

Big Sandy Area C.A.P., Inc. - HEAD START  
Program Policies and Procedures

SUBJECT:

## **Program Staffing Patterns**

POLICY:

Classroom staff meets specified qualifications.

- *This policy relates to [Head Start Performance Standards 45 CFR Part 1302.21](#)*

GUIDELINES:

1. The program ensures that appropriate adult/child ratios (2 staff with the children) are maintained in all program options. Regardless of how many children are in attendance (maximum 20), there will always be 2 staff with the children.
2. During normal classroom operation, there will be a minimum of (1) one lead teacher AND (1) one teacher assistant with the children at all times except in the following instances:
  - (i) For brief absences of a teaching staff member for no more than five minutes
  - (ii) During nap time, one teaching staff member may be replaced by one staff member or trained volunteer who does not meet the teaching qualifications required for the age
3. Staff are provided adequate time for planning and record keeping.
4. When a majority of children speak the same language, at least one classroom staff interacting regularly with the children speak their language.
5. Parents are actively encouraged to volunteer or observe in classrooms.
6. Additional classroom staff (Teacher Assistant, Special Aide) may be employed to ensure inclusion of children with special needs/disabilities if needed.
7. The grantee and delegate agencies provide adequate supervision of the staff.

*Approved by the Policy Council: February 2019*