

**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: Teaching Staff Assignment

Policy:

All teaching staff will be assigned to work with a group of children or classroom. Head Start classrooms will have a teacher and teacher assistant. Early Head Start classrooms will have two teachers. Each EHS teacher will be assigned four children for primary care.

Procedure:

1. Teaching staff will be primarily responsible for providing ongoing personal contact, important learning activities, direct supervision, ongoing assessments and immediate care as needed to protect children’s well being.
2. Teaching staff will maintain the developmentally appropriate staff- child ratios within the group size to facilitate adult/child interaction and activity among children.
3. Teaching staff will maintain staff/child ratio at all times during hours of operation including indoors, outdoors, and an extra person is needed on fieldtrips (Head Start only).

Teacher-Child Ratios within Group Size

Age Group	Group Size									
	8	10	12	14	17	18	20	22	24	
Infants										
Birth to 15 months	1:4									
Toddlers/Two 12-36 months										
12-28 months	1:4									
21-36 months	1:4									
Preschool										
3-years					1:9					
4-years							1:10			
5-years							1:10			
Kindergarten							1:10			