

Possible Child/Caregiver Ratios

- Ratios for school age children (defined as 5 years and attending school) are typically higher because the majority of the children are older, the time that children will be in care is shorter (approx. 3-4 hours daily and limited full day sessions); these children have spent the majority of the day in a more independent setting resulting in less needed supervision to ensure safety.
- 3 and 4 year olds attending full day pre-K classes in school, those in ½ day pre-K (thus receiving day care services for the majority of the day) and those attending all-day day care have similar supervision and care needs.

Specified age group	Current ratios with (one caregiver)	Current Group Size (two caregivers)	Possible <u>New</u> Ratio effective 2010 for new permits and effective 2013 for existing permits	Possible <u>New</u> Group Size effective 2010 for new permits and effective 2013 for existing permits	NAEYC Ratio	NAEYC Group Size
3 years	1:15	2:30	1:14	2:28	1:9	2:18
4 years	1:18	2:35	No change	No change	1:10	2:20
5 years	1:22	2:35	1:20	2:35	1:10/12	2:20/24
6-13 years	1:26	2:35	1:20	2:35	1:12	2:24

Director/Caregiver Qualifications and Training
Current Director/caregiver requirements are in italics

Qualifications and training	Program Director Oversees not more than 9 before and after school program sites serving children five years and older	Site Director Oversees one before and after school program serving children five years and older on a daily basis	Director Oversees one school age program (skills based / or summer program) or one before and after school program serving children age three years and older during customary school year	Caregiver
Age	21 years or older	18 years or older	<i>21 years or older</i>	<i>18 years or older and some limited 16 and 17 year old</i>
Routinely present at center	No	Yes, at least 30 hours per week or 75% of weekly operating hours	Yes, at least 30 hours per week or 75% of weekly operating hours	<i>N/A</i>
Counted in ratio	No - except emergencies	Yes	<i>Yes - under certain conditions</i>	<i>Yes</i>
Prior experience <i>Academic year</i>	Minimum 2 years experience in child care or 1 year experience or training in leadership, staff supervision or management techniques <u>and</u> 1 year in child care	Minimum of 1 year prior experience in child care. 1 year of age may be substituted for 6 months of experience. No prior experience requires coordinator's supervision plan for one year	<i>Ratio of Education to Experience (See chart below)</i>	<i>None</i>
High school diploma or equivalent	Yes	Yes	<i>Yes</i>	<i>Yes</i>
Education beyond high school	Yes	Yes	<i>Yes</i>	<i>No</i>
Pre-service training	No	Yes - 8 hours before counted in ratio and 8 additional hours in 30 days including the following	<i>No</i>	<i>Yes - 8 hours before counted in ratio unless 6 months prior experience in child care or equivalent</i>

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		topics: -Developmental stages of children; -Age-appropriate activities for children; -Positive guidance and discipline of children; -Fostering children's self-esteem; -Supervision and safety practices in the care of children; -Positive interaction with children; and -Preventing the spread of communicable diseases.		<i>training and 8 additional hours in 30 days including the following topics:</i> <i>-Developmental stages of children;</i> <i>-Age-appropriate activities for children;</i> <i>-Positive guidance and discipline of children;</i> <i>-Fostering children's self-esteem;</i> <i>-Supervision and safety practices in the care of children;</i> <i>-Positive interaction with children; and</i> <i>-Preventing the spread of communicable diseases.</i>
First Aid with Rescue Breathing and Choking	Yes	Yes	Yes	Yes
CPR	No	Yes	<i>No - as long as one trained caregiver is present at the site</i>	<i>No - as long as one trained caregiver is present at the site</i>
Annual Training <i>Excludes CPR, first aid, pre-service, transportation</i>	25 hours including 6 hours in <ul style="list-style-type: none"> • child growth and development; • guidance and discipline; • age-appropriate 	18 hours including 6 hours in child growth and development; guidance and discipline; age-appropriate curriculum; and	<i>25 hours including 6 hours in child growth and development; guidance and discipline; age-appropriate</i>	<i>18 hours including 6 hours in child growth and development; guidance and discipline; age-appropriate</i>

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<i>safety training, and time spent training others</i>	curriculum; and <ul style="list-style-type: none"> • teacher-child interaction The remaining 19 hours must include <ul style="list-style-type: none"> • recognition of symptoms of child abuse, neglect, and sexual molestation and the responsibility and procedure of reporting; • serving children with disabilities • preventing the spread of communicable diseases, and • leadership, management techniques or staff supervision 	teacher-child interaction The remaining 12 hours must include <ul style="list-style-type: none"> • recognition of symptoms of child abuse, neglect, and sexual molestation and the responsibility and procedure of reporting; • preventing the spread of communicable diseases, and • leadership, management techniques or staff supervision 	<i>curriculum; and teacher-child interaction</i> <i>The remaining 19 hours must include</i> <ul style="list-style-type: none"> • <i>recognition of symptoms of child abuse, neglect, and sexual molestation and the responsibility and procedure of reporting;</i> • <i>serving children with disabilities</i> • <i>preventing the spread of communicable diseases, and</i> • <i>leadership, management techniques or staff supervision</i> 	<i>curriculum; and teacher-child interaction</i> <i>The remaining 12 hours must include</i> <ul style="list-style-type: none"> • <i>recognition of symptoms of child abuse, neglect, and sexual molestation and the responsibility and procedure of reporting;</i> • <i>preventing the spread of communicable diseases</i>
Training others	Optional, may train site staff or arrange for qualified trainer	No, not allowed	<i>Optional</i>	No, not allowed

Possible Combinations of Education and Experience for the Director or Program Director:

Education	Experience
(1) <i>A bachelor's degree with 12 college credit hours in child development and six college credit hours in management,</i>	<i>and at least one year of experience in a licensed child care operation;</i>
(2) <i>An associate's of applied science degree in child development or a closely related field with six college credit hours in child development and six college credit hours in management. A "closely related field" is any educational instruction pertaining to the growth, development, physical or mental care, or education of children ages birth through 13 years,</i>	<i>and at least two years of experience in a licensed child care operation;</i>
(3) <i>Sixty college credit hours with nine college credit hours in child development and six college credit hours in management or recreational leadership</i>	<i>and at least two years experience in a licensed child care operation; or instructor certification and one year experience (demonstrated proficiency) in training others in the single skill, talent or ability offered by the center, such as gymnastics or martial arts</i>
(4) <i>A child-care administrator's certificate from a community college with at least 15 college credit hours in child development and three college credit hours in management,</i>	<i>and at least two years of experience in a licensed child care operation;</i>
(5) <i>A Child Development Associate credential or Certified Child-Care Professional credential with six college credit hours in management,</i>	<i>and at least two years of experience in a licensed child care operation;</i>
(6) <i>Nine college credit hours in child development and nine college credit hours in management or recreational leadership</i>	<i>and at least three years of experience in a licensed center; or instructor certification and two years experience (demonstrated proficiency) in training others in the single skill, talent or ability offered by the center, such as gymnastics or martial arts</i>

Education and Experience Options for the Site Director

The site director for a before and after school care program serving children five years and older must be at least 18 years of age, have a high school diploma or equivalent, and one of the following:

Education	Experience
(1) <i>Nine college credit hours in child development, health and recreation, recreational leadership, elementary education or related fields</i>	<i>and at least one year experience in a licensed child care operation 1 year of age may be substituted for a maximum of 6 months of experience No or less than 6 months prior experience requires plan of supervision for one year under the program director and 8 additional hours of pre-service training in leadership, supervision and communication</i>
(2) <i>Seventy-two clock hours of training in child development and 30 clock hours in management</i>	<i>and at least three years experience in a licensed child care center and 8 additional hours of pre-service training in leadership, supervision and communication</i>

To what extent may caregivers discipline the children in their care?

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

What methods of discipline and guidance may a caregiver use?

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements;
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age; and

If I provide skills based instruction as fundamental to the core purpose of my school age program, what discipline methods may a caregiver use?

A caregiver may only use commonly accepted training methods that are fundamental to the core development of a single skill, talent, or ability provided:

- (A) The methods do not meet the definition of abuse/neglect as defined by §261.001 of the Texas Family Code (relating to Investigations of Report of Child Abuse or Neglect, Definitions); and
- (B) The discipline or training methods are thoroughly outlined in your policies and procedures and parents consent in writing to each specific method. For example, if physical exercise is used as a discipline method, then the policies and procedures would clearly state the level and type of exercise that would be used, what behaviors warrant use of the discipline method, and the length of time the method would be imposed.

What types of discipline and guidance or punishment are prohibited?

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

What additional safety requirements must my indoor equipment meet?

Indoor equipment used both at and away from the center must be safe for the children as follows:

- (1) Floor surfaces under indoor equipment designed for climbing must have a unitary shock-absorbing surface that will effectively cushion the fall of a child. The surface must be installed in the use zone and maintained according to the manufacturer's directions. See §746.4801 of this title (relating to "What does Licensing mean by the term "use zone"?). Carpeting alone, even if it is installed over thick padding, is not an acceptable resilient surface under indoor climbing equipment;
- (2) Stairs and steps on indoor climbing equipment, regardless of height, must have handrails the children can reach. Rung ladders do not require handrails;
- (3) Platforms over 20 inches in height must be equipped with protective barriers that prevent children from crawling over or falling through the barrier, or becoming entrapped; and
- (4) If your program uses specialized equipment that is fundamental to the core development of a single skill, talent, or ability, such as parallel bars and trampolines used in gymnastics programs:
 - (A) The equipment must be installed and used according to manufacturer's instructions and supervised by trained personnel;
 - (B) The safety practices employed by the center and the risks associated with the use of each type of equipment must be thoroughly outlined in your policies and procedures; and
 - (C) Parents must provide written consent before children may use the equipment. Written consent must be kept on file at the center in the child's record.