

## **PART 1306 HEAD START STAFFING REQUIREMENTS AND PROGRAM OPTIONS**

### Subpart B – Head Start Program Staffing Requirements

#### 1306.20 Program staffing patterns.

- (a) Grantees must meet the requirements of 45 CFR 1304.52(g), Classroom staffing and home visitors, in addition to the requirements of this Section.

#### [Human Resource Management](#)

- (b) Grantees operating center-based program options must employ two paid staff persons (a teacher and a teacher aide or two teachers) for each class. Whenever possible, there should be a third person in the classroom who is a volunteer.
- (c) Grantees operating home-based program options must employ home visitors responsible for home visits and group socialization activities.
- (d) Grantees operating a combination program option must employ, for their classroom operations, two paid staff persons, a teacher and a teacher aide or two teachers, for each class. Whenever possible, there should be a third person in the classroom who is a volunteer. They must employ staff for home visits who meet the qualifications the grantee requires for home visitors.
- (e) Classroom staff and home visitors must be able to communicate with the families they serve either directly or through a translator. They should also be familiar with the ethnic background of these families

#### [Job Classification](#) [Employment Policies, Job Descriptions](#)

#### 1306.21 Staff qualification requirements.

Head Start programs must comply with section 648A of the Head Start Act and any subsequent amendments regarding the qualifications of classroom teachers.

#### [Staff Training Program - Career Ladders](#) [Education Staff Qualification and CDA Credentials](#)

#### 1306.22 Volunteers

- (a) Head Start programs must use volunteers to the fullest extent possible. Head Start grantees must develop and implement a system to actively recruit, train and utilize volunteers in the program.
- (b) Special efforts must be made to have volunteer participation, especially parents, in the classroom and during group socialization activities.

#### [Volunteer Training Program Career Ladders](#)

#### 1306.23 Training

- (a) Head Start grantees must provide preservice training and in-service training opportunities to program staff and volunteers to assist them in acquiring or increasing the knowledge and skills they need to fulfill their job responsibilities. This training must be directed toward improving the ability of staff and volunteers to deliver services required by Head Start regulations and policies.

(b) Head Start grantees must provide staff with information and training about the underlying philosophy and goals of Head Start and the program options being implemented.

#### [Staff Training Program - Career Ladders](#)

### **Subpart C – Head Start Program Options**

#### **1306.30 Provisions of comprehensive child development services.**

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(a) All Head Start grantees must provide comprehensive child development services, as defined in the Head Start Performance Standards.

(b) All Head Start grantees must provide classroom or group socialization activities for the child as well as home visits to the parents. The major purpose of the classroom or socialization activities is to help meet the child's development needs and to foster the child's social competence. The major purpose of the home visits is to enhance the parental role in the growth and development of the child.

#### [Home Visit Policy](#)

#### [Curriculum Development](#)

(c) The facilities used by Early Head Start and Head Start grantee and delegate agencies for regularly scheduled center-based and combination program option classroom activities must comply with State and local requirements concerning licensing. In cases where these licensing standards are less comprehensive or less stringent than the Head Start regulations, grantee and delegate agencies are required to assure that their facilities are in compliance with the Head Start Program Performance Standards related to health and safety as found in 45 CFR 1304.53(a), Physical environment and facilities.

#### [Choosing and Maintaining Appropriate & Safe Facilities](#)

(d) All grantees must identify, secure and use community resources in the provision of services to Head Start children and their families prior to using Head Start funds for these services.

#### [Human Resource Management](#)

1306.31 Choosing a Head Start program option

(a) Grantees may choose to implement one or more than one of three program options; a center-based option, a home-based program option or a combination program option.

(b) The program option chosen must meet the needs of the children and families as indicated by the community needs assessment conducted by the grantee.

© When assigning children to a particular program option, Head Start grantees that operate more than one program option must consider such factors as the child's age, developmental level, disabilities, health or learning problems, previous preschool experiences and family situation. Grantees must also consider parents' concerns and wishes prior to making final assignments.

#### [Recruitment, Selection and Enrollment Policy](#)

1306.32 Center based program option

1306.33 Home-based program option

1306.34 Combination program option.

### **GRANT APPLICATION**

#### [Staff Calendar](#)

#### [Center Enrollment](#)

#### [Program Options](#)