

Requirements for an effective director of a child care center

A child care director is the person in charge of managing a child care center, including overseeing, hiring, budgeting, and policymaking. A successful child care director must be committed to providing a safe and healthy environment where children can learn new skills, explore, imagine, and discover. They must manage day-to-day operations, as well as have the interpersonal skills needed to communicate effectively with employees, parents, and children. Directors need to have a comprehensive knowledge of the Pennsylvania Department of Human Services' (DHS) regulations, and to effectively communicate their expectations to staff.

The top ten guidelines for a director's first day

1. Know and understand the DHS regulations.
<https://www.pacode.com/secure/data/055/chapter3270/chap3270toc.html>
2. Share your vision and goals for the center with the staff, and with the families.
3. Schedule a staff meeting to review DHS regulations and center policies, answer questions from staff, discuss staff concerns, and provide support to staff.
4. Determine and communicate who is in charge in your absence. This person is responsible for knowing and being able to implement the DHS health and safety regulations, and to support the operation and management of the center when the director is not present.
5. Plan to review staff files for required staff information, including but not limited to, qualifications as per DHS regulations, health appraisals, and documentation of training.
6. Plan to review children's files. Make certain that all information is current and that all required information is listed.
7. Review emergency contacts for children and staff. Make sure that you have the updated emergency contact information for all children in the center. Staff should have children's emergency contact information immediately available to them.
8. Identify, know, and communicate the emergency plan that has been shared with the County Emergency Management Agency.
9. Get organized. Use a system or calendar to help you organize, prioritize tasks, and to create a list of weekly and monthly tasks to complete.
10. Be a role model. Show respect, encourage involvement, and support a positive climate in your center.