

**Small Group, Large Group and School Age Child Care Licensing**

**POLICY STATEMENT: Definition of Full Time**

For purposes of determining administrative requirements, "full-time" for programs operating less than seven hours per day shall mean all the hours the program is in operation. For programs operating more than seven hours per day, "full time" shall be based on the program’s definition of "full-time" for employment purposes, but not less than 35 hours per week. A qualified administrator must be on the premises while the program is open, but not necessarily **all** of the hours that the program is open. When the qualified administrator is absent from the program, an administrative designee must be on the premises whenever children are in care.

Administrative requirements for programs that operate more than five days per week or more than twelve hours per day will be determined on an individual basis by the licensor in collaboration with the licensing supervisor