qualifications must the director of my child-care center licensed for 12 or fewer children meet?).

§746.1007

May I be the director of my own child-care center?

*Subchapter D, Personnel
Division 1, Child-Care Center Director
09/01/03*

Yes. You may be both the director and permit holder of a child-care center if you meet all of the required qualifications and are able to fulfill the responsibilities of a child-care center director.

§746.1009

May I have more than one director for my child-care center?

*Subchapter D, Personnel
Division 1, Child-Care Center Director
09/01/03*

Yes. You may designate more than one director for your child-care center; however, each director must meet the qualifications specified in this division and receive a written job description that includes job responsibilities.

*Texas Department of Family and Protective Services 24 Minimum Standards for Child-Care Centers
Personnel*

Extracted from the Texas DFPS Child Care Minimum Standards Handbook

http://www.dfps.state.tx.us/Documents/Child_Care/Child_Care_Standards_and_Regulations/Centers746.pdf

§746.1011

Must my director be at my child-care center during all hours of operation?

*Subchapter D, Personnel
Division 1, Child-Care Center Director
09/01/03*

(a) No; however, your director must routinely be present during hours of operation to ensure the child-care center complies with all minimum standards.

(b) If a director is designated to direct more than one child-care center, the director must ensure that each child-care center complies with the minimum standards.

The accessibility of the director is fundamental to a well-run child-care center. According to the American Academy of Pediatrics (AAP), the well-being of the children, the confidence of the parents of children in care, and the support, guidance and professional growth of the employees depends largely upon the knowledge, skills and dependable presence of a director.

§746.1013

Must someone else be designated to be in charge of my child-care center in my director's absence?

*Subchapter D, Personnel
Division 1, Child-Care Center Director
09/01/03*

(a) Yes. Anytime your director is away from the child-care center during hours of operation, you or your director must designate a qualified caregiver or director to be in charge of the child-care center. Designated individuals must:

(1) Know they are in charge and for how long;

(2) Know their responsibilities while in charge;

(3) Have access to all essential information to communicate with parents and state and local authorities as needed; and

(4) Have the authority to direct the child-care center in compliance with minimum standards.

(b) If the director must be absent for an extended period of time for any reason, you must name someone who meets director qualifications to serve during the director's absence and you must report the name of the temporary director to Licensing.

(c) You or your director must ensure that all other employees know who is in charge in the director's absence.

Texas Department of Family and Protective Services 25 Personnel Minimum Standards for Child-Care Centers

Extracted from the Texas DFPS Child Care Minimum Standards Handbook

http://www.dfps.state.tx.us/Documents/Child_Care/Child_Care_Standards_and_Regulations/Centers746.pdf

§746.1015

What qualifications must the director of my child-care center licensed for 13 or more children meet?

*Subchapter D, Personnel
Division 1, Child-Care Center Director
09/01/03*

(a) Except as otherwise provided in this division, the director of a child-care center licensed for 13 or more children must be at least 21 years of age, have a high school diploma or its equivalent, and meet one of the following combinations of education and experience, as defined in §746.1021 of this title (relating to What constitutes experience in a licensed child-care center, or in a licensed or registered child-care home?):

Education	Experience
(1) A bachelor's degree with 12 college credit hours in child development and six college credit hours in business management,	and at least one year of experience in a licensed child-care center;
(2) An associate's of applied science degree in child development or a closely related field with six college credit hours in child development and six college credit hours in business management. A "closely related field" is any educational instruction pertaining to the growth, development, physical or mental care, or education of children ages birth through 13 years,	and at least two years of experience in a licensed child-care center;
(3) Sixty college credit hours with nine college credit hours in child development and six college credit hours in business management,	and at least two years of experience in a licensed child-care center;
(4) A child-care administrator's certificate from a community college with at least 15 college credit hours in child development and three college credit hours in business management,	and at least two years of experience in a licensed child-care center;
(5) A Child Development Associate credential or Certified Child-Care Professional credential with six college credit hours in business management,	and at least two years of experience in a licensed child-care center;
(6) A day-care administrator's credential issued by a professional organization or educational institution and approved by Licensing based on criteria specified in Subchapter P of Chapter 745 of this title, (relating to Day-Care Administrator's Credential Program),	and at least two years of experience in a licensed child-care center; or
(7) Nine college credit hours in child development and nine college credit hours in business management,	and at least three years of experience in a licensed child-care center.