



Large Group and School Age Child Care Licensing

POLICY STATEMENT: Shared Administrative Staffing

Large Group and School Age Child Care licensing regulations provide that administrative duties in Large Group programs may be shared by two people. One plan for shared administration happens when responsibilities are shared between an EEC qualified administrator and an unqualified person. The second plan for shared administration happens when responsibilities are shared between two EEC qualified administrators. No variance of licensing regulations will be required when an administrative plan that meets the criteria outlined below is submitted and approved.

Sharing Administrative Responsibilities- Qualified and Unqualified Staff

Large Group programs may choose to divide the administrative duties between one qualified person and a person who is not qualified as an administrator. In this case the following limitation may apply:

- The qualified administrator must be on the premises at least full time during the hours that the program is in operation.
- The qualified administrator must be non-teaching for at least half of the required non-teaching administrative time (if any). They may be teaching and on the premises the other half of the time.
- Any remaining administrative time may be fulfilled by a person who is not qualified as an administrator. This person must be on the premises during this time.
- The qualified administrator must be responsible for development and maintenance of the early childhood education program of the center as required by child care licensing regulations.
- The role of the unqualified administrator is limited to areas such as business management and record-keeping.
- The programs' administrative plan must reflect an appropriate division of responsibilities as required by child care licensing regulations.

Sharing Administrative Responsibilities - Two EEC Qualified Administrators

Large Group programs may choose to divide administrative duties between two EEC qualified administrators, neither of whom is on the premises full time while the program is in operation. This may be done when the program is divided into two distinct sessions, either morning or afternoon, or separate groups on separate days of the week. In that case, the following limitations apply:

- Regular (at least weekly) meetings between the administrators are held and documented to assure consistency in the operation of the center.
- The sessions offered are distinct in that the children are enrolled in only one session with no overlap.
- Each administrator is on the premises full time during operation of the session for which s/he has responsibility (either morning or afternoon, or specified days during the week).

Sharing Lead Teacher Responsibilities

Licensing regulations require that Large Group programs have at least one full time staff member on the premises who is lead teacher qualified for each age group. In some programs, the EEC qualified administrator is lead teacher qualified for one age group, but not the other. In that case, a lead teacher qualified person must share administrative responsibilities with the EEC qualified administrator, and must also share the required non-teaching administrative hours (if any). Each person will be responsible for the development and maintenance of the early childhood program for the component for which she is lead teacher qualified.