

 Policy #: HRM -3	Effective Date: 6/22/10	Page #: 1 of 1
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COMPONENT: PROGRAM DESIGN AND MANAGEMENT – HUMAN RESOURCE

SUBJECT: CLASSROOM STAFFING

PERFORMANCE OBJECTIVE: To ensure that classroom staffing patterns and procedures help to promote positive, safe, healthy, and developmentally appropriate learning environments.

POLICY AND PROCEDURE:

- Staffing patterns will be maintained to ensure that child:staff ratios are in compliance with 45 CFR 1306.20 regarding classroom staffing.
- There will be two staff with the children at all times. At no time, will child/children be left alone with one staff member.
- When a majority of children speak the same language, at least one staff member will speak their language.
- Highland Rim Head Start will maintain a list of trained substitutes to ensure child: staff ratios are in compliance and to ensure the children are always safe.
- Staff will supervise indoor and outdoor play areas to ensure the safety of the children is monitored at all times.
 - Staff will conduct playground and facility checks daily.
 - The playgrounds are zoned to ensure appropriate child:staff ratio is maintained at all times to ensure the safety of children.