



Dual-Role Directors School-Age Care

October 17, 2013

Beginning January 1, 2013, the following rules will apply in regard to persons listed as the Site Supervisor/Coordinator/Director/Administrator in the Registry Program Profile for school-age only program:

- Sites licensed** for 51 or more children (regardless of the full or part-time nature of the program) may not list one person in both the Site Supervisor and the Group Leader roles in the Registry Program Profile.
- School-age sites licensed for 50 or fewer children may, in the following limited circumstances, have a Site Supervisor who also is listed as a Group Leader in the Program Profile:
 - **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 Site Supervisor AND child to staff ratios must follow licensing requirements for licensed group centers. The dual-role Site Supervisor 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 Site Supervisor role for 10 hours per week.
 - **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 Site Supervisor AND child to staff ratios must follow licensing requirements for licensed group centers. The dual-role Site Supervisor 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 Site Supervisor role for 15 hours per week.
- **To be eligible to earn 5 Stars:** A full-time dedicated Site Supervisor 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.

**Note on Staffing of School-Age Programs: If a site is not licensed or certified, then the TC will look at the enrollment of the program instead of the license capacity.

For the purposes of YoungStar, the maximum ratios of staff to children and the size of a “group” will be based upon licensing rules governing these areas. See below.

Ratios and Group Sizes for School-Age Children

Age of Children	Ratio of Staff to Child	Maximum Group Size
3-4	1:10	20
4-5	1:13	24
5-6	1:17	34
6 and older	1:18	36