



City of Chicago  
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Chicago Department of  
Family and Support Services

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To: Head Start/Early Head Start  
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Director Director  
Children Services Division Children Services Division

Date: July 21, 2010

Subject: Age/Class Size Policy-Head Start Center Based Program Option

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The Department of Family and Support Services (DFSS) requires that all delegate agencies and its partners adhere to Head Start Performance Standard **1306.32**

**Center-based program option**

**(a) Class Size**

**(1) HS classes must be staffed by a teacher and an aide or two teachers and, whenever possible, a volunteer.**

**(2) Grantee 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.**

**Please refer to the attachment “ERSEA Policies pertaining to Federal Review Findings” Dated February 2, 2009.**

In addition to this policy, DFSS expects agencies to submit a plan fourteen (14) days prior to filling any vacancies that will affect a classroom’s predominant age. Please submit the plan to your ERSEA Support Services Coordinator to ensure compliance with HS regulations for predominant age and class size.

Answers to the following questions should serve as a guide for submitting the proposed plan:

- (a) Do you have an active waiting list to address your current predominant age to fill vacancies?
- (b) Are two teaching staff with the required education qualifications assigned to each HS class?
- (c) Does the room arrangement & classroom materials support the implementation of the curriculum in each class?

A copy of COPA Demographic Report 300 should be printed during the certification process in September and upon approval of the plan to certify the current age and class size.

**Please note this process must always be included when requesting a Slot Reallocation, see Milestones under ERSEA.**

If you have further questions about these issues please e-mail any one of the following staff; Earline Alexander at [earline.alexander@cityofchicago.org](mailto:earline.alexander@cityofchicago.org), Craig Zemke at [craig.zemke@cityofchicago.org](mailto:craig.zemke@cityofchicago.org), or Denise Jordan at [denise.jordan@cityofchicago.org](mailto:denise.jordan@cityofchicago.org).