

NH Child Care Licensing Rules 2017-2027

He-C 4002.32 Requirements for Child Care Personnel in Center Based Programs.

(l) A center director in a center based program shall:

- (1) Be at least 21 years of age;
- (2) Have a high school diploma or general equivalency diploma;
- (3) Have documentation of successful completion of at least 3 credits in child development, and 3 credits in management or supervision, awarded by a regionally accredited college or university, or a minimum of 2 years' experience in a supervisory or management position in lieu of the 3 credits in management and supervision;
- (4) Have a minimum of 1500 hours experience working with children in a licensed child care program or public or private elementary school; and
- (5) Have one of the following:
 - a. A minimum of an associate's degree in child development, early childhood or elementary education, or other field of study focused on children, awarded by a regionally accredited college or university;
 - b. An additional 3000 hours of experience working with children in a licensed child care program or in a public or private elementary school and documentation of a non-expired child development associates (CDA) in center based programs awarded by the council for professional recognition;
 - c. Current certification in early childhood, elementary, or special education by the department of education;
 - d. Certification in a teacher preparation program accredited by the Montessori Accreditation Council for Teacher Education (MACTE) in infant and toddler, early childhood or elementary I, which satisfies the 3 credits in child development required in (l)(3) above if certified in infant and toddler or early childhood, together with 60 credits, awarded by a regionally accredited college or university; or
 - e. Documentation of 60 credits, awarded by a regionally accredited college or university, of which at least 24 shall be in child development, early childhood, or elementary education, or other field of study focused on children, including at least 3 credits in each of the following core knowledge areas:
 1. Children with special needs;
 2. Child growth and development; and
 3. Curriculum for early childhood education; or
- (6) Be on file with the department as a center director working in that position on or before the effective date of these rules in 2017.

(m) A lead teacher in a center based program shall have a high school diploma or general equivalency diploma, be at least 18 years of age, have a minimum of 1000 hours experience working with children in a licensed child care program, and meet one of the following pre-service training/education options:

- (1) A minimum of 18 credits in child development, early childhood or elementary education, or other field of study focused on children from a regionally accredited college or university, including at least 3 credits in child growth and development;
- (2) Documentation of a non-expired child development associates (CDA) in center based programs awarded by the council for professional recognition;
- (3) A credential from a teacher preparation program accredited by MACTE; or
- (4) Documentation from or on file with the department that she or he was qualified for and employed in the position of lead teacher on or before the effective date of these rules in 2017.

(n) An associate teacher in a center based program shall be at least 18 years of age, have a high school diploma or general equivalency diploma, and meet one of the following options:

- (1) A minimum of 9 credits in child development, early childhood, or elementary education, or other field of study focused on children, including at least one 3 credit course in child growth and development, from a regionally accredited college;

(2) A minimum of 1500 hours of supervised child care experience in a licensed child care program or public or private elementary school, with written recommendation from the center director or school administrator, documentation of at least 3 credits in child development, early childhood or elementary education, or other field of study focused on children awarded by a regionally accredited college or university, and the following:

a. A written plan for completion of at least 6 additional credits in child development, early childhood or elementary education, or other field of study focused on children from a regionally accredited college or university; and

b. Within 12 months of the date the individual begins working as an associate teacher, documentation of qualification as specified in (1) above available for review by the department;

(3) A minimum of 1000 hours of supervised child care experience in a licensed child care program and documentation of successful completion of a 2 year vocational child care course;

(4) Current certification as para II educator by the department of education; or

(5) Written documentation from or on file with the department that she or he was qualified and employed as an associate teacher on or before the date of the adoption of these rules on 11/6/2017.

(o) Assistant teachers in a center based program, whether paid or volunteer, shall:

(1) Be at least 16 years of age; and

(2) Work with children only under the direct supervision and observation of a staff person who meets at least the minimum qualifications of an associate teacher.

(p) Notwithstanding (o)(2) above, assistant teachers shall only be alone with a child or group of children if the following conditions are met:

(1) The center director has approved the specific assistant teacher to do this, with approval documented in the employee's file;

(2) The employee has been deemed eligible to work pursuant to RSA 170-E:7, III;

(3) The employee has at least 3 months of experience at the program;

(4) The employee has completed the required trainings pursuant to He-C 4002.30(a); and

(5) The specific activities that the assistant teacher may be alone with children include:

a. Walking children:

1. To or from a bathroom;

2. To or from receiving first aid treatment;

3. To or from a bus stop; and

4. From one classroom or area to another within the licensed premises;

b. Supervising an ill child while waiting for pick-up by a parent;

c. Supervising a group of children for up to 5 minutes when other child care personnel leave the classroom to do a task that cannot be completed by the assistant teacher; or

d. Supervising any children that may otherwise be without direct staff supervision pursuant to He-C 4002.19.

(q) A junior helper in any center based program, whether paid or volunteer, shall:

(1) Be at least 14 years of age;

(2) Work with children only under the direct supervision and observation of a staff person who meets at least the minimum qualification of an associate teacher;

(3) Not be calculated in staff to child ratios as specified in He-C 4002.33, 4002.34, and 4002.36; and

(4) Not be required to complete professional development hours as specified in He-C 4002.30.

(r) A site director in a school-age program shall be at least 20 years of age, have a high school diploma or general equivalency diploma, and have at least one of the following:

(1) Written documentation from or on file with the department that she or he was qualified

and employed as a site director in a school-age program on or before the effective date of these rules in 2017;

(2) A minimum of an associate's degree in child development, education, recreation, or other field of study focused on children, awarded by a regionally accredited college or university;

(3) Certification of successful completion of training as a recreation director plus 1000 hours experience working with children in a licensed child care program, recreation program or a public or private elementary school;

(4) A total of 12 credits in child development, education, recreation, or other field of study focused on children, from a regionally accredited college plus 1000 hours of experience working with children;

(5) Current certification as an educator by the department of education;

(6) Experience working with children totaling 2000 hours and the following:

a. Current certification as a para II educator by the department of education; or

b. Both of the following:

1. Documentation of enrollment in a course for at least 3 credits in child development, education, recreation, or other field of study focused on children, through a regionally accredited college or university and a written plan on file for completion of at least 3 additional credits as specified; and

2. Within 12 months of the date the individual begins working as a site director, documentation of successful completion of a total of at least 6 credits as specified in b.1. shall be on file for review by the department.

(s) A group leader in a school-age program shall be at least 18 years of age, have a high school diploma or general equivalency diploma, and one of the following:

(1) Experience working with school-age children, totaling 600 hours;

(2) Documentation of at least 3 credits in child development, education, recreation, or other field of study focused on children, awarded by a regionally accredited college or university;

(3) Documentation that she or he is a certified coach; or

(4) Documentation from or on file with the department that she or he was qualified and employed as a group leader in a school-age program on or before the adoption of these rules in 2017.

(t) An assistant group leader in a school-age program, whether paid or volunteer, shall:

(1) Be at least 16 years of age; and

(2) Work with children only when under the supervision and observation of a site director, or group leader as described in this section.

(u) A project leader in a school-age program shall: