

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 1304.52, 1306.20](#)*

GUIDELINES:

1. The program ensures that appropriate adult/child ratios are maintained in all program options.
2. For center-based programs, the class size requirements specified in 45 CFR 1306.32 are maintained through the provision of substitutes when regular classroom staff are absent.
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 or Home Visitor 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) is employed to ensure inclusion of children with special needs/disabilities if needed.
7. Kentucky Day Care licensing regulations in regard to program staffing are met when applicable.
8. The grantee and delegate agencies provide adequate supervision of the staff.

Approved by the Policy Council June, 2007