

**1306 SUBPARTS A, B & C
HEAD START STAFFING REQUIREMENTS
AND PROGRAM OPTIONS
Program Year 2012 – 2013**

<p style="text-align: center;">Performance Standard</p> <p>Subpart A: General</p> <p>1306.01 Purpose and scope This Part sets forth requirements for Early Head Start and Head Start program staffing and program options that all Early Head Start and Head Start grantee and delegate agencies, with the exception of Parent Child Center programs, must meet. The exception for Parent Child Centers is for fiscal years 1995, 1996, and 1997 as consistent with section 645A(e)(2) of the Head Start Act, as amended. These requirements, including those pertaining to staffing patterns, the choice of the program options to be implemented and the acceptable ranges in the implementation of those options, have been developed to help maintain and improve the quality of Early Head Start and Head Start and to help promote lasting benefits to the children and families being served. These requirements are to be used in conjunction with the Head Start Program Performance Standards at 45 CFR Part 1304, as applicable.</p>	<p>Introduction:</p> <p>The objective of 1306.01 is to ensure that all Head Start program options meet the requirements for Early Head Start and Head Start program staffing and program options. These requirements are designed to ensure high quality School Readiness experiences for all children and families enrolled in Early Head Start and Head Start.</p> <p>The Waldo Community Action Partners Head Start Program provides program options which meet the needs of children and families based on the Community Needs Assessment and enrollment history and needs. As stated in the definitions sections: <i>Center-based program options and Combination program options</i> are available along with <i>Socialization opportunities for the Home-based program option</i>, Early Head Start enrolled families.</p>
<p>1306.02 Effective Dates (a) Except as provided in paragraph (b) of this section, Head Start grantees funded or refunded after June 7, 1993, must comply with these requirements by such times in their grant cycles as new groups of children begin receiving services. This does not preclude grantees from voluntarily coming into compliance with these regulations prior to the effective date.</p> <p>(b) With respect to the requirements of § 1306.32(b)(2), grantees that are currently operating classes in double session center-based options for less than three and a half hours per day, but for at least three hours per day, may continue to do so until September 1, 1995, at which time they must comply with the three and one-half hour minimum class time</p>	<p>Strategies:</p> <ul style="list-style-type: none"> • Waldo Community Action Partners Head Start does not offer double session center-based options, currently.

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<p>requirement.</p>	
<p>1306.03 Definitions</p> <p>(a) <i>Center-based program option</i> means Head Start services provided to children primarily in classroom settings.</p> <p>(b) <i>Combination program option</i> means Head Start services provided to children in both a center setting and through intensive work with the child's parents and family at home.</p> <p>(c) <i>Days of operation</i> means the planned days during which children will be receiving direct Head Start component services in a classroom, on a field trip or on trips for health-related activities, in group socialization or when parents are receiving a home visit.</p> <p>(d) <i>Double session variation</i> means a variation of the center-based program option that operates with one teacher who works with one group of children in a morning session and a different group of children in an afternoon session.</p> <p>(e) <i>Full-day variation</i> means a variation of the center-based program option in which program operations continue for longer than six hours per day.</p> <p>(f) <i>Group socialization activities</i> means the sessions in which children and parents enrolled in the home-based or combination program option interact with other home-based or combination children and parents in a Head Start classroom, community facility, home, or on a field trip.</p> <p>(g) <i>Head Start class</i> means a group of children supervised and taught by two paid staff members (a teacher and a teacher aide or two teachers) and, where possible, a volunteer.</p> <p>(h) <i>Head Start parent</i> means a Head Start child's mother or father, other family member</p>	

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who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending a final adoption decree.

(i) *Head Start program* is one operated by a Head Start grantee or delegate agency.

(j) *Home-based program option* means Head Start services provided to children, primarily in the child's home, through intensive work with the child's parents and family as the primary factor in the growth and development of the child.

(k) *Home visits* means the visits made to a child's home by the class teacher in a center-based program option, or home visitors in a home-based program option, for the purpose of assisting parents in fostering the growth and development of their child.

(l) *Hours of operation* means the planned hours per day during which children and families will be receiving direct Head Start component services in a classroom, on a field trip, while receiving medical or dental services, or during a home visit or group socialization activity. Hours of operation do not include travel time to and from the center at the beginning and end of a session.

(m) *Parent-teacher conference* means the meeting held at the Head Start center between the child's teacher and the child's parents during which the child's progress and accomplishments are discussed.

(n) *Family child care* is care and education provided to children in a private home or other family-like setting. Head Start family child care means Head Start and Early Head Start comprehensive services provided to a small group of

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<p>children through their enrollment in family child care. <i>(o) Family child care program option</i> means Head Start and Early Head Start and child care services provided to children receiving child care primarily in the home of a family child care provider or other family-like setting, such as space in a public housing complex which has been licensed by the state and set aside specifically for the provision of or purpose of providing family child care. <i>(p) Family child care provider means</i> the provider of Early Head Start or Head Start services in his or her place of residence or in another family-like setting</p>	
<p>Subpart B: Head Start Program Staffing Requirements</p> <p>1306.20 Program Staffing</p> <p>(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.</p> <p>(b) Grantees must provide adequate supervision of their staff.</p> <p>(c) 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.</p> <p>(d) Grantees operating home-based program options must employ home visitors responsible for home visits and group socialization activities.</p> <p>(e) 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</p>	<p>Strategies:</p> <ul style="list-style-type: none"> • Supervision is provided no less than monthly in the form of formal supervisory meetings, in team meetings, and on an informal, intermittent basis determined by the level of individualized supervision required/indicated. Additional supervision may be provided by the Head Start Director, Content Coordinators, Education Manager and Early Head Start Manager. • Center-based classrooms have a Lead Teacher and Assistant Teacher or Collaboration Lead Teacher and Teacher. Each classroom also has a Classroom Aide. Volunteers are recruited on an ongoing basis and welcomed into all classroom settings. • Socializations are lead by Home Visitors in partnership with parents. • Combination program options follow the same level of staffing as Center-based Head Start staffing requirements. Teachers in these program options receive Home Visitor professional development to ensure quality <i>Parent, Family and Community Engagement</i> practices.

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who meet the qualifications the grantee requires for home visitors.

(f) 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.

(g) Grantee and delegate agencies offering the family child care program option must ensure that in each family child care home where Head Start children are enrolled, the group size does not exceed the limits specified in this paragraph. Whenever present, not at school or with another care provider, the family child care provider's own children under the age of six years must be included in the count. (1) When there is one family child care provider, the maximum group size is six children and no more than two of the six may be under two years of age. When there is a provider and an assistant, the maximum group size is twelve children with no more than four of the twelve children under two years of age. (2) One family child care provider may care for up to four infants and toddlers, with no more than two of the four children under the age of 18 months. (3) Additional assistance or smaller group size may be necessary when serving children with special needs who require additional care.

(h)(1) Grantee and delegate agencies offering the family child care program option must provide support for family child care providers through a child development specialist or other Head Start or delegate agency staff member with responsibilities related to the provision of comprehensive Head Start and Early Head Start services. (2) The grantee or delegate agency will assign responsibilities to the child development specialist and other agency staff to support and ensure the provision of quality Head Start services at each family child care home. These

- Through the application process, initial home visits and center-based open houses, classroom staff and home visitors identify the home language and ethnic background of the families they serve. Any necessary accommodations will be made when the primary language of a family is different from the classroom staff and home visitor in the form of a translator and screening & assessment materials where needed

- Waldo Community Action Partners Head Start does not provide the *family child care program option*.

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<p>responsibilities must include both regular announced and unannounced visits to each home. The duration and timing of such visits will be planned in accordance with the needs of each home but shall occur not less than once every two weeks. (3) During visits to family child care homes the child development specialist will periodically verify compliance with either contract requirements or agency policy depending on the nature of the relationship; facilitate ongoing communication between grantee or delegate agency staff, family child care providers, and Head Start and Early Head Start families; provide recommendations for technical assistance; and support the family child care provider in developing collegial or mentoring relationships with other child care professionals.</p> <p>(i) Head Start, Early Head Start and delegate agencies must ensure that children in the Head Start family child care option receive comprehensive services as specified in 45 CFR Parts 1304 and 1308.</p>	
<p>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.</p>	<p>Strategies:</p> <ul style="list-style-type: none"> • All staff members develop professional development plans based on section 648A of the Head Start Act and the <i>Statutory Degree and Credentialing Requirements for Head Start Teaching Staff (ACF-IM-HS-08-12)</i>. These professional development plans with action steps are monitored and updated regularly during monthly supervisory meetings and bi-annual evaluations. Staff qualification requirements are also stated on job descriptions and in job advertisements.
<p>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.</p> <p>(b) Special efforts must be made to have volunteer participation, especially parents, in the classroom and during group socialization activities.</p>	<p>Strategies:</p> <ul style="list-style-type: none"> • At the time of application, families are informed about all opportunities to participate in the program as volunteers. • Orientation for volunteer positions are held during open house before the start of the school year and are then later provided as needed by the Staff. • Notices for volunteers needed/wanted are sent out in newsletters and are posted in each center with volunteer job descriptions attached. • Staff regularly recruits volunteers; at the Home Visit meetings, parent-teacher conferences and on a face to face basis. • Staff stresses to families the need for volunteer participation in the classrooms and at the centers and sites as a way to provide the best possible program supports for family growth, engagement and learning.

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<p>1306.23 Training</p> <p>(a) Head Start grantees must provide pre-service 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.</p> <p>(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.</p>	<p>Strategies:</p> <ul style="list-style-type: none"> • Pre-service and in-service professional development opportunities are planned utilizing informed data sources, such as: Self-Assessment, Professional Development Plan goals, CLASS score results, Site Visit observations with noted follow-up, Mental Health Consultant recommendations, and Orientation of new staff members. Substitute Teacher training is provided no less than once annually, and more as determined by submitted applications of interested participants. • Volunteers receive an over-all orientation once approved by the Human Resource Department. Once the volunteer has completed all required paperwork a targeted training is provided by the staff who will supervise their activity related to the work they have chosen to do. • Head Start Orientation of new staff members or those transitioning into a new program option is provided by the immediate supervisor and content coordinators & Education Manager as requested.
<p>Subpart C: Head Start Program Options</p> <p>1306.30 Provisions of comprehensive child development services</p> <p>(a) All Head Start grantees must provide comprehensive child development services, as defined in the Head Start Performance Standards.</p> <p>(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.</p> <p>(c) The facilities used by Early Head Start and Head Start grantee and delegate agencies for regularly</p>	<p>Strategies:</p> <ul style="list-style-type: none"> • Waldo Community Action Partners Head Start plans and implements curricula, lesson plans, individual child plans and services to provide developmentally appropriate School Readiness educational experiences for all children. Staff conduct, record, analyze and utilize child observation data utilizing child outcome assessments to provide quality, individualized services to children. Staff conduct required health screenings and make referrals as appropriate and coordinate services utilizing information gathered from parents, Content Coordinators, community agencies and other collaborative partners. • All parents are afforded the opportunity to directly engage in the development of their children by partnering with Head Start and Early Head Start staff members to: plan, schedule and implement home visits & classroom & socialization learning experiences that address both the individual developmental needs of children and families. The parental role as their child's first and most important teacher is emphasized and modeled during Home Visits and in Classroom and Socialization settings. Children are afforded a variety of opportunities to develop and refine social competency skills via learning experiences that encourage sharing, persistence to task and offer varied approaches to learning. • All facilities follow the Maine State Rules for the Licensing of Child Care Facilities and Head Start Performance Standards when the standards are more stringent or comprehensive than

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<p>scheduled center based and combination program option classroom activities or home based group socialization 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, or where no State or local licensing standards are applicable, 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.</p> <p>(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.</p>	<p>licensing regulations, especially in the area of health and safety.</p> <ul style="list-style-type: none"> • Community Resources such as Waldo County General Hospital, WIC, G.E.A.R. Parent Network, Child Development Services, Car Seat Program, and Broadreach Family & Community Services are utilized prior to using Head Start funds for provision of services to Head Start children and families.
<p>1306.31 Choosing a Head Start program option</p> <p>(a) Grantees may choose to implement one or more than one of four program options: a center-based option, a home-based program option, a combination program option, or a family child care option.</p> <p>(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.</p> <p>(c) 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.</p>	<p>Strategies:</p> <ul style="list-style-type: none"> • Waldo Community Action Partners Head Start implements the following program options: center-based, home based, and a combination program. Center-based options are provided to Early Head Start and Head Start families. Early Head Start has the Home based option only. A combination program option is offered at two sites, Leroy Smith Pre-K and Unity Pre-K. • Waldo Community Action Partners conducts a Community Needs Assessment once every three (3) years, with updates during years 2 and 3. Head Start uses the information gathered in the Community Assessment and the data gathered from the annual Head Start Self Assessment in determining long and short term goals for the program, recruitment areas to be served, location of centers, including services needed and program options to be offered. • Factors, such as child's age, developmental level, disabilities, health or learning concerns, family circumstances and preferences are considered prior to placing children in a particular program and/or option. Parents' wishes and concerns are noted at the time of intake and application to ensure consideration when determining program/option placement.

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<p>1306.32 Center-based program option</p> <p>(a) Class size.</p> <p>(1) Head Start classes must be staffed by a teacher and an aide or two teachers and, whenever possible, a volunteer.</p> <p>(2) Grantees must determine their class size based on the predominant age of the children who will participate in the class and whether or not a center based double session variation is being implemented.</p> <p>(3) For classes serving predominantly four or five year old children, the average class size of that group of classes must be between 17 and 20 children, with no more than 20 children enrolled in any one class.</p> <p>(4) When double session classes serve predominantly four or five year old children, the average class size of that group of classes must be between 15 and 17 children. A double session class for four or five year old children may have no more than 17 children enrolled. (See paragraph (c) of this section for other requirements regarding the double session variation.)</p> <p>(5) For classes serving predominantly three year old children, the average class size of that group of classes must be between 15 and 17 children, with no more than 17 children enrolled in any one class.</p> <p>(6) When double session classes serve pre dominantly three year old children, the aver age class size of that group of classes must be between 13 and 15 children. A double session class for three year old children may have no more than 15 children enrolled. (See paragraph (c) of this section for other requirements regarding the double session variation.)</p> <p>(7) It is recommended that at least 13 children be enrolled in each center based option class where feasible.</p> <p>(8) A class is considered to serve predominantly four or five year old</p>	<p>Strategies:</p> <ul style="list-style-type: none"> • Head Start classes are staffed by two teachers and an aide and volunteers when possible. At all times, Head Start maintains staff: child ratio in accordance to Maine’s Child Care Licensing requirements. • Class size is determined based on the predominant age of the children accepted into a class in accordance with Child Care Licensing. Predominant age of the class is the age of more than half of the children accepted into the class. • Head Start classrooms with predominantly four or five year old children maintain an average of 17 to 20 children, never exceeding 20 children enrolled in a class. • WCAP Head Start does not offer double session classes. • Head Start classrooms with predominantly three year old children maintain an average of 15 to 17 children, never exceeding 17 children enrolled in a class. • WCAP Head Start does not offer double session classes. • WCAP Head Start enrolls a <u>minimum of 10</u> children in each center based classroom, with the exception of collaboration classrooms and Early Head Start center-based classroom. • Head Start adheres to the State of Maine’s date of October 15th of the program year for which a child is being accepted into to
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children if more than half of the children in the class will be four or five years old by whatever date is used by the State or local jurisdiction in which the Head Start program is located to determine eligibility for public school.

(9) A class is considered to serve predominantly three year old children if more than half of the children in the class will be three years old by whatever date is used by the State or local jurisdiction in which Head Start is located to determine eligibility for public school.

(10) Head Start grantees must determine the predominant age of children in the class at the start of the year. There is no need to change that determination during the year.

(11) In some cases, State or local licensing requirements may be more stringent than these class requirements, preventing the required minimum numbers of children from being enrolled in the facility used by Head Start. Where this is the case, Head Start grantees must try to find alternative facilities that satisfy licensing requirements for the numbers of children cited above. If no alternative facilities are available, the responsible HHS official has the discretion to approve enrollment of fewer children than required above.

(12) The chart below may be used for easy reference:

Predominant age of children in the class	Funded class size [Funded enrollment]
4 and 5 year olds.....	Program average of 17-20 children enrolled per class in these classes. No more than 20 children enrolled in any class.
4 and 5 year olds in double session	Program average of 15-17 children enrolled per class in these classes. No more than 17

determine classroom predominate age group.

- Head Start adheres to the State of Maine’s date of October 15th of the program year for which a child is being accepted into to determine classroom predominate age group.
- Head Start determines the predominant age of children for all classrooms at the start of the program year.
- WCAP Head Start adheres to the more stringent class requirements; Head Start or Child Care Licensing.

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classes.	children enrolled in any class.
3 year olds.....	Program average of 15-17 children enrolled per class in these classes. No more than 17 children enrolled in any class.
3 year olds in double session classes.	Program average of 13-15 children enrolled per class in these classes. No more than 15 children enrolled in any class.

(b) Center based program option requirements.

(1) Classes must operate for four or five days per week or some combination of four and five days per week.

(2) Classes must operate for a minimum of three and one half to a maximum of six hours per day with four hours being optimal.

(3) The annual number of required days of planned class operations (days when children are scheduled to attend) is determined by the number of days per week each program operates. Programs that operate for four days per week must provide at least 128 days per year of planned class operations. Programs that operate for five days per week must provide at least 160 days per year of planned class operations. Grantees implementing a combination of four and five days per week must plan to operate between 128 and 160 days per year. The minimum number of planned days of service per year can be determined by computing the relative number of four and five day weeks that the program is in operation. All center based program options must provide a minimum of 32 weeks of scheduled days of class operations over an eight or nine month period. Every effort should be made to schedule makeup classes using existing resources if planned class days fall below the number required per year.

(4) Programs must make a reasonable

- Head Start center based classrooms operate four days per week for four hours.

- Center based classrooms operate for at least 128 days with a minimum of 32 weeks of scheduled days per program year of nine months. Makeup classes are scheduled at the end of the program year to meet these requirements.

- Provisions are made at the start of a program year to financially support makeup classes as needed to meet the minimum of 128 days per year.

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estimate of the number of days during a year that classes may be closed due to problems such as inclement weather or illness, based on their experience in previous years. Grantees must make provisions in their budgets and program plans to operate makeup classes and provide these classes, when needed, to prevent the number of days of service available to the children from falling below 128 days per year.

(5) Each individual child is not required to receive the minimum days of service, although this is to be encouraged in accordance with Head Start policies regarding attendance. The minimum number of days also does not apply to children with disabilities whose individualized education plan may require fewer planned days of service in the Head Start program.

(6) Head Start grantees operating migrant programs are not subject to the requirement for a minimum number of planned days, but must make every effort to provide as many days of service as possible to each migrant child and family.

(7) Staff must be employed for sufficient time to allow them to participate in pre-service training, to plan and set up the program at the start of the year, to close the program at the end of the year, to conduct home visits, to conduct health examinations, screening and immunization activities, to maintain records, and to keep service component plans and activities current and relevant. These activities should take place outside of the time scheduled for classes in center based programs or home visits in home based programs.

(8) Head Start grantees must develop and implement a system that actively encourages parents to participate in two home visits annually for each child enrolled in a center based program option. These visits must be initiated and carried out by the child's teacher. The child may not be dropped from the

- All children are encouraged to receive 128 days of service, however individual child and family circumstances are taken into account to meet the needs of children and families.

- WCAP Head Start does not operate a migrant program.

- Staff are employed for sufficient time outside of scheduled class time to allow them to participate in pre-service and ongoing in-service training, program start up responsibilities, and end of year responsibilities.

- Parents and/or guardians of center based programs are encouraged to participate in two home visits annually in the fall and spring of each program year. The initial home visit is scheduled by the teacher within thirty (30) days of enrollment. Parents and/or guardians may chose to sign a service refusal form if they decline a home visit. Children are not dropped from a program if a parent and/or guardian refuses a home visit.

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program if the parents will not participate in the visits.

(9) Head Start grantees operating migrant programs are required to plan for a minimum of two parent teacher conferences for each child during the time they serve that child. Should time and circumstance allow, migrant programs must make every effort to conduct home visits.

(c) Double session variation.

(1) A center based option with a double session variation employs a single teacher to work with one group of children in the morning and a different group of children in the afternoon. Because of the larger number of children and families to whom the teacher must provide services, double session program options must comply with the requirements regarding class size explained in paragraph (a) of this section and with all other center based requirements in paragraph (b) of this section with the exceptions and additions noted in paragraphs (c) (2) and (3) of this section.

(2) Each program must operate classes for four days per week.

(3) Each double session classroom staff member must be provided adequate break time during the course of the day. In addition, teachers, aides and volunteers must have appropriate time to prepare for each session together, to set up the classroom environment and to give individual attention to children entering and leaving the center.

(d) Full day variation.

(1) A Head Start grantee implementing a center based program option may operate a full day variation and provide more than six hours of class operations per day using Head Start funds. These programs must comply with all the requirements regarding the center based program option found in paragraphs (a) and (b) of this section with the exception of paragraph (b)(2) regarding the hours of service per day.

(2) Programs are encouraged to meet the

- WCAP Head Start does not operate a migrant program.

- Head Start does not operate double sessions.

- Head Start does not operate full day classrooms.

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<p>needs of Head Start families for full day services by securing funds from other agencies. Before implementing a full day variation of a center based option, a Head Start grantee should demonstrate that alternative enrollment opportunities or funding from non Head Start sources are not available for Head Start families needing full day child care services.</p> <p>(3) Head Start grantees may provide full day services only to those children and families with special needs that justify full day services or to those children whose parents are employed or in job training with no caregiver present in the home. The records of each child receiving services for more than six hours per day must show how each child meets the criteria stated above.</p> <p>(e) Non Head Start services. Grantees may charge for services which are provided outside the hours of the Head Start program.</p>	<ul style="list-style-type: none"> • WCAP Head Start does not provide Non Head Start services.
<p>1306.33 Home-based program option</p> <p>(a) Grantees implementing a home based program option must:</p> <p>(1) Provide one home visit per week per family (a minimum of 32 home visits per year) lasting for a minimum of 1 and a half hours each.</p> <p>(2) Provide, at a minimum, two group socialization activities per month for each child (a minimum of 16 group socialization activities each year).</p> <p>(3) Make up planned home visits or scheduled group socialization activities that were canceled by the grantee or by program staff when this is necessary to meet the minimums stated above. Medical or social service appointments may not replace home visits or scheduled group socialization activities.</p> <p>(4) Allow staff sufficient employed time to participate in pre service training, to plan and set up the program at the start of the year, to close the program at the end of the year, to maintain records, and to keep component and activities plans current and relevant. These activities should take place when no home visits</p>	<p>Strategies:</p> <ul style="list-style-type: none"> • The Waldo Community Action Partners Early Head Start (WCAP-EHS) home-based program provides 48 home visits per year which last a minimum of 1 and a half hours each. • WCAP-EHS provides 2 Socializations per month for each child and family. Four Home Visitors share two Socialization sites. Each Home Visitor has a maximum caseload of 12 children. • Home Visits and/or Socializations cancelled by program staff will be rescheduled with the families. Home visits are conducted in the family’s home. Socializations are conducted at one of the two Socialization Sites.

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<p>or group socialization activities are planned.</p> <p>(5) Maintain an average caseload of 10 to 12 families per home visitor with a maximum of 12 families for any individual home visitor.</p> <p>(b) Home visits must be conducted by trained home visitors with the content of the visit jointly planned by the home visitor and the parents. Home visitors must conduct the home visit with the participation of parents. Home visits may not be conducted by the home visitor with only babysitters or other temporary caregivers in attendance.</p> <p>(1) The purpose of the home visit is to help parents improve their parenting skills and to assist them in the use of the home as the child's primary learning environment. The home visitor must work with parents to help them provide learning opportunities that enhance their child's growth and development.</p> <p>(2) Home visits must, over the course of a month, contain elements of all Head Start program components. The home visitor is the person responsible for introducing, arranging and/or providing Head Start services.</p> <p>(c) Group socialization activities must be focused on both the children and parents. They may not be conducted by the home visitor with babysitters or other temporary caregivers.</p> <p>(1) The purpose of these socialization activities for the children is to emphasize peer group interaction through age appropriate activities in a Head Start classroom, community facility, home, or on a field trip. The children are to be supervised by the home visitor with parents observing at times and actively participating at other times.</p> <p>(2) These activities must be designed so that parents are expected to accompany their children to the group socialization activities at least twice each month to</p>	<ul style="list-style-type: none"> • Documented caseloads are maintained on the program's chosen data base (PROMIS) and are backed up by a shared network spreadsheet in order to provide an instant visual account for assigned caseloads. Caseloads do not exceed 12 families for any home visitor. • Specific home visiting training is provided to each home visitor upon hire. This training includes Home Visitor safety, Home Visitor Handbook, and the Parent's Guide Handbook. Other content area training is provided by content coordinators, EHS/HS Education Manager, agency staff, and EHS Manager as part of the home visitor's orientation. • Home Visit Summary Reports document each home visit and the domain focus for the week. This assists the Home Visitor in tracking all domain areas so that all domains have been planned for monthly. Monthly nutrition activities are also indicated on the summaries. • Socialization planning sheets are utilized by Home Visitors & parents and a Socialization Plan is posted for each Socialization.
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<p>observe, to participate as volunteers or to engage in activities designed specifically for the parents.</p> <p>(3) Grantees must follow the nutrition requirements specified in 45 CFR 1304.23(b)(2) and provide appropriate snacks and meals to the children during group socialization activities.</p>	<ul style="list-style-type: none"> • A Food Component Sheet is completed by the Home Visitor for each Socialization to ensure appropriate snacks are provided. 																																				
<p>1306.34 Combination program option (a) Combination program option requirements: (1) Grantees implementing a combination program option must provide class sessions and home visits that result in an amount of contact with children and families that is, at a minimum, equivalent to the services provided through the center-based program option or the home-based program option. (2) Acceptable combinations of minimum number of class sessions and corresponding number of home visits are shown below. Combination programs must provide these services over a period of 8 to 12 months.</p> <table border="0"> <thead> <tr> <th>Number of class sessions</th> <th>Number of home visits</th> </tr> </thead> <tbody> <tr><td>96</td><td>8</td></tr> <tr><td>92-95.....</td><td>9</td></tr> <tr><td>88-91.....</td><td>10</td></tr> <tr><td>84-87.....</td><td>11</td></tr> <tr><td>80-83.....</td><td>12</td></tr> <tr><td>76-79.....</td><td>13</td></tr> <tr><td>72-75.....</td><td>14</td></tr> <tr><td>68-71.....</td><td>15</td></tr> <tr><td>64-67.....</td><td>16</td></tr> <tr><td>60-63.....</td><td>17</td></tr> <tr><td>56-59.....</td><td>18</td></tr> <tr><td>52-55.....</td><td>19</td></tr> <tr><td>48-51.....</td><td>20</td></tr> <tr><td>44-47.....</td><td>21</td></tr> <tr><td>40-43.....</td><td>22</td></tr> <tr><td>36-39.....</td><td>23</td></tr> <tr><td>32-35.....</td><td>24</td></tr> </tbody> </table> <p>(3) The following are examples of various con-figurations that are possible for a program that operates for 32 weeks:</p> <ul style="list-style-type: none"> • A program operating classes three days a week and providing one home visit a 	Number of class sessions	Number of home visits	96	8	92-95.....	9	88-91.....	10	84-87.....	11	80-83.....	12	76-79.....	13	72-75.....	14	68-71.....	15	64-67.....	16	60-63.....	17	56-59.....	18	52-55.....	19	48-51.....	20	44-47.....	21	40-43.....	22	36-39.....	23	32-35.....	24	<p>Strategies:</p> <ul style="list-style-type: none"> • WCAP Head Start combination program option classrooms operate three days per week with one home visit per month of 90 minutes for a minimum of 8 home visits over the program year. These classrooms operate for at least 96 days with a minimum of 32 weeks of scheduled days per program year of nine months.
Number of class sessions	Number of home visits																																				
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<p>month (96 classes and 8 home visits a year);</p> <ul style="list-style-type: none"> • A program operating classes two days a week and providing two home visits a month (64 classes and 16 home visits a year); • A program operating classes one day a week and providing three home visits a month (32 classes and 24 home visits a year). • <p>(4) Grantees operating the combination program option must make a reasonable estimate of the number of days during a year that centers may be closed due to problems such as inclement weather or illness, based on their experience in previous years. Grantees must make provisions in their budgets and program plans to operate make-up classes up to the estimated number, and provide these classes, when necessary, to prevent the number of days of classes from falling below the number required by paragraph (a)(2) of this section. Grantees must make up planned home visits that were canceled by the program or by the program staff if this is necessary to meet the minimums required by paragraph (a)(2) of this section. Medical or social service appointments may not replace home visits.</p> <p>(b) Requirements for class sessions:</p> <p>(1) Grantees implementing the combination program option must comply with the class size requirements contained in Sec. 1306.32(a).</p> <p>(2) The provisions of the following sections apply to grantees operating the combination program option: Sec. 1306.32(b) (2), (5), (6), (7) and (9).</p>	<ul style="list-style-type: none"> • Provisions are made at the start of a program year to financially support makeup classes as needed to meet the minimum of 96 days per year. Planned home visits that are canceled by the program or by the program staff are made-up to meet the minimum of 8 home visits per program year. • Head Start classes are staffed <u>by a Lead Teacher and an Assistant Teacher as well as an aide and volunteers when possible</u>. At all times Head Start maintains staff:child ratio in accordance with Child Care Licensing. Class size is determined based on the predominant age of the children accepted into a class in accordance with Child Care Licensing. Predominant age of the class is the age of more than half of the children accepted into the class. Head Start classrooms with predominantly four or five year old children maintain an average of 17 to 20 children, never exceeding 20 children enrolled in a class. Head Start adheres to the State of Maine's date of October 15th of the program year for which a child is being accepted into to determine classroom predominate age group. See 1306.32(a) • See 1306.34 (a)1-4
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<p>(3) If a grantee operates a double session or a full day variation, it must meet the provisions concerning double-sessions contained in Sec. 1306.32(c)(1) and (3) and the provisions for the center-based program option's full day variation found in Sec. 1306.32(d).</p> <p>(c) Requirements for home visits: (1) Home visits must last for a minimum of 1 and a half hours each.</p> <p>(2) The provisions of the following section, concerning the home-based program option, must be adhered to by grantees implementing the combination program option: Sec. 1306.33(a) (4) and (5); and Sec. 1306.33(b).</p>	<ul style="list-style-type: none"> • Head Start does not operate a double session. • Home visits last a minimum of 1 and a half hours each (90 minutes). • Staff are employed for sufficient time outside of scheduled class and home visiting time to allow them to participate in pre-service and ongoing in-service training, program start up responsibilities, and end of year responsibilities. • Staff will maintain an average caseload of 10 families per teacher/home visitor with a maximum of 12 families. • Training/professional development will be provided to teachers/home visitors to ensure they are adequately trained. Teachers/home visitors will plan the content of the visit together and will include participation of the parents/guardians. Home visits will not be conducted with only babysitters, <u>Grandparents</u> or other temporary caregivers in attendance. • Teachers/home visitors will help parents improve their parenting skills and ability to provide learning opportunities to enhance their child's growth and development. The home will be utilized as the child's primary learning environment. • Teachers/home visitors will be responsible for introducing, arranging, and/or providing Head Start services and for covering all of Head Start's program components at each Home Visit.
<p>1306.35 Family child care program option (a) Grantee and delegate agency implementation. Grantee and delegate agencies offering the family child care program option must: (1) Hours of operation. Ensure that the family child care option, whether provided directly or via contractual arrangement, operates sufficient hours to meet the child care needs of families. (2) Serving children with disabilities. (i) Ensure the availability of family child care homes capable of serving children and families with disabilities affecting mobility as appropriate; and (ii) Ensure that children with disabilities</p>	<p>Strategies:</p> <ul style="list-style-type: none"> • WCAP Head Start does not provide family child care program options.

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enrolled in family child care are provided services which support their participation in the early intervention, special education, and related services required by their individual family service plan (IFSP) or individual education plan (IEP) and that the child's teacher has appropriate knowledge, training, and support.

(3) Program Space-indoor and outdoor. Ensure that each family child care home has sufficient indoor and outdoor space which is usable and available to children. This space must be adequate to allow children to be supervised and safely participate in developmentally appropriate activities and routines that foster their cognitive, socio-emotional, and physical development, including both gross and fine motor. Family child care settings must meet State family child care regulations.

(4) Policy Council role. The Policy Council must approve or disapprove the addition of family child care as a Head Start or Early Head Start program option. When families are enrolled in the Head Start or Early Head Start family child care program option, they must have proportionate representation on the Policy Council or policy committee.

(b) Facilities. (1) Safety Plan. Grantees and delegate agencies offering the family child care program option must ensure the health and safety of children enrolled. The family child care home must have a written description of its health, safety, and emergency policies and procedures, and a system for routine inspection to ensure ongoing safety.

(2) Injury prevention. Grantee and delegate agencies must ensure that:

(i) Children enrolled in the Head Start family child care program option are protected from potentially hazardous situations. Providers must ensure that children are safe from the potential hazards posed by appliances (stove, refrigerator, microwave, etc). Premises must be free from pests and the use of chemicals or other potentially harmful materials for controlling pests must not occur while children are on premises.

(ii) Grantee and delegate agencies must

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ensure that all sites attended by children enrolled in Head Start and Early Head Start are equipped with functioning and properly located smoke and carbon monoxide detectors.

(iii) Radon detectors are installed in family child care homes where there is a basement and such detectors are recommended by local health officials;

(iv) Children are supervised at all times.

Providers must have systems for assuring the safety of any child not within view for any period (e.g. the provider needs to use the bathroom or an infant is napping in one room while toddlers play in another room);

(v) Providers ensure the safety of children whenever any body of water, road, or other potential hazard is present and when children are being transported;

(vi) Unsupervised access by children to all water hazards, such as pools or other bodies of water, are prevented by a fence;

(vii) There are no firearms or other weapons kept in areas occupied or accessible to children;

(viii) Alcohol and other drugs are not consumed while children are present or accessible to children at any time; and

(ix) Providers secure health certificates for pets to document up to date immunizations and freedom from any disease or condition that poses a threat to children's health. Family child care providers must ensure that pets are appropriately managed to ensure child safety at all times.

(c) Emergency plans. Grantee and delegate agencies offering the family child care option must ensure that providers have made plans to notify parents in the event of any emergency or unplanned interruption of service. The provider and parent together must develop contingency plans for emergencies. Such plans may include, but are not limited to, the use of alternate providers or the availability of substitute providers. Parents must be informed that they may need to pick the child up and arrange care if the child becomes ill or if an emergency arises.

(d) Licensing requirements. Head Start

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<p>programs offering the family child care option must ensure that family child care providers meet State, Tribal, and local licensing requirements and possess a license or other document certifying that those requirements have been met. When State, Tribal, or local requirements vary from Head Start requirements, the most stringent provision takes precedence.</p>	
<p>1306.36 Additional Head Start program option variations In addition to the center-based, home-based, combination programs, and family child care options defined in this part, the Director of the Office of Head Start retains the right to fund alternative program variations to meet the unique needs of communities or to demonstrate or test alternative approaches for providing Head Start services.</p>	<p>Strategies:</p> <ul style="list-style-type: none"> • WCAP Head Start does not offer any additional, alternative program variations.
<p>1306.37 Compliance waiver An exception to one or more of the requirements contained in Sec. Sec. 1306.32, 1306.33, 1306.34, and 1306.35 will be granted only if the Director of the Office of Head Start determines, on the basis of supporting evidence, that the grantee made a reasonable effort to comply with the requirement but was unable to do so because of limitations or circumstances of a specific community or communities served by the grantee.</p>	<p>Strategies:</p> <ul style="list-style-type: none"> • WCAP Head Start does not require a compliance waiver.