

TO: Child Care Licensing Supervisors
Child Care Licensing Specialists

FROM: Devon Conover, Public Health Services Manager

DATE: 11/02/01

RE: Interim Plans for Head Teachers
Memo of Direction

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Sec, 19a-79-4a(c)(1) of the Public Health Code requires that a designated head teacher shall be on site for 60% of the time the child day care center is in operation on a weekly basis.

Sec. 19a-79-3a(c)(1)(A) and (B) address notification of personnel changes. Changes in personnel must be reported within 5 business days after the change. If the change is for a head teacher, a plan for interim coverage shall be submitted to the Department. A qualified head teacher or a plan approved by the Commissioner must be in place within 30 days of change of a qualified head teacher.

In consultation with the Child Day Care Council, the following criteria have been developed for an acceptable interim plan for a head teacher. (Note: This applies to licensed facilities only. New programs must have an approved head teacher prior to approval for licensure.):

1. The plan must identify the facility's approved education consultant and provide a detailed description of **an expanded role for the education consultant** until an approved head teacher is in place. This should include a revised contract with the education consultant, a copy of which must be submitted to the Department. This plan must include when and how often the consultant will visit the program (minimum weekly), and what the consultant's role will be, including but not limited to:
 - reviewing and developing policies and procedures and seeing that they are implemented,
 - reviewing program practices for compliance with regulatory requirements,
 - reviewing and assisting in the development of daily plans,
 - reviewing past practices and plans and making recommendations for improvements in relation to developmentally appropriate practice,
 - providing staff development and support,
 - addressing parental concerns,
 - preparing regular written reports assessing the program with recommendations for improvement, and
 - following up to assure the recommendations are implemented.

2. The plan must show a **commitment to recruit and hire** a qualified head teacher as quickly as possible. The program must be able to document continuing efforts to recruit qualified applicants through a variety of mechanisms which may include, but are not limited to:
 - classified advertising,
 - contact with professional organizations (that may be able to advise the program about marketing techniques, appropriate salary ranges and benefit packages),
 - job postings at colleges with programs in early care and education,
 - contact with the Department of Labor.

The plan may include the continuing education or experience efforts of a current staff member(s) to meet the qualifications; however, this does not replace the need for the program to hire a qualified head teacher as quickly as possible.

3. The plan must include **time frames** for submitting evidence of progress toward compliance with the regulations referenced above to the Department. A plan, if deemed appropriate, would be approved for an initial three-month period.
4. If a program does not comply with its approved plan, and/or shows a lack of progress toward hiring a qualified head teacher, an office meeting will be scheduled with the licensee to discuss the status of the program and the plan. A directed corrective action plan will be developed with the program with requirements to assist the program in meeting the head teacher requirement. The plan may be extended for an additional three months.
5. If the program is still not successful in hiring a qualified head teacher or making **substantial** progress toward qualifying a staff member to be approved as a head teacher after 6 months, the Department will begin the enforcement process, which may include entering into a consent order with the program.