

**DEPARTMENT OF HUMAN RESOURCES  
CHILD CARE ADMINISTRATION  
311 WEST SARATOGA STREET  
BALTIMORE, MARYLAND 21201**

**DATE:** July 10, 2000

**CIRCULAR LETTER #:** 00-02

**TO:** Regional Managers, Licensing Supervisors, Licensing Specialists, Child Care Center Operators

**FROM:** Linda Heisner, Executive Director  
Child Care Administration

**RE:** Group Supervision by Assistant Group Leaders (new center staff category)

**PROGRAMS AFFECTED:** Child Care Centers Operating School-Age Programs

**ORIGINATING OFFICE:** Child Care Administration  
Office of Licensing

**PURPOSE:** To clarify the scope and limit of group supervision responsibilities of Assistant Group Leaders.

**AUTHORITY:** Child Care Center Licensing  
COMAR 07.04.02.18B(3) (amended effective May 1, 2000)  
COMAR 07.04.02.26-1C (effective May 1, 2000)

**REQUIRED ACTION:** Ensure that the use of Assistant Group Leaders in school-age programs is fully consistent with these guidelines.

**ACTION REQUIRED OF:** Regional Licensing Staff  
Child Care Center Operators

**EFFECTIVE DATE:** July 31, 2000

**TECHNICAL ASSISTANCE:** Child Care Administration  
Office of Licensing  
410-767-7805

**Circular Letter CCA # 00-02**  
**Page 2 of 2**

**BACKGROUND**

1. Until May 1, 2000, COMAR 07.04.02.18B(3) required a Group Leader to directly supervise each group of school-age children. This requirement applied even if the group was only a fraction of the maximum school-age group size of 30 children specified at COMAR 07.04.02.31A. Since most school-age programs have only a limited number of Group Leaders, an effect of this requirement was that activity groups have tended toward the maximum size and have generally been unable to split into smaller subgroups to pursue different activities.
2. Effective May 1, 2000, new Regulation .26-1 under COMAR 07.04.02 established a new staff category, the Assistant Group Leader (AGL), to apply to school-age programs. Regulation .26-1C permits AGLs to be in charge of groups under certain conditions. Accordingly, group supervision requirements at Regulation .18B(3) were amended to include AGLs.

**PURPOSE AND INTENT**

1. The purpose of this Circular Letter is to clarify the intent of new Regulation .26-1C and amended Regulation .18B(3) and to ensure that application of these regulations is consistent with their intent.
2. The intent of these regulations is to provide school-age facilities with greater programming flexibility by adding a new category of staff to serve as adjuncts to Group Leaders for specific group supervision purposes. The new Assistant Group Leader (AGL) staff category will enable school-age programs to expand their use of small activity groups without having to add more Group Leaders.
3. However, these regulation changes also intend that Group Leaders shall continue to have primary responsibility for supervision of each group of children in a school-age program. AGLs are adjuncts to Group Leaders and may only assist Group Leaders with group supervision responsibilities for specific activities (such as outdoor play, homework, art activity, etc.) that are part of the daily program. It is not the intent of the regulations to permit programs to use AGLs, as a staff category, to serve in place of Group Leaders or to assume overall supervisory responsibility for groups.

**PROCEDURES**

An Assistant Group Leader may be in charge of an activity group of no more than 15 children, but only if:

- (a) The group is part of a larger group of up to 30 children that is under the direct supervision of a Group Leader or the Director;
- (b) The Group Leader or Director is readily available to the AGL for consultation and assistance; and
- (c) The area to be used by the AGL's group is located in a space that is approved by CCA and is within the facility or in the play area(s) adjacent to the facility.