



Early Learning Center
Director Application Packet

INFORMATION ON PERSON EMPLOYED IN A CHILD CARE FACILITY*

I. Employing Facility _____
 Facility Provider ID# _____
 Address _____
 (Street and Number) (City) (Zip Code)

II. Person Employed _____ (Date of Birth) _____
 Social Security Number ____ - ____ - ____ Phone _____
 Home Address _____
 (Street and Number) (City) (Zip Code)

III. **Employment** Date Employed: _____

Position for which employed (Check appropriate item):

- | | |
|--|--|
| <input type="checkbox"/> Executive, Superintendent, or Director | <input type="checkbox"/> Licensed Practical Nurse (day care center only) |
| <input type="checkbox"/> Child Care Supervisor (child care institution) | <input type="checkbox"/> Early Childhood Teacher (day care center) |
| <input type="checkbox"/> Child Care Worker (child care institution) | <input type="checkbox"/> School-age Worker (day care center) |
| <input type="checkbox"/> Child Care Staff (group home) | <input type="checkbox"/> Early Childhood Assistant (day care center) |
| <input type="checkbox"/> Child Welfare Supervisor (child welfare agency) | <input type="checkbox"/> School-age Assistant (day care center) |
| <input type="checkbox"/> Child Welfare/Licensing Worker (child welfare agency) | <input type="checkbox"/> Substitute |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Cook |
| <input type="checkbox"/> Teacher (residential facility) | <input type="checkbox"/> Clerical |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Other: _____ |

IV. **Previous Employment** (Last ten years of employment)

| From | To | Name and address of Employer | Type of Work and Title |
|------|----|------------------------------|------------------------|
| | | | |
| | | | |
| | | | |
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| | | | |

The employer, or authorized official of the employing facility has contacted the human resources personnel, management or knowledgeable supervisor for each listed previous employer to inquire about the employee's work performance and whether the employee would be eligible for rehire.

V. **Other Direct, Unpaid Experience with Children** (Such as scout work, Sunday School teacher)

Report of Reference on File (At least three character and/or business, from persons not related to the employee)

| Name of Reference | Address | Relationship |
|-------------------|---------|--------------|
| | | |
| | | |
| | | |

VI. **Educational Background** (Circle the one item indicating highest grade completed)

Elementary Grade:

0 1 2 3 4 5 6 7 8

High School:

1 2 3 4

GED:

Yes No

Years of College (Undergraduate):

1 2 3 4

Years of Graduate Work:

1 2 3 4

College Degree: _____ Graduate Degree: _____

Name of School, College, or University last attended: _____

Other Special Training or Professional License (Specify): _____

Professional License Number: _____

Evidence of Educational Achievement on File: Yes No _____ (Explain)

VII. **Physical Examination**

Last Examination (Date): _____

Name and Address of Examining Physician: _____

Health Clearance Report on File? Yes No _____ (Explain)

VIII. **Certification of Employment**

I, the employer, or authorized official of the employing facility, do hereby certify that the above-named person is employed in the position indicated and that, to the best of my knowledge is qualified for the position indicated, and employment is in accordance with minimum standards prescribed by the Department of Children and Family Services.

Signed: _____

Executive Director/Director: _____

Your Story

In the space below write your story in three parts. Give enough detail to give people a look into your life, but limit your story to something that you can share with another person in about three minutes.

My life before I came to know Christ.

How I came to know Christ.

My life with Christ. (The difference in my life now. Example. forgiveness, eternal life, this is how my life has changed)

Purpose Statement

The Anna Heights Early Learning Center is an extension of ministry to families by Anna Heights Baptist Church. To effectively work toward the common purpose of fulfilling the Great Commission, we commit to the following goals:

- Provide a nurturing, developmentally appropriate environment that encourages each child to develop mentally, physically, spiritually, socially, and emotionally.
- Provide individualized educational experiences to meet unique and developmental needs of all children.
- Provide ministry to families.
- Provide a witness of Christ and His church to the children's families.

In order to achieve these goals, we commit to provide:

- A quality weekday early education program built on developmentally appropriate practices.
- Curriculum that is biblically based and includes Bible stories and thought appropriate to the child's level of understanding.
- Staff who profess Christ as savior and exhibit Christian traits in caring for children in interaction with families and coworkers.
- Positive guidance for children that encourages problem solving and managing emotions.
- Respect and understanding of others without regard to race, gender, nationality, religion, or background.

Anna Heights Early Learning Center**Position:** Center Director**Immediate Supervisor:** Responsible to the Pastor and the board of Anna Heights Early Learning Center**Supervises:** All Staff**Minimum Qualifications:** 21 years of age. A Bachelor's degree is preferred in a related field, preferably Early Childhood Education or Child Development. Must meet DCFS licensing standards 407.130 and have the ability to manage both people and resources efficiently and graciously. Maintain First Aid/CPR and food service certifications.**General Job Description:**

- Administrate day-to-day operation of the program in keeping with its policies and philosophy as well as complying with all state and federal laws.
- Supervise preparation and implementation of daily lesson plans for activities for infants and children using the established Christian curriculum and developmentally appropriate techniques.
- Know and maintain all licensing standards.
- Maintain appropriate logs, forms, files, and records; prepare required state reports on time maintaining confidentiality of all records and files of children.
- Maintain record of expenditures and required documentation for grants or federal and state funding allocation.
- Purchase, manage, and keep an inventory of equipment and supplies; supervise maintenance, repair and replacement as appropriate.
- Collect tuition and fees; authorize payment of payroll and accounts payable.
- Work with the Board of Directors (Board) to prepare and adopt annual budget and operate the program within that budget.
- Meet with Board, prepare reports and provide information as requested.
- Keep abreast of new research and developments in education and child development and participate in related professional and community organizations.
- Organize and supervise cleaning and care of space used. Ensure facilities and equipment are clean and free of potential hazards.
- Monitor food and health areas, personnel, food preparation and serving to maintain compliance with appropriate health and safety regulations.
- Recruit, interview, hire, supervise, train, schedule, and annually evaluate personnel in the best interest of the program. When necessary, the director will recommend the hiring and dismissal of staff.
- Fulfill the role of teacher whenever necessary due to budget restraints or teacher absences. Arrange for substitutes as needed.
- Plan and conduct staff meetings.
- Prepare staff handbook annually or when policy changes are made.
- Engage in on-going professional growth activities. Plan and implement continuing education and professional growth for staff as per licensing requirements.
- Enroll children in compliance with the program policies.
- Interview and answer questions of prospective families, arrange tours and classroom visits.
- Provide a handbook for parents to familiarize them with the policies and procedures of the program.
- Ensure excellent communication with parents; inform them of program activities, new policies, and upcoming events.
- Plan for evaluation of progress and assist teachers in preparing for parent conferences.
- Ability to lift up to 40 pounds.
- Attempt to maintain good relationships with appropriate leaders at local colleges and universities for the purpose of additional workforce and the building of bridges for young teachers to find a relationship with Christ.
- **Assist in maintaining a clean environment according to DCFS guidelines. All staff are expected to exhibit professionalism and be mindful that they are representing the daycare and church as a Christian role model when out in the community as well as at work.**
- Perform other duties as assigned by board of directors.

 Staff Signature

Date

Section 407.130 Qualifications for Child Care Director

- a) Day care centers licensed for more than 50 children shall employ a full-time child care director to be on site in a non-teaching capacity. The director may be on site in a teaching capacity at the following times:
 - 1) During the first hour and last hour of a program that operates 10 or more hours per day; or
 - 2) When attendance falls below 50 children.
- b) Day care centers licensed for 50 or fewer children, or half-day programs with children attending no more than 3 consecutive hours per day regardless of capacity, may employ a child care director who also serves as a member of the child care staff.
 - 1) When the director serves in both capacities, he or she must meet the qualifications of both the director position and the teaching position.
 - 2) When the director attends to non-teaching responsibilities, his or her group must be supervised by a person qualified to be in charge of the group.
- c) The child care director shall be at least 21 years of age.
- d) The child care director shall have a high school diploma or equivalency certificate (GED).

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- e) In addition to meeting the requirements of Section 407.100, the child care director of a facility serving the same number of groups of pre-school and school-age children or more groups of pre-school children than groups of school-age children shall have achieved:
- 1) Sixty semester or 90 quarter hours of credit from an accredited college or university with 18 semester or 27 quarter hours in courses related directly to child care and/or child development from birth to age 6;
 - 2) Two years (3120 clock hours) of child development experience in a nursery school, kindergarten, or licensed day care center, 30 semester or 45 quarter hours of college credits with 10 semester or 15 quarter hours in courses related directly to child care and/or child development, and proof of enrollment in an accredited college or university until 2 years of college credit have been achieved. A total of 18 semester or 27 quarter hours in courses related directly to child care and/or child development is required to be obtained within the total 2 years of college credits; or
 - 3) Completion of a credentialing program approved in accordance with Appendix G of this Part, completion of 12 semester or 18 quarter hours in courses related to child care and/or child development from birth to age 6 at an accredited college or university, and 2 years (3120 clock hours) child development experience in a nursery school, kindergarten or licensed day care center.
- f) In addition to meeting the requirements of Section 407.100, the child care director of a facility serving more groups of school-age children than groups of pre-school children shall have achieved:
- 1) Sixty semester or 90 quarter hours of credit from an accredited college or university with 18 semester or 27 quarter hours in courses related to child care and/or child development, elementary education, physical education, recreation, camping or other related fields, including courses related to school-age children; or
 - 2) Two years (3120 clock hours) of child development experience in a recreational program, kindergarten, or licensed day care center serving school-age children, or license exempt school-age child care program operated by a public or private school, 30 semester or 45 quarter hours of college credits with 10 semester or 15 quarter hours in courses related directly to child care and/or child development, elementary education, physical education, recreation, camping or other related fields, and proof of enrollment in an accredited college or university until 2 years of college credit have been achieved. A total of 18 semester or 27 quarter hours in courses related directly to child care and/or child development, elementary education, physical education, recreation, camping or other related fields, including courses related to school-age children, is required to be obtained within the total 2 years of college credits.

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- g) Completion of a training program accredited by the American Montessori Society or Association Montessori International may be substituted for the courses directly related to child care and/or child development required by this Section. Persons holding a Montessori pre-primary credential may serve as director to children through age 6. Persons holding a Montessori primary or elementary credential may serve as director to children 6 years of age or older.
- h) Persons who were deemed qualified to serve as a child care director prior to January 1, 1985, continue to be deemed qualified for their position. Directors deemed qualified must still have current Mandated Reporter Training, SIDS, SUID, SBS and other training certificates as required in this Part.
- i) When a program serves only school-age children and meets the criteria of Section 407.90(c), qualifications for the school-age director responsible for multiple sites and the site coordinators shall be as follows:
 - 1) The school-age director and each site coordinator shall be at least 21 years of age.
 - 2) The school-age director shall meet both of the following requirements for education and experience:
 - A) Sixty semester or 90 quarter hours of credit from an accredited college or university, with 18 semester or 27 quarter hours in courses related to school-age child care, child development, elementary education, physical education, recreation, camping or other related fields; and
 - B) At least 1560 clock hours of child development experience in a recreational program or a licensed day care center serving school-age children.
 - 3) The school-age site coordinators must meet one of the following qualifications:
 - A) Thirty semester or 45 quarter hours of credit from an accredited college or university with 12 semester or 18 quarter hours related to school-age child care, child development, elementary education, physical education, recreation, camping or other related fields and 750 clock hours of experience in a recreational program or a licensed day care center serving school-age children or in a license exempt school-age child care program operated by a public or private school; or

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- B) 1560 clock hours of experience in a recreational program or licensed day care center serving school-age children or license exempt school-age child care program operated by a public or private school and either 6 semester hours or 9 quarter hours of credit from an accredited college or university related to school-age child care, child development, elementary education, physical education, recreation, camping or other related fields.
- j) A staff member who meets the qualifications for a day care center director shall be designated to assume decision-making responsibility whenever the child care director is off site. A record of employees who meet the qualifications for director and who have been designated to assume decision-making responsibility in the director's absence shall be kept at the site. All day care staff shall be informed of the designated director at each occurrence. The person designated as alternate director may be in the classroom and counted in the staff/child ratio under the following circumstances:
- 1) When the center meets the criteria of subsection (b); or
 - 2) During the first hour and last hour of a program that operates 10 or more hours per day; or
 - 3) When attendance falls below 50 children.
- k) The child care director must successfully complete a basic training course of 6 or more clock hours on providing care to children with disabilities that has been approved by the Department. The day care center shall have on file a certificate attesting to the training of the child care director.
- 1) Persons employed as a child care director shall complete this training within 36 months from date appointed as child care director.
 - 2) A child care director who has completed training prior to employment may have that training approved as meeting the provisions of this subsection (k). A certificate of training completion and a description of the course content must be submitted to the Department for approval.
 - 3) A child care director who obtains approved training and moves from one day care facility to another shall not be required to take another training course as long as the child care director can provide documentation in the form of a certificate that the training was completed.
 - 4) A training program approved by the Department in providing care for children with disabilities must include the following components:
 - A) Introduction to Inclusive Child Care;
 - B) Understanding Child Development in Relation to Disabilities;

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- C) Building Relationships With Families;
 - D) Preparing for and Including Young Children in the Child Care Setting; and
 - E) Community Services for Young Children With Disabilities (including Early Intervention Services).
- l) By July 1, 2017, the following education requirements for licensed day care center staff shall be met.
- 1) All new child care directors hired on or after July 1, 2017 shall have a minimum of an associate degree in child development or early childhood education, or the equivalent (defined as 64 semester hours in any discipline with a minimum of 21 semester hours of college credit in child development, early childhood education or early childhood special education) and either a Gateways to Opportunity Level I Illinois Director Credential (see 89 Ill. Adm. Code 50.720(b) and <http://www.ilgateways.com/en/illinois-director-credential-ide>) or 3 semester hours of college credit or 3 points of credential approved training in administration, leadership or management.
 - 2) Effective July 1, 2017, licensed child care centers must have an employee on site at all times with a minimum of an associate degree in child development or early childhood education or the equivalent (defined as 64 semester hours in any discipline with a minimum of 21 semester hours of college credit in child development, early childhood education or early childhood special education).
- m) Directors shall submit to their local licensing office a certificate of completion of lead safety training consisting of instruction in the following topics:
- 1) Mitigation plan strategies for test results of 2.01 ppb or above; and
 - 2) Impact of lead exposure.

(Source: Amended at 43 Ill. Reg. 224, effective January 1, 2019)