

# Head Start of Lane County

## Orientation for Substitute Director

### Substitute Director Orientation

1. **Certification requirements:** *Rules for Certified Child Care Center* blue book is located in the classroom. Director and Sub Directors are responsible for knowing and complying with all regulations. The substitute director is authorized to correct a deficiency that might be an immediate threat to children's health and safety if the Director is unavailable.

2. **Areas to cover when certifying a Sub Director:**

Teacher Qualifications (Page 23)

Staff Training (Page 26) 15 Clock hours required annually for all teachers. 8 clock hours must be in child development or early childhood education.

Staff/Child ratios- For 3-5 year olds 1-10 and maximum group of 20. Whenever children are in care there shall be two staff on site.

Outdoor and Indoor space (page 31) - should be clear of litter.

Hazards (page 33)-All hazardous materials will be stored in latched cabinets above counters or locked cupboards.

Maintenance (page 35) – if there is a need for maintenance, information is sent to the Regional Manager who will contact HS facilities. If it needs to be corrected immediately, R.M. will call on an On Call facilities person.

Review Head Start illness exclusions.

If a child is injured and sees a doctor, it must be reported to Tamara Goertel (541)-349-4132. Call or Email is fine. Please be detailed.

Food Service (page 39,46,49 and 50)- We follow USDA guidelines for food service. All food is prepared in the main kitchen and brought to the site ready to be served.

Program and Care of Children (page 53)- HS policies and procedures around classroom set, curriculum planning and daily schedule.

I have reviewed all items above and know where to go to get information regarding child care licensing.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Head Start of Lane County**  
**Orientation for Substitute Director**

Printed Name: \_\_\_\_\_

Center: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Site: \_\_\_\_\_

**Qualifications:**

Education:

\_\_\_\_\_

Experiencence: \_\_\_\_\_

**Certification Requirements:**

I am familiar with the certifications requirements of the Child Care Division.

**Authorization:**

In the absence of the Director, I am authorized, able and available to correct a deficiency that might be an immediate threat to the children's health and safety.

Staff Signature: \_\_\_\_\_

Director Signature: \_\_\_\_\_