

	DHS Head Start Program Policy		
PDM 22			
SUBJECT	Head Start Program Services		
REFERENCE	Program Design and Management		
EFFECTIVE	05/2024		
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

Each program year, the City of San Antonio Department of Human Services Head Start Program (DHS Head Start) provides a minimum of 1,020 hours of planned class operations for the Head Start (HS) Prekindergarten Program, 1,380 hours of planned class operations for the Early Head Start (EHS) center-based program, and a 10-hour day for 240 days of planned class operations for the Early Head Start-Child Care Partnership (EHS-CCP) program.

DHS Head Start program hours vary by site and are set and approved at the beginning of the program year as part of the Education Service Provider’s Program Design.

All DHS Head Start requirements, including staff-student ratio, must be met during the designated Head Start service hours, and/or when a child is received by a Head Start or Early Head Start staff member or signed into a Head Start or Early Head Start classroom by a parent/guardian, school personnel, bus driver/aide, or other caregiver at any point in time during the day.

Reference: 1302.21