
	DHS Head Start Program Policy		
EnvHS 2			
SUBJECT	Staffing and Class Size Requirements		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	3/13/2012		
Policy Council Approval: 7/25/17	Policy Council Revision: 5/25/21	Governing Body Approval: 9/28/17	Governing Body Revision: 5/27/21
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Policy:

~~All Head Start classrooms must be staffed by two paid staff persons: a teacher and an aide/instructional assistant/paraprofessional or two teachers. The program will maintain appropriate staffing during Head Start program hours except for brief absences of a teaching staff member for no more than five minutes to accommodate for a teacher or child's needs. One teacher or staff member may accompany a small group of children away from the group for a brief period of time, not to exceed a ratio of 1:10, to accommodate for program needs, such as onsite clinics, special events, child restroom breaks, etc.~~

~~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.~~

~~A class that serves a majority of children who are three years olds, must have no more than 17 children. A class that serves a majority of children who are four and five years old, must have no more than 20 children. Class sizes are determined based on square footage, with a minimum of 35 square feet/child.~~

Head Start group/classroom size are determined by the age of the majority of children and the needs of children present.

Education Service Providers must establish the classroom age designation of each classroom at the start of the year and may adjust this determination during the program year as needed.

A class that serves a majority of children who are three years olds (51% or more), must have no more than 17 children. A class that serves a majority of children who are four and five years old

(51%), must have no more than 20 children. Class sizes are also determined based on square footage, with a minimum of 35 square feet of usable indoor space per child available for the care and use of children and at least 75 square feet of usable outdoor play space per child.

~~The predominant age of the class must be established at the start of each program year and is based on the age of the majority of the children in the classroom. Intact and separate 3-year-old and 4-year-old classes will be established prior to the beginning of the school year, or by September 1st, in order to create a developmentally appropriate learning environment for all children. The establishment of mixed age group classes or changes to the classroom age group designation must be authorized by the Head Start Grant Recipient.~~

~~A volunteer may be used to maintain the required teacher/student ratio only for short periods of time, 10-15 minutes, to accommodate for unscheduled interruptions/emergencies. A volunteer must never be left alone with children. All volunteers must sign the Head Start Standards of Conduct, pass a background check, and receive volunteer training. Education Service Providers must maintain documentation of volunteer training, background checks, and Standards of Conduct.~~

Performance Standard(s):
1302.21(b)(1-4); 1302.94(b)