

Interim Plans for Head Teachers

Sec. 19a-79-4a(c)(1) of the Regulations requires that a designated head teacher shall be on site for 60% of the time the child care center or group child care home 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 Agency. 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.

The following criteria have been developed for an acceptable interim plan for a head teacher:

1. The plan must identify the program'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 Agency. This plan must include when and how often the consultant will visit the program (minimum monthly) and what the consultant's role will be, including but not limited to:
 - ✓ reviewing and assisting in the development of daily plans,
 - ✓ providing staff development and support,
 - ✓ preparing regular written reports with recommendations for development and implementation of daily plans, and
 - ✓ following up to assure the recommendations are implemented.
2. The plan must show **a commitment to recruit and hire** a qualified head teacher within six months of the approved interim plan. 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, including CTAEYC's job board at www.ctshares.org
 - ✓ 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 documenting evidence of progress toward compliance with the regulations referenced above, which must be made available to the Agency upon request. A plan, if deemed appropriate, would be approved for a six-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 may be scheduled with the licensee to discuss the status of the program and the plan.
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, the program will be referred to the Legal Division for possible disciplinary action.