

Area:	Human Resources
Subject:	HR11 – Program Staffing Patterns
Reference:	1306.20 (a-e), 1304.52 (g)(1-5)
Policy:	Program services will have appropriate linguistic support, and will be appropriately staffed and supervised.

Procedure:

Child Development Supervisor will supervise classroom staff and will ensure the following guidelines are met:

1. When the majority of children in a program setting speak the same language, at least one staff member that interacts with the children must speak that language; classroom staff and home visitors must be able to communicate with the families they serve either directly or through a translator, and should be familiar with the ethnic background of these families.
2. Adequate supervision will be maintained for all children in and out of the classroom and in all play areas.
3. For center-based options, staffing levels mandated in the Performance Standards will be provided; substitutes will be utilized as necessary to keep these levels at or above the minimum level.
 - a. There will be no more than 4 infant/toddlers per teacher, and no more than 8 in any one group.
 - b. Each classroom setting must employ two people per classroom, at least one of who is a teacher. The additional staff member may be a teacher or teacher's aide. When possible, a third person may be utilized in the classroom as a volunteer.
 - c. Classrooms serving predominantly four or five year old children will average 17 to 20 children. No more than 20 children will be enrolled in one class.
 - d. Classrooms serving predominantly 3 year old children will average 15-17 children. No more than 17 children will be enrolled in one class.
 - e. The teacher should make every effort to make two home visits per child/year. For Migrant Head Start programs, teachers are required to plan at least two parent-teacher conferences per child/year. These visits and conferences take place outside of the normally scheduled class time.
4. For home-based options, home visitors must be employees and they will be responsible for both the home visits and group socialization activities.
5. For both home- and center-based program options, staff must be given enough work time to accomplish necessary program activities that fall outside of the classroom or home environment. These other activities may include: pre-service training; planning, setting up and closing the program; conducting health exams, screenings, or immunization activities; maintaining records; and other activities required to keep service plans updated and relevant.

Supervised by:	Child Development Supervisor
Performed by:	Teachers, Aides, Family Service Workers
Forms needed:	Community Care Licensing Child to Staff Ratio Form
Frequency:	Continually