**Director Meeting with HHSC Child-Care Regulation**

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

Operation of Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 The following items were covered with me during the director's meeting:

* My education and experience listed on the personal history statement and any supporting documentation
* A review and copy of my Photo ID & Social Security Card to verify identity
* Director Responsibilities
	+ The child-care center’s daily operation is administered in compliance with the minimum standards
	+ All employees comply with the minimum standards
	+ All employees have assignments that match their skills, abilities, and training
	+ All employees are supervised. Supervision includes, but is not limited to, knowing

what the employees are doing and ensuring that they fulfill their assignments and responsibilities

* + Caregivers are not regularly scheduled for more than ten hours of direct childcare during a 24-hour period
	+ Qualified substitutes are called as necessary to meet minimum standards
* Maintaining attendance record(s) for the director
* Person(s) left in charge
* Affidavit, Background and FBI checks completed
* Ratios (specified age group)
* Self-Reporting: Injured/illnesses, children placed at risk (left in van, room/outdoors, operation loses power/water (contacting Dallas Intake, 8am-5pm M-F, except holidays at 214-583-4253 and weekends or Statewide Intake 800-252-5400 or Abuse Neglect website accessible 24/7). If you need to make a report regarding an employee at your operation and or a child at your operation contracting COVID-19…please call the Dallas Intake Line at 214-583-4253. Leave a message, speak as clearly as possible, and someone will contact you. You can try contacting your Inspector/Regulator first before calling the Intake Line. Be sure to leave all pertinent information so that a Regulator/Inspector can return your call. If your operation is in Dallas and you are making a COVID-19 report, you will also need to contact the Dallas County Health Department at 972-946-6827.
* Emergency Rules
* Discussed CCL as a Resource (contact us for any clarifications)
* Controlling Persons
* Permit Holder responsibilities
* Services offered by operation i.e. field trips, water activities, infant care, transportation
* Training requirements

I will maintain my director qualification documentation on file at the child care operation.

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**Designated Director Signature Date**

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**Licensing Staff Signature Date**