

**DCF 251.094 Staff in school-age programs.**

**(1) APPLICABILITY.**

(a) This section applies to group child care centers that serve only school-age children and group child care centers that serve school-age children in groups separate from children who are under 5 years of age.

*Children enrolled in a 4-year-old kindergarten as part of a program offered by a local school district may be considered school-age for the purpose of the exceptions to the licensing rule as contained in this section. If the center cares for children under 5 years of age, the staff will be required to complete Abusive Head Trauma Prevention training.*

*See DCF 251.05 (3) (B) – ABUSIVE HEAD TRAUMA TRAINING.*

(b) Except for s. DCF 251.09, all requirements under ss. DCF 251.04 to 251.12 apply to school-age programs in addition to or except as specified in this section and s. DCF 251.095.

**(2) SCHOOL-AGE ADMINISTRATOR.**

(a) The licensee may act as a school-age administrator. If the licensee does not act as the school-age administrator, the licensee shall designate a person or persons to be the school-age administrator. The school-age administrator shall be responsible for overall organizational management, including personnel, finance, physical plant, and the implementation of policies and procedures.

(b) A school-age administrator, including a licensee that is a school-age administrator, shall meet either the qualifications of an administrator under s. DCF 251.05 (3) (d) 2. to 5. or the qualifications in this subsection.

(c) A school-age administrator shall be at least 21 years of age and have completed high school or its equivalent, as determined by the Wisconsin department of public instruction.

*Individuals who have earned a Certificate of General Educational Development (GED) or a High School Equivalency Diploma (HSED) may obtain a copy of the certificate through the Department of Public Instruction here: <https://dpi.wi.gov/ged/transcripts>.*

(d) 1. Before a person assumes the position of school-age administrator, the person shall have all the following:

a. At least one year of experience as a manager or satisfactory completion of a department-approved course in business or program administration.

b. One year of experience as a school-age director or satisfactory completion of a noncredit department-approved course or course for credit in school-age child growth and development.

2. Notwithstanding subd. 1., a person is not required to complete the preservice training specified in subd. 1. if the person was employed as an administrator in a school-age program prior to the effective date of this paragraph [March 1, 2023], and met the preservice training requirements at that time.

(e) Within one year after assuming the position, each school-age administrator shall complete at least 10 hours of training in supervision or personnel management if the school-age administrator has not previously received that training. The training may be counted as part of the annual continuing education requirement.

**(2m) SCHOOL-AGE ADMINISTRATOR AND SCHOOL-AGE DIRECTOR.** An individual may perform the duties of both a school-age administrator under sub. (2) (a) and a school-age director under sub. (3) (a) if the individual meets the qualifications for both positions under subs. (2) (b) to (e) and (3) (b) to (d).

**(3) SCHOOL-AGE DIRECTOR.**

(a) A school-age director shall be responsible for the management and implementation of the program for the school-age children; supervision of the staff, including recruitment, hiring, and training; oversight for regulatory compliance; and development of policies and procedures.

(b) No person may act as the school-age director for more than 5 school-age program sites.

(c) A school-age director shall meet either the qualifications of a center director under s. DCF 251.05 (3) (e) 3. to 5. or all of the following qualifications:

1. Be at least 21 years of age.
2. Have completed high school or its equivalent as determined by the Wisconsin department of public instruction.

*Individuals who have earned a Certificate of General Educational Development (GED) or a High School Equivalency Diploma (HSED) may obtain a copy of the certificate through the Department of Public Instruction here: <https://dpi.wi.gov/ged/transcripts>.*

3. Have at least 240 hours of experience as a school-age program leader, public or private school teacher, student teacher, coach, camp counselor, mentor in a community-based organization, or equivalent experience in another approved setting.

4. Have completed at least one of the preservice training requirements in Table 251.094 prior to beginning work as a school-age director, except as specified in par. (d). The school-age director shall also complete any additional training requirements in Table 251.094 as provided.

<b>Table 251.094 Director of a school-age program</b>	
<b>Preservice training</b>	<b>Additional training</b>
A combination of 2 noncredit department-approved courses in school-age care and 6 credits in leadership, management, education, physical education, community health, child guidance, recreation, psychology, social work, or juvenile justice	Within one year of assuming the position, at least 10 hours in staff supervision or coaching and mentoring
Twelve credits in leadership, management, education, physical education, community health, child guidance, recreation, psychology, social work, or juvenile justice	Within one year of assuming the position, at least 10 hours in staff supervision or coaching and mentoring
Forty-eight credits with at least 2 credits in school-age child growth and development	Within one year of assuming the position, at least 10 hours in staff supervision or coaching and mentoring
The Registry Afterschool & Youth Development Credential	No additional training required
The Registry Child Care Administrator Credential	No additional training required
An associate degree from an accredited institution of higher education	No additional training required
A bachelor's degree from an accredited institution of higher education	No additional training required

**251.094(3)(c)4. continued**

<b>Preservice training</b>	<b>Additional training</b>
An educator license issued by the Wisconsin department of public instruction or the appropriate authority in another state to be a kindergarten, early childhood, middle school, or high school regular or special education teacher	No additional training required

**Note:** The noncredit courses approved by the department to meet the entry-level training requirements for a school-age director are *Introduction to the School-Age Care Profession* and *Skills and Strategies for the School-Age Teacher*. School-age directors may also meet this requirement by completing both *Guiding Behavior of Children in School-Age Programs* and *School-Age Curricular Framework* in place of *Skills and Strategies for the School-Age Teacher*.

(d) A person employed as a director in a school-age program prior to the effective date of this paragraph [March 1, 2023], is not required to complete the preservice training specified in par. (c) 4.

**(4) SCHOOL-AGE PROGRAM LEADER.**

(a) A school-age program leader shall plan, implement, and supervise the daily activities for a group of children, and is also responsible for communication with families, relations with the community, and coordination with other school-age staff.

(b) A school-age program leader shall meet either the qualifications of a child care teacher under s. DCF 251.05 (3) (f) 2. and 3. or all the following conditions:

1. Be at least 18 years of age.
2. Have completed high school or its equivalent as determined by the Wisconsin department of public instruction.

*Individuals who have earned a Certificate of General Educational Development (GED) or a High School Equivalency Diploma (HSED) may obtain a copy of the certificate through the Department of Public Instruction here: <https://dpi.wi.gov/ged/transcripts>.*

3. Have at least 240 hours of experience as a group leader, school-age assistant, public or private school teacher, student teacher or practicum, coach, camp counselor, mentor through a community-based organization, or in another approved setting.

(c) Prior to assuming the position, a person hired to be a school-age program leader shall complete or obtain one of the following:

1. Four credits in school-age child growth and development or its equivalent.
2. The first 2 courses of the Registry Afterschool & Youth Development Credential.
3. Two noncredit department-approved courses for school-age program and group leaders.

**Note:** The noncredit courses approved by the department to meet the entry level training requirements for a school-age program leader are *Introduction to the School-Age Care Profession* and *Skills and Strategies for the School-Age Teacher*. School-age program leaders may also meet this requirement by completing both *Guiding Behavior of Children in School-Age Programs* and *School-Age Curricular Framework* in place of *Skills and Strategies for the School-Age Teacher*.

4. One noncredit department-approved course and 2 credits in education, physical education, community health, child guidance, recreation, psychology, social work, or juvenile justice.

**Note:** The noncredit course approved by the department to meet the entry level training requirement for a school-age program leader in combination with 2 credits is *Introduction to the School-Age Care Profession*.

**A bachelor's degree from an accredited institution of higher education meets the qualifications for a school-age program leader.**

**(5) SCHOOL-AGE GROUP LEADER.**

(a) A school-age group leader shall work under the supervision of a school-age program leader.

(b) A school-age group leader shall work with the program leader to plan, implement, and supervise the daily activities for a group of children.

(c) A school-age group leader shall meet either the qualifications of an assistant child care teacher under s. DCF 251.05 (3) (g) 2. or 3. or meet all the following conditions:

1. Be at least 18 years of age.

*17-year-olds may work as a school-age group leader if they meet all education qualifications of an Assistant Child Care Teacher.*

2. Have completed high school or its equivalent as determined by the Wisconsin department of public instruction.

*Individuals who have earned a Certificate of General Educational Development (GED) or a High School Equivalency Diploma (HSED) may obtain a copy of the certificate through the Department of Public Instruction here: <https://dpi.wi.gov/ged/transcripts>.*

3. Have satisfactorily completed one of the following within 6 months after assuming the position:

a. A noncredit department-approved course in school-age care.

**Note:** Introduction to the School-Age Care Profession is the noncredit course approved by the department to meet the entry level training requirements for a school-age group leader.

b. Two credits in school-age child growth and development or its equivalent.

c. The first course of the Registry Afterschool & Youth Development Credential.

*A bachelor's degree from an accredited institution of higher education meets the qualifications for a school-age group leader.*

**(6) SCHOOL-AGE PROGRAM AIDE.**

(a) A school-age program aide shall work under the direction and supervision of a school-age program leader.

(b) A person who is a school-age program aide shall be at least 16 years of age.

(c) A school-age program aide shall either meet the qualifications of a program aide under s. DCF 251.05 (3) (gm) 3. or have satisfactorily completed at least one of the following within 6 months after assuming the position:

1. An assistant child care teacher training program approved by the Wisconsin department of public instruction.

2. At least 10 hours of training approved by the department in the care of school-age children.

3. A noncredit department-approved course in school-age care.

**Note:** Introduction to the School-Age Care Profession is the noncredit course approved by the department to meet the entry-level training requirements for a school-age program aide.