



YoungStar Director Designation

The information in this document explains the requirements for a Director for the purposes of the YoungStar program. **Requirements for YoungStar are informed by licensing but are different than those for licensing.** If you have questions about Director Qualifications and requirements for licensing, please ask your licenser and consult DCF 251: <https://dcf.wisconsin.gov/childcare/ccadminrule>

For the purposes of YoungStar, the person who is designated as Director/Site Supervisor (hereafter referred to as “Director”) needs to be on-site at a child care or school-age program for at least 25% of the total number of hours they work per week for the program (up to 40 hours). The person designated as the Director has responsibility for the following:

- Supervision of the planning and implementation of the center/site’s program for children;
- Supervision of the staff at the center/site;
- Staff meetings and orientation; and
- Continuing education for the staff.

For example: If the Director works 40 hours per week for a program, the Director would need to be on-site for at least 25% of the time (at least 10 hours per week) for the purpose of carrying out Director responsibilities in a single full-day location. If the Director works less than 40 hours per week, the Director would need to be on-site for 25% of the time they work for the program.

The person serving as the Director may step in to help out with Lead Teacher responsibilities if a staff member is ill, during staff break/meal times, or when special programming or activities require more adults to be in the room or for emergencies. At all times, regulatory staff to child ratio requirements must be maintained.

The child care or school-age program has the responsibility of determining which person meets these qualifications and identifying that person as “Director” in their Registry Program Profile. YoungStar staff (YoungStar Technical Consultants, ERS Observers or DCF staff) may request supporting documentation such as, but not limited to, pay stubs, schedules or time cards to verify that the person listed as the Director is on-site for a set number of hours per week/month/year.

A person can only be assigned to one child care or school-age program at a time as a Lead Teacher/Group Leader or a Director. If a person is serving in a Dual-role as both Director and Lead Teacher/Group Leader in one program, YoungStar staff will be responsible for verifying that the person serving in the Dual-role has the appropriate allocation of teaching vs. administrative time as prescribed in the YoungStar Evaluation Criteria for Group and School-Age programs. YoungStar Evaluation Criteria is located at <https://dcf.wisconsin.gov/youngstar/providers/rating-criteria>