

<b>OCFP</b> <b>Office</b> <b>of Child and</b> <b>Family</b> <b>Policy</b>	<b>Department of Children and Family Services</b>	
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	<b>Key Words: Center Director, Multi-site School-age Program, School-age Site Coordinator, 89 IAC 407, Day Care Centers.</b>	
	<b>Approved by:</b>	

### **Interpretation**

**Question:** 1) **In a multi-site school-age program, does the school-age site coordinator act in place of the school-age director when the director is not on site?**

2) **When the school-age director of a multi-site school-age program is on vacation, can the school age site coordinator act as director or does the facility need a director-qualified person to assume the position of director?**

**Applicable To:** **Licensed Day Care Centers**

**Policy Citation:** **Section 407.2 Definitions**

"School-age director" means a person designated by the governing body to assume full administrative responsibility for the ongoing operation of one or more sites (not to exceed six) and who meets the qualifications for a child care director as outlined in Section 407.130.

"School-age site coordinator" means a person responsible for implementing curriculum and ensuring that licensing standards are met at the site of a school-age program serving a maximum of 50 children and that is overseen by a school-age director responsible for multiple sites.

**Section 407.90                      Staffing Structure**

c) Multi-site school-age programs, with a maximum daily enrollment of 50 children per site, may use a two-tier administrative structure consisting of a school-age director responsible for multiple school-age sites and school-age site coordinators responsible for each school-age site. The school-age director may be responsible for up to six different school-age sites, each of which is under the direct supervision of a school-age site coordinator. When the school-age director is responsible for four to six sites, he or she shall not have any additional programmatic or administrative responsibilities for other sites or programs. The division

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of responsibilities between the school-age director and the on-site coordinator shall be documented.

**Section 407.130            Qualifications for Child Care Director**

- a) Day care centers licensed for more than 50 children shall employ a full-time child care director to be on site in a non-teaching capacity.
- j) A staff member who meets the qualifications for a day care center director shall be designated to assume decision-making responsibility whenever the child care director is off site. A record of employees who meet the qualifications for director and who have been designated to assume decision-making responsibility in the director's absence shall be kept at the site.

(Source: Added at 22 Ill. Reg. 1728, effective January 1, 1998)

**Discussion:**

Day care center rules allow a two-tier administration structure for multi-site school-age programs where the school-age director of a multi-site school-age program may be responsible for up to six different school-age sites. The director continues to have the responsibility to ensure that all school-sites comply with the licensing standards for day care centers. The school-age site coordinator, who may not qualify to be a director, has responsibility for each school-age site and is to be on site when the director is not.

In a single site school-age program where there is a director per center, a staff member who meets the qualifications for a day care center director must be designated to assume decision-making responsibility whenever the child care director is off site.

Whenever a director of a multi-site school-age program is on vacation or otherwise absent, a staff member who meets the qualifications for a day care center director must be designated to assume decision-making responsibility for the sites.

**Response:**

**1) The school-age site coordinator does not act as director in place of the multi-site school-age director when this person is not on site. The director continues to have the responsibility of the day to day operation of all sites. The school-age site coordinator has responsibility for the site.**

**2) Whenever a director of a multi-site school-age program is on vacation or otherwise absent, the program must have a staff member who meets the qualifications of a director to function as director.**