

**Hartford Mayor's Cabinet for Young Children
Policies and Guidelines
Staff Qualifications (GP 09-04)**

The Mayor's Cabinet for Young Children understands the most significant predictor of quality in early care and education programs is the qualifications and skills of the teachers and caregivers.

1. In accordance with legislative requirements, for programs with state funding, the percentage of designated Qualified Staff Member (QSM) distribution applies to the entire program not just School Readiness funded classrooms. A QSM must be present in each funded classroom serving infants, toddlers and preschoolers as described below. This individual must meet the following criteria:
 - Until June 30, 2020, current Child Development Associate (CDA) credential plus 12 credits in early childhood education (ECE) and/or development; or a higher degree in early childhood or a related field.
 - By July 1, 2020 through June 30, 2023, 50% or more of the designated QSMs must have a Bachelor's degree or higher specific to an early childhood concentration from any regionally accredited higher education institution; or a current CT appropriate Early Childhood Certification Endorsement; or a Bachelor degree specific to an early childhood concentration from the OEC Approved College Listing AND a B level ECTC; or a Bachelor degree in any other field AND 12 credits or more in early childhood or child development from any college not listed on the approved list AND successful completion of the B level ECTC Individual Review Route; or is a Grandfathered QSM approved by the OEC.
 - By July 1, 2023 and after, 100% of the designated QSMs must meet the 2020 credentials.
2. The Department of Families, Children, Youth and Recreation's Division for Young Children will ensure each program maintains the documentation for the credential and credit-bearing coursework for all School Readiness staff on an ongoing basis. All School Readiness (SR) staff must register with the OEC Registry, update its information monthly and provide verification to the Division for Young Children.
3. Each program must maintain and submit staffing schedules for School Readiness classrooms that provides a QSM to be present for six hours of the Full-Day space type and for all hours of the School-Day and Part-Day space type classrooms. In the

Extended-Day space type, a QSM must be present for 2.5 hours in a wrap around program and six hours when the Extended Day program operates in the summer. In some circumstances, this may require revised staff schedules or require qualified administrators to be in the classroom in order to ensure that classrooms are appropriately staffed.

4. In the case of extenuating circumstances, such as a staff member's abrupt resignation, a program must document and submit in writing their efforts to seek the most qualified person to the Division for Young Children.