

## Washoe County Human Services Agency

---

### Regulations for Child Care Facilities

### Qualifications and Requirements of Director

---

## SECTION 21 QUALIFICATIONS AND REQUIREMENTS OF DIRECTOR

### 21.1 Director qualifications

- A. Child care center. Every child care center that is licensed must have a Director who is:
1. At least 21 years of age and who has:
    - a. An associate's degree or higher degree in early childhood education and have at least 1,000 hours (6 months) of verifiable experience in a child care facility;
    - b. An associate's degree or higher degree in a related field and have completed at least 15 semester hours in early childhood education or related courses and have at least 2,000 hours (12 months) of verifiable experience in a child care facility;
    - c. A high school diploma or equivalent, or, if approved by the Administrator of the Division of Public and Behavioral Health, a general education development certificate, have completed at least 15 semester hours in early childhood education or related courses and have at least 3,000 hours (18 months) of verifiable experience in a child care facility;
    - d. A current "Child Development Associate" credential with an endorsement for the age of children working with, issued by the Council for Professional Recognition, or its successor organization, and have at least 2,000 hours (12 months) of verifiable experience in a child care facility; or
    - e. Have a combination of education and experience which in the judgment of the Agency Director, is equivalent to the above.
  2. Directors that were qualified using previous approved regulations must comply with the current requirements by January 1, 2016, and no waiver will be accepted by the Agency.
  3. Have at least 1,000 verifiable hours in an administrative position or have completed a course or other training in business administration.
- B. Infant-toddler nursery. Every infant-toddler nursery that is licensed must have a Director who is at least 21 years of age and must:
1. Have completed the training required to become a professional nurse; or
  2. Have completed the training required to become a licensed nurse, and have at least six months of verifiable experience which is satisfactory to the Agency in a program related to the care of children under three years of age; or

## Washoe County Human Services Agency

---

### Regulations for Child Care Facilities

### Qualifications and Requirements of Director

---

3. Hold a current credential as a "Child Development Associate for Infants and Toddlers" issued by the Council for Early Childhood Professional Recognition of the National Association for the Education of Young Children, Washington, D.C. 20005; or
  4. Have a high school diploma or, if approved by the Agency, its equivalent, and have completed at least 12 semester hours of education, of which:
    - a. At least six semester hours are in infant and toddler development; and
    - b. At least six semester hours are in child development, education related to the health of children or courses directly related to these fields, and at least two years of verifiable experience which is satisfactory to the Agency in a program related to the care of children under three years of age; or
  5. Have a combination of education and experience which, in the judgment of the Agency Director, is equivalent to one of the requirements described in paragraphs 1 to 4, inclusive.
- C. Special needs facility. Every special needs facility that is licensed must have a Director who is at least 21 years of age and has:
1. A bachelor's or associate's degree with at least 12 semester hours of education of which three semester hours are in child development, six semester hours are in the education of children with special needs and three semester hours are in child psychology, education related to the health of children, the education of children with special needs, or courses directly related to these fields and six months of verifiable experience, satisfactory to the Agency, in a program related to the education of children, early childhood development, child care or the education of children with special needs; or
  2. A high school diploma, a general educational development certificate, if approved by the Agency and have completed at least 12 semester hours of education of which three semester hours are in child development, six semester hours are in the education of children with special needs and three semester hours are in child development, child psychology, education related to the health of children, the education of children with special needs or courses directly related to these fields and three years of verifiable experience, satisfactory to the Agency, in a program related to child education, early childhood development, child care or the education of children with special needs; or
  3. A combination of education and experience which, in the judgment of the Agency Director, is equivalent to the requirements of Subsections 1 and 2.

## Washoe County Human Services Agency

---

### Regulations for Child Care Facilities

### Qualifications and Requirements of Director

---

#### D. Care of ill children facility

1. The Director must be:
  - a. A physician as defined in NRS 630.014;
  - b. A physician's assistant as defined in NRS 630.015;
  - c. An advanced practitioner of nursing, as defined in NRS 632.012, who has a specialty in pediatrics;
  - d. A registered nurse as defined in NRS 632.019; or
  - e. A licensed practical nurse, as defined in NRS 632.016, who has two years of experience in pediatric nursing.
2. The Director shall complete a total of 60 hours of initial training in:
  - a. The control of communicable diseases; and
  - b. The recognition of symptoms and the care of childhood illnesses.
3. The Director must be at least 21 years of age.

#### \*21.2 Director requirements. A Director of a child care facility must:

- A. Provide a program for child care for the facility which meets the requirements of these Regulations;
- B. Maintain adequate enrollment, attendance, medical and all other records;
- C. Maintain organized separate personnel records for each staff, including volunteers, substitutes, and part-time employees, which must include:
  1. A completed application for employment which lists the name, date of birth, place of birth, address, telephone number, Social Security number, education, training, work experience, three personal references, and person to notify in case of emergency; and
  2. Proof of results of current TB test.
  - \*3. A copy of current [center-specific Memo of Eligibility or Consent and Release form](#) [date-stamped within the previous 90 days](#). ~~work permit card.~~
  4. A copy of the Prevention and Control of Communicable Disease in the Child Care Setting certificate.

## Washoe County Human Services Agency

---

### Regulations for Child Care Facilities

### Qualifications and Requirements of Director

---

5. Verification of current certification for the administration of cardiopulmonary resuscitation.
  6. A copy of each evaluation of his work performance.
  7. A copy of his registration as an alien, if applicable.
  8. A copy of training certificates as required per Section 22 of these Regulations.
  9. Verification the employee received the orientation and basic training required per Section 23.1 of these Regulations.
- D. Notify the Agency of new employees or volunteers prior to their commencing employment;
- E. Provide space for an office, the storage of records, conferences with parents, meetings of the staff, and all other needs of the child care program;
- F. Maintain responsibility for screening, scheduling, and supervising the staff of the facility, and for all conduct of any member of the staff of the facility;
- G. Ensure that each member of the staff of the facility who is not a caregiver, but whose job duties may directly impact children cared for in the facility, has the training necessary to protect the health and safety of the children and the health and safety of the other members of the staff, including, without limitation, training concerning proper nutrition, methods of sanitation and procedures for maintaining a safe environment in the facility;
- H. Work with parents and include them, whenever possible, in the programming and functioning of activities;
- I. Assure that the required staff-to-child ratio be maintained;
- J. Inform parents and other interested parties in writing about the goals, policies, and content of child care programs in the facility;
- K. Maintain a daily sign-in sheet that includes:
1. The first and last names of staff and children;
  2. The times of arrival and departure for staff and children; and
  3. Sign-in sheets to be kept on file a minimum of two years and made available to the Agency upon request.

## Washoe County Human Services Agency

---

### Regulations for Child Care Facilities

### Qualifications and Requirements of Director

- L. Cooperate with the Agency and other agencies of government to improve the quality of child care and the competence of caregivers; and
- M. Be present in the facility 25 hours per week during its hours of peak operation. Peak hours are those when the maximum number of children are customarily present in the facility. In an infant toddler nursery which is a distinct part of a child care facility, the Director or one caregiver who meets the qualifications of a Director for the infant and toddler nursery, must spend at least one half of his time in the infant and toddler part of the facility.
- N. If the facility is in operation 25 hours or less per week, the Director shall be present in the facility during at least half the hours of operation.
- O. Be physically present in the facility for a sufficient amount of time to ensure compliance with the provisions of this chapter and chapter 432A of NRS.
- P. Designate a member of the staff who is responsible for the operation of the facility when the Director is not present at the facility.