

<b>ORP</b> <b>Office</b> <b>of Rules and</b> <b>Procedures</b>	<b>Department of Children and Family Services</b>	
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	<b>Approved by:</b>	

### Interpretation

**Applicable To:**        **Licensing Standards for Child Care Institutions and Maternity Centers**

**Policy Citation:**    404.12: The institution shall not be left at any time, or under any circumstances, without a properly designated, administratively responsible person on the premises. The designated administratively responsible person may be the child care worker for each unit, with the administrator, or someone designated by the administrator, to be on call.

Section 404.11(e): A person/persons shall be appointed to act in behalf of the administrator when the administrator is absent.

Section 404.11(f): If the administrator is to be on leave for more than one month or has left prior to a replacement, the Department shall be notified of the name of the person appointed as acting administrator. The acting administrator shall have the qualifications of an administrator.

**Question:**        **Is the individual designated by the administrator to be on call required to have the credentials of an administrator?**

**Discussion:**    Based on 404.11(e), 404.11(f), and 404.12, the intent of the rule is that a child care institution or maternity center have child care worker staff for each unit, with a qualified administrative person available to them at all times.

**Response:**        **Any individual designated by the administrator as a responsible administrative person to perform the administrator's job in his or her absence shall meet the qualifications of the administrator as defined in Section 404.11(b).**



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