



City of Chicago
Richard M. Daley, Mayor

Chicago Department of
Family and Support Services

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To: Head Start/Early Head Start
Executive /Program Directors

From: Loukisha Smart-Pennix *LSP* Madeline Cancel-Hanieh *MCH*
Director Director
Children Services Division Children Services Division

Date: August 23, 2010

Subject: Staff/Child Ratios and Group Size – EHS Center-based

The Department of Family and Support Services (DFSS) requires that all delegate agencies and its partners adhere to Head Start Performance Standard **1304.52 (g) Classroom Staffing**

(4) Grantee and delegate agencies must ensure that each teacher working exclusively with infants and toddlers has responsibility for no more than four infants and toddlers and that no more than eight infants and toddlers are placed in any one group.

Additionally, DFSS expects agencies to submit a plan fourteen (14) days prior to filling any vacancies. Please submit the plan to your ERSEA Support Services Coordinator to ensure compliance with EHS regulations for staff/child ratios and group size.

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

- (a) Do EHS classes have no more than eight children enrolled?
- (b) Are two teaching staff with the required EHS education qualifications¹ assigned to each EHS class?
- (c) Is each teacher assigned no more than four children?
- (d) 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, Craig Zemke at craig.zemke@cityofchicago.org, or Denise Jordan at denise.jordan@cityofchicago.org.

¹ Please refer to DFSS HS/EHS Teacher Qualifications Memo