

## **101215.1 Child Care Center Director Qualifications and Duties**

### **(a)**

In addition to Section 101215, the following shall apply:

### **(b)**

Each combination center and each single license center shall have at least one director. (1) Only one director shall be required in a combination center.

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### **(c)**

The child care center director shall be responsible for the operation of the center, for compliance with regulations, and for communications with the Department; and has the authority to acknowledge receipt of deficiency notices and to correct deficiencies that constitute immediate threats to children's health and safety. (1)

There shall be a clear written statement of the administrative responsibility and authority delegated to the child care center director. (A) A copy of this written statement shall be given to the child care center director and shall be made available to the Department upon request.

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**(d)**

The child care center director, or the substitute director as specified in (f) below, shall be on the premises during the hours the center is in operation. (1) The child care center director shall not accept outside employment that interferes with the duties specified in this chapter.

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**(e)**

A child care center that offers an evening and/or nighttime program shall employ a director for each such program, as well as for the day program.

**(f)**

When the child care center director is absent from the center, arrangements shall be made for a fully qualified teacher as specified in Section 101216.1(c) to act as a substitute. This substitute child care center director shall be aware of center operations, including total enrollment; shall be trained in program operation; and shall be designated as an authorized person to correct operational deficiencies that constitute immediate threats to children's health and safety. (1) If the child care center director is absent for more than 30 consecutive calendar days, the substitute director shall meet the qualifications of a director.

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**(g)**

A licensee who is responsible for two or more centers may serve as the child care center director of one of the centers provided that he/she meets the qualifications specified in (h) below, or may serve as the executive director of all of the centers provided that a qualified child care center director is employed for each individual center.

**(h)**

Child care center directors shall have completed one of the following prior to employment: (1) High school graduation or GED; completion, with passing grades, of 15 semester or equivalent quarter units as specified in (h)(1)(A) and (h)(1)(B) below at an accredited or approved college or university; and at least four years of teaching experience in a licensed child care center or comparable group child care program. (A) Three of the 15 units required in (h)(1) above shall be in administration or staff relations. (B) Twelve of the 15 units required in (h)(1) above shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum. (2) An associate of arts degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development; and at least two years of teaching experience in a licensed child care center or comparable group child care program. (A) Three semester or equivalent quarter units shall be in administration or staff relations. (3) A bachelor's degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development; and at least one year of teaching experience in a licensed child care

center or comparable group child care program. (A) Three semester or equivalent quarter units shall be in administration or staff relations. (4) A Child Development Site Supervisor Permit or a Child Development Program Director Permit issued by the California Commission on Teacher Credentialing.

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High school graduation or GED; completion, with passing grades, of 15 semester or equivalent quarter units as specified in (h)(1)(A) and (h)(1)(B) below at an accredited or approved college or university; and at least four years of teaching experience in a licensed child care center or comparable group child care program. (A) Three of the 15 units required in (h)(1) above shall be in administration or staff relations. (B) Twelve of the 15 units required in (h)(1) above shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum.

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Three of the 15 units required in (h)(1) above shall be in administration or staff relations.

**(B)**

Twelve of the 15 units required in (h)(1) above shall include courses that cover the general areas of child growth and development, or human growth and development; child, family and community, or child and family; and program/curriculum.

**(2)**

An associate of arts degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development; and at least two years of teaching experience in a licensed child care center or comparable group child care program. (A) Three semester or equivalent quarter units shall be in administration or staff relations.

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**(3)**

A bachelor's degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development; and at least one year of teaching experience in a licensed child care center or comparable group child care program. (A) Three semester or equivalent quarter units shall be in administration or staff relations.

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**(4)**

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**(i)**

Approved schools, colleges or universities, including correspondence courses offered by the same, means those approved/authorized by the U.S. Department of Education, Office of Postsecondary Education, or by the California Department of Consumer Affairs, Bureau for Private Postsecondary and Vocational Education.

**(j)**

Accredited schools, colleges or universities, including correspondence courses offered by the same, means those accredited by any one of the following recognized accrediting agencies: (1) Accrediting Commission, Distance Education and Training Council. (2) Western Association of Schools and Colleges. (3) Accrediting Bureau of Health Education Schools. (4) Association of Independent Colleges and Schools. (5) National Association of Trade and Technical Schools.

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**(2)**

Western Association of Schools and Colleges.

**(3)**

Accrediting Bureau of Health Education Schools.

**(4)**

Association of Independent Colleges and Schools.

**(5)**

National Association of Trade and Technical Schools.

**(k)**

Units earned through correspondence courses from approved or accredited schools, colleges or universities shall be accepted for meeting educational requirements as specified in (h) above.

**(l)**

Each year of experience required in (h)(1), (h)(2) or (h)(3) above shall be verified as having been performed satisfactorily, at least three hours per day for a minimum of 100 days in a calendar year, as a teacher under the supervision of a person who would qualify as a director under this chapter.

**(m)**

A child care center director shall complete 16 hours of health and safety training if necessary pursuant to Health and Safety Code Section 1596.866.