

DCF 250.095 Additional requirements when the licensee is not providing care to children at least 50% of the center's licensed hours. A licensee who does not provide care and supervision to children at least 50% of the center's licensed hours shall comply with the following requirements:

(1) The licensee shall complete at least one course from the Registry Administrator Credential within one year from the initial date that the licensee is not providing care and supervision for at least 50 percent of the center's licensed hours.

A course in program administration taken as part of an associate's or bachelor's degree in early childhood education is acceptable in place of a course in The Registry Administrator Credential. A business-related course is acceptable. See Appendix D, Resources List, The Registry Administrator Credential.

(2) The licensee shall be responsible for the following:

- (a) Management, finance, physical plant, and day-to-day operations of the center.
- (b) Supervision of the planning and implementation of the center's program for children.
- (c) Supervision of center staff, including the following duties:
 - 1. Implement and maintain a written job description for each staff position.
 - 2. Implement and maintain a written personnel policy that addresses hours of work, lunch and break times, holidays, vacations, sick leaves, leaves of absence, probationary periods, performance evaluations, grievance procedures, and the disciplinary process. The personnel policy shall contain a procedure that requires staff to notify the licensee and the licensee to notify the department as soon as possible, but no later than the next business day, when any of the following occurs:
 - a. The employee has been convicted of a crime.
 - b. The employee has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse or neglect or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client's property.
 - c. The employee has a substantiated governmental finding against them for abuse or neglect of a child or adult or for misappropriation of a client's property.
 - d. A professional license held by the employee has been denied, revoked, restricted, or otherwise limited.
 - 3. Ensure that each employee is familiar with the employee's job description, personnel policies, and applicable licensing rules.
 - 4. Conduct staff meetings at least 9 times in a calendar year and document that the meetings have been held.
 - 5. Ensure staff compliance with continuing education requirements.

(3) The licensee shall be at the center for at least 30 hours per month for the exclusive purpose of carrying out licensee responsibilities in sub. (2).

The licensee may be counted in the staff-to-child ratio during the time they are present at the center. These hours must be documented on the Daily Attendance Record form. Hours when the licensee is not counted in the staff-to-child ratio may be documented on a time sheet or other record.