

**HEAD START PROCEDURES FOR:
Staffing for Head Start Classes
COMPONENT: CENTER FOR YOUNG LEARNERS**

1.0 Scope: Performance Standard 1302.21(b) Staff - Child Ratio

2.0 Responsibility:

- 2.1 Grantee/Delegate Staff
- 2.2 ESC Head Start School Staff

3.0 Resources:

- 3.1 Head Start Performance Standard
- 3.2 Region 14 ESC Head Start Standards of Conduct
- 3.3 Caring for Our Children

4.0 Procedures:

- 4.1 To ensure that children are always supervised by 2 adults:
 - 4.1.1 Employ two paid staff persons (a teacher and teacher aide) and when possible there should be a third person in the classroom as a volunteer (adult volunteer).
 - 4.1.2 In the event that one of the paid staff needs to attend to a child (i.e. to take a child to the restroom from the playground, take a child to the nurse's office, etc...), an adult volunteer may serve as the second person on duty with the children. A volunteer may never be left alone with children or with one child.
 - 4.1.3 In the event that a volunteer is not available the Family Service Worker or a Program Aide may be the second adult on duty.
 - 4.1.4 Some schools have a communication system (*Walkie Talkies*, classroom phones or cell phones) designated for communication between the Family Service Worker's office and the classroom staff. While at school, the classroom staff and the Family Service Worker will have these available at all times for school business only. The classroom staff will contact the Family Service Worker for supervision as needed to ensure that two adults are always supervising the children.
 - 4.1.5 When the Family Service Worker is away from the school, the Principal will designate an ISD staff person as the backup person or substitute to ensure that there are two persons available as needed for Head Start class supervision in case of emergency.

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- 4.2 Two adults will be available to ensure that children are safe and treated with respect:
- 4.2.1 Children will be given a bathroom break before going to another location (i.e. the playground, the lunchroom, on a field trip, etc...)
 - 4.2.2 Restroom needs are always given priority (no wait time). One staff person will take a child or a small group of children to the restroom as necessary. Volunteers are never allowed to take children to the bathroom unless they are taking their own child.
 - 4.2.3 The classroom staff is responsible for changing a child's clothes if they are soiled. Appropriate clothing should be used (i.e. clean clothes from the child's home, donated clothing, clothing should be respectful to the child's gender and size).

5.0 Associated Documents:

- 5.1 Operational Plan
- 5.2 Region 14 ESC Head Start Standard of Conduct

6.0 Record Retention Table:

Identification	Format	Storage	Retention	Disposition	Protection
ESC 14 Board Orientation meeting minutes	Printed/ Electronic	ESC Head Start Director's Office	Until the Procedure Changes	Shred/ Delete	Back-up/ Password Protected
Policy Council Orientation meeting minutes	Printed/ Electronic	Policy Council Binder	Until the Procedure Changes	Shred /Delete	Back-up/ Password Protected

7.0 Monitoring:

- 7.1 ESC Staff Observations
- 7.2 Parent Comments

8.0 Revision History:

Date:	Revision#	Description of Revision
10-2009		
8-2012	4.1.4 & 4.1.5	Changes for Clarification Not all schools use walkie talkies but use other systems now.

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8-2013	4.1.4 & 4.1.5	Changes made for clarity.
8-2015		Reviewed
10-2015	2.2	Added "Grantee/Delegate"
6-2016		Reviewed
5-2017	Title	Changed from 1306.2 to 1302.21(b)
5-2018	6.0	Added: "Delete", "Password Protected"& "Electronic"
6-2019		Reviewed
12/2022		Reviewed