

Tri-County Community Council, Inc.
Head Start/ Early Head Start

Part: 1302 Program Operations

Subpart: I- Human Resources Management

Section: 1302.90 Personnel Policies

Subject: Employee Breaks

Policy:

All employees will receive two 10-minute breaks during an eight-hour workday as long as it is feasible. The centers must maintain ratio for the classroom, lunchroom, and/or outside play at all times.

Procedure:

1. Every employee will receive one 10-minute break in the morning and one in the afternoon as long as the center is able to work it out.
2. The Center Director will work out a break schedule for their center according to what is best for the center.
3. The Center Director will do their best to provide employees with a morning break. On occasion a morning break may be omitted (ex. if there are planned activities taking place at the center, staff absent, and/or field trips).
4. If the morning break is omitted then the employee may take their morning break time in conjunction with their afternoon break.