Office of Human Development Services, HHS § 1306.32

and safety as found in 45 CFR 1304.53(a).

(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 ser-
vice.

[57 FR 58092, Dec. 8, 1992, as amended at 61
FR 57226, Nov. 5, 1996; 63 FR 2314, Jan. 15,
1998]

§ 1306.31 Choosing a Head Start pro-
gram option.

(a) Grantees may choose to imple-
ment one or more than one of four pro-
gram options: a center-based option, a
home-based program option, a com-
bination program option, or a family
child care option.

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

(c) When assigning children to a par-
ticular program option, Head Start
grantees that operate more than one
program option must consider such fac-
tors as the child’s age, developmental
level, disabilities, health or learning
problems, previous preschool experi-
ences and family situation. Grantees
must also consider parents’ concerns
and wishes prior to making final as-
signments.

[57 FR 58092, Dec. 8, 1992, as amended at 73
FR 1296, Jan. 8, 2008]

§ 1306.32 Center-based program op-
tion.

(a) Class size. (1) Head Start classes
must be staffed by a teacher and an
aide or two teachers and, whenever
possible, a volunteer.

(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.

(3) For classes serving predominantly
four or five-year-old children, the aver-
age 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.

(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 dou-
ble session variation.)

(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.

(6) When double session classes serve
predominantly three-year-old children,
the average class size of that group of
classes must be between 13 and 15 chil-
dren. A double session class for three-
year-old children may have no more
than 15 children enrolled. (See para-
graph (c) of this section for other re-
quirements regarding the double ses-
sion variation.)

(7) It is recommended that at least 13
children be enrolled in each center-
based option class where feasible.

(8) A class is considered to serve pre-
dominantly four- or five-year-old chil-
dren 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 deter-
mine eligibility for public school.

(9) A class is considered to serve pre-
dominantly three-year-old children if
more than half of the children in the
class will be three years old by what-
ever date is used by the State or local
jurisdiction in which Head Start is lo-
cated to determine eligibility for pub-
lic school.

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

(11) In some cases, State or local li-
censing requirements may be more
stringent than these class require-
ments, preventing the required min-
imum 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 alter-
native 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:

<table>
<thead>
<tr>
<th>Predominant age of children in the class</th>
<th>Funded class size [Fund enrollment]</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 and 5 year olds</td>
<td>Program average of 17-20 children enrolled per class in these classes. No more than 20 children enrolled in any class.</td>
</tr>
<tr>
<td>4 and 5 year olds in double session classes.</td>
<td>Program average of 15-17 children enrolled per class in these classes. No more than 17 children enrolled in any class.</td>
</tr>
<tr>
<td>3 year olds</td>
<td>Program average of 15-17 children enrolled per class in these classes. No more than 17 children enrolled in any class.</td>
</tr>
<tr>
<td>3 year olds in double session classes.</td>
<td>Program average of 13-15 children enrolled per class in these classes. No more than 15 children enrolled in any class.</td>
</tr>
</tbody>
</table>

(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 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 program if the parents will not participate in the visits.

(9) Head Start grantees operating migrant programs are required to plan for
§ 1306.33 Home-based program option.
(a) Grantees implementing a home-based program option must:
(1) Provide one home visit per week per family (a minimum of 32 home visits per year) lasting for a minimum of 1 and 1/2 hours each.
(2) Provide, at a minimum, two group socialization activities per month for each child (a minimum of 16 group socialization activities each year).
(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.
(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 or group socialization activities are planned.
(5) Maintain an average caseload of 10 to 12 families per home visitor with a maximum of 12 families for any individual home visitor.
(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 visits 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.