

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

DATE: October 17, 1997

CIRCULAR LETTER #: 98-01 Child Care Administration

TO: Regional Managers, Licensing Supervisors, Licensing Specialists,
Maryland State Child Care Association

FROM: Linda Heisner, Executive Director
Child Care Administration

RE: Staff Variances

PROGRAMS AFFECTED: Licensed Child Care Centers

ORIGINATING OFFICE: Child Care Administration
Office of Licensing

PURPOSE: Establish guidelines for granting staff qualification variances for
child care center directors, senior staff, and group leaders.

AUTHORITY: Child Care Center Licensing Regulations
(COMAR 07.04.02.10)

ACTION REQUIRED OF: Regional Licensing Staff

REQUIRED ACTION: The attached Staff Variance Charts are intended to promote
statewide consistency in reaching variance decisions. When
considering a licensee's request for staff qualification variance,
apply the appropriate guideline from the attached charts.

EFFECTIVE DATE: November 1, 1997

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

STAFF QUALIFICATION AND VARIANCE CHARTS

(1) DIRECTOR:

* = Approved facility capacity

REQUIREMENT	PRESCHOOL 20 or Fewer*	PRESCHOOL 21 – 40*	PRESCHOOL 41 or More*	SCHOOL-AGE 60 or Fewer*	SCHOOL-AGE 61 or more*
.21A - Present at least 50% of the time	No Variance	No Variance	No Variance	No Variance	No Variance
.21B(1) - At least 21	No Variance	No Variance	No Variance	No Variance	No Variance
.21B(2) - H.S. diploma or GED	No Variance	No Variance	No Variance	No Variance	No Variance
.21B(3) - 6 sem. hrs. or 90 clock hrs. of approved coursework; or hold CDA	May have 3 semester hours or equivalent or the 64-hour child care course if has 1 year beyond experience and adds 3 semester hours or equivalent in ECE within 1 year			May have 3 sem. hrs. or 45 clock hrs./equivalent in school-age coursework if has 400 hrs. beyond required experience and adds 3 sem. hrs. or 45 clock hrs./equivalent within 1 year	May have 3 sem. hrs. or 45 clock hrs./equivalent in school-age coursework if has 800 hrs. beyond required experience and adds 3 sem. hrs./equivalent within 1 year
.22A - 1 yr. supervised preschool experience; or 2 yrs. as FDC preschool provider	No Variance	---	---	---	---
.22B(1) - At least 60 sem. hrs. and meet .22B(2)	---	May have only 40 sem. hrs. if has 5 yrs. preschool experience in centers and/or homes and will complete balance of required sem. hrs. within 3 yrs.	---	---	---
.22B(2) - 2 yrs. supervised preschool experience; or 4 yrs. as FDC preschool provider	---	May have only 18 mos. center experience or 36 mos. FDC if has 75 sem. hrs.	---	---	---
.22C(1) - AA degree in ECE or any bachelor's degree; and meet .22C(2)	---	---	No Variance	---	---

REQUIREMENT	PRESCHOOL 20 or Fewer*	PRESCHOOL 21 – 40*	PRESCHOOL 41 or More*	SCHOOL-AGE 60 or Fewer*	SCHOOL-AGE 61 or more*
.22C(2) - 2 yrs. supervised preschool experience; or 4 yrs. as FDC preschool provider	---	---	May have only 18 mos. Experience or 3 yrs. FDC experience if has A.A. in ECE or any bachelor's degree and is enrolled in 3 hr. center management course	---	---
.22D - 1 yr. supervised preschool experience or 2 yrs. as FDC preschool provider; and MSDE approval as ECE teacher with 6 sem. hrs. in ECE, or State certified in ECE.	No Variance	No Variance	No Variance	---	---
.23A - 400 hrs. supervised experience or 1 yr. as FDC school-age provider	---	---	---	No Variance	---
.23B - 800 hrs supervised school-age experience; or 2 yrs. as FDC school-age provider	---	---	---	---	No Variance
.23C – MSDE approval as teacher or educational director for K or grades 1-8; or State certification for K or grades 1-8	---	---	---	No Variance	No Variance
.24C - Must meet preschl. and schl.-age requirements when schl.-age center enrolls infant/toddlers or more than 5 preschoolers	---	---	---	No Variance	No Variance

(2) SENIOR STAFF:

REQUIREMENT	PRESCHOOL
.25A - At least 19 years of age; and meet either .25A(1), or .25A(2), or .25C	May be 18 only if substantially exceeds minimum education and experience requirements of .25A(1), or meets minimum education requirements of .25A(2) if has at least 1 yr. of supervised preschool experience beyond coursework requirements
.25A(1)(a) - H.S. diploma or GED or completion of college courses for credit	No Variance
.25A(1)(b) - 6 sem. hrs. or 90 clock hrs. in ECE or their approved equivalent, or CDA; and meet .25A(1)(c)	May have only 3 sem. hrs. or 64 clock hrs. if has 2 yrs. experience and will complete bridge course/equivalent within 1 yr.
.25(1)(c) - 1 yr. supervised preschool experience; or 1 yr. as FDC preschool provider; or 1 yr. college or equivalent; or meet .25A(2)	No Variance
.25A(2) - At least 19 with A.A. degree and approved courses in ECE	No Variance
.25C - MSDE approval as teacher for ECE in pre-K through 3 rd grade, or State certification for ECE in pre-K through 3 rd grade.	No Variance

(3) GROUP LEADER:

REQUIREMENT	SCHOOL-AGE
.26A(1) - At least 19 years of age; and meet either .26A(2)-(3) or .26B	No Variance
.26A(2) - H.S. diploma, or GED, or college credits; and meet .26A(3)	No Variance
.26A(3) - 3 sem. hrs. or 45 clock hrs. or approved equivalent and: 400 hrs. supervised school-age experience or 400 hrs. as FDC school-age provider; or 1 yr. college; or college and experience equivalent to 1 yr.	May have up to 6 mos. to meet experience/college requirement if meets coursework requirement
.26B - MSDE approval as teacher for K or grades 1-8, or State certification for K or grades 1-8	No Variance

(4) ASSISTANT GROUP LEADER:

REQUIREMENT	SCHOOL-AGE
.26-1A(1) - At least 18 years of age, and meet .26-1A(2) and (3)	No Variance
.26-1A(2) – H.S. diploma or G.E.D., or completion of for-credit college courses	No Variance
.26-1A(3) – 800 hrs. of paid or volunteer experience supervising school-age children; or 600 hrs. approved experience plus 15 hrs. of approved college coursework; or 400 hrs. approved experience plus equivalent of 3 sem. hrs. or 45 clock hrs. of approved college coursework (Note: 1 yr. of undergraduate education may be substituted for up to 400 hrs. of approved experience)	No Variance