

	DHS, Head Start Program Policy		
ERSEA 12			
SUBJECT	Classroom Designation		
REFERENCE	Eligibility, Recruitment, Selection, Enrollment, and Attendance		
EFFECTIVE			
Policy Council Approval:	Policy Council Revision:	Governing Body Approval:	Governing Body Revision:
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Policy:

Education Service Providers must establish the classroom age designation of each classroom prior to the start of the program year and may adjust this determination during the program year, as needed. Group/classroom size designations are determined by the age of the majority of children and the needs of children present.

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.

To ensure children and families of greatest need are enrolled in the program and to ensure the program meets funded enrollment, Education Service Providers may adjust the classroom age designation at any point in time during the school year without prior approval from DHS Head Start based on the current age of children enrolled in the classroom.

The City of San Antonio DHS Head Start allows for mixed age classrooms, 3- and 4-year-old children enrolled in the same classroom. Education Service Providers should consider the best placement for a child. It is not recommended to place a three-year-old child in a classroom with a majority of the children four and five years old.

Performance Standard:

1302.21