Dual-Role Directors
Group Child Care

October 17, 2013

Beginning January 1, 2013, the following rules will apply in regard to persons listed as the Director in the Registry Program Profile for licensed group programs:

- Programs licensed for *31 or more children* (regardless of the full or part-time nature of the program) may not list one person in both the Director and Lead Teacher roles in the Registry Program Profile.

- Programs licensed for *30 or fewer children* may, in the following limited circumstances, have a Director who also is listed as a Lead Teacher in the Program Profile:
  o **To be eligible to earn 3 Stars:** The person in the dual-role has 25% of the time the program is open devoted to the responsibilities of the Director AND child to staff ratios must follow licensing requirements for licensed group centers. The dual-role Director must also meet the educational qualifications for a 3 Star rating. For example, if the program is open 40 hours per week, the person in the dual-role would have to be in the Director role for 10 hours per week.
  o **To be eligible to earn 4 Stars:** The person in the dual-role has 37.5% of the time the program is open devoted to the responsibilities of the Director AND child to staff ratios must follow licensing requirements for licensed group centers. The dual-role Director must also meet the educational qualifications for a 4 Star rating. For example, if the program is open 40 hours per week, the person in the dual-role would have to be in the Director role for 15 hours per week.

- **To be eligible to earn 5 Stars**: A full-time dedicated Director must be in place, who meets the educational qualifications for a 5 Star rating.

- To verify this indicator, the program may be asked to provide schedules, pay stubs, timesheets, job descriptions, employee handbooks and/or employment policy and procedure documentation.

The hours mentioned above are based upon a program operating at least 40 hours per week. If the program is open fewer than 40 hours per week, the hours should be pro-rated.