

**GUIDELINES
IMPLEMENTAION OF REGULATION 43-264.1
HALF-DAY CHILD DEVELOPMENT PROGRAMS**

A. EDUCATIONAL PROGRAM

1. Organization

Instructional models should be consistent with the intent of the Early Childhood Development and Academic Assistance Act of 1993. (ACT 135).

Models implemented should reflect a comprehensive study of current test, data instructional trends and research, and school and community demographics information.

2. Program Length

In addition to the two and one half hour instructional time, classroom staff should conduct a minimum of four parent/guardian conferences per year. Two should be in a setting other than the school.

3. Professional Development

Principals, directors, teachers and teaching assistants should participate in training as required by the school/district professional development plan.

Collaboration in each district with health and human service agencies, adult education programs, and other components of the early childhood initiatives should be done to avoid duplication of effort and to make maximum use of resources.

B. REPORTING REQUIREMENTS

1. Financial

Expenditures in each category must adhere to definitions and guidelines established by the Office of Finance, State Department of Education, or the State Procurement code.

Allowable expenditures include:

- Salaries
- Fringe Benefits
- Purchased Services
- Travel
- Utilities and other actual operational express
- Comprehensive Health Appraisal
- Instructional supplies
- Nutritional supplement
- Evaluation materials
- Equipment for Instructional Purposes

2. Attendance Reports

Individual records of attendance for each child in the program should be kept per South Carolina pupil attendance requirement.

No child may be carried in membership after the date of official withdrawal.

3. Cumulative Records

The school district should initiate for each child a permanent record upon entry into that program. This record should include information on the child's growth and development, and should be maintained and forwarded to the child's next teacher each subsequent year as part of the district's system.

C. STAFFING

1. Staff Ration

The staffing patterns for child development centers will vary according to the size of the programs and amount of district level supervision.

Supervision

Each program should be supervised by a director, a head teacher or an elementary principal. When the child development program is not located in the

elementary school principal, the following requirements should be met:

- a. A child development program serving 120 or more children should employ a full-time director.
- b. A child development program serving less than 120 children should employ a head teacher who devotes half time to administration and supervision and half time to teaching in the center.
- c. The director or head teacher should be appropriately qualified.

3. Staff Qualifications

There should be a full time appropriately certified teacher employed for each half-day class with a maximum of twenty (20) children per session. Teachers should be certified in early childhood education or hold a Bachelor's degree in child development or have a Bachelor's degree with a minimum of six hours in early childhood education.

There should be one teaching assistant for each half-day class with a maximum of twenty children per session. Teaching assistants should have at least a high school diploma or the equivalent.

4. Over Staff Positions

The qualifications of all staff providing supervision and/or support services should not be less than the general requirements for other district employees in similar positions.

D. HEALTH AND SAFETY STANDARDS

Appropriate and adequate physical facilities should be provided. Classrooms should provide a minimum of 35 square feet per child and include a sink area. The bathroom facility should be either with the classroom or in a close proximity. Outdoor play space should be provided at a minimum of 100 square feet per child.

One nutritional supplement (snack) should be provided daily for each child in each half-day session. For full day programs, one meal and a nutritional supplement (snack) should be provided daily. Participation in a breakfast or lunch program is adequate to meet this requirement.

Districts should examine the program for compliance with appropriate State Board of Education regulations.