

§1302.20 Determining program structure.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1302.20 (a)(b)(c)	Exe. Director, Family & Community Services Coordinator	Exec. Director, ERSE Coordinator		

(a) Choose a program option.

(1) A program must choose to operate one or more of the following program options: center-based, home-based, family child care, or an approved locally-designed variation as described in §1302.24. The program option(s) chosen must meet the needs of children and families based on the community assessment described in §1302.11(b). A Head Start program serving preschool-aged children may not provide only the option described in §1302.22(a) and (c)(2).

(2) To choose a program option and develop a program calendar, a program must consider in conjunction with the annual review of the community assessment described in §1302.11(b)(2), whether it would better meet child and family needs through conversion of existing slots to full school day or full working day slots, extending the program year, conversion of existing Head Start slots to Early Head Start slots as described in paragraph (c) of this section, and ways to promote continuity of care and services. A program must work to identify alternate sources to support full working day services. If no additional funding is available, program resources may be used.

(b) Comprehensive services. All program options must deliver the full range of services, as described in subparts C, D, E, F, and G of this part, except that §§1302.30 through 1302.32 and §1302.34 do not apply to home-based options.

PACT Head Start operates center based programs for Head Start and Early Head Start enrollees and a home based program for Early Head Start enrollees.

For details regarding the community assessment, see 1302.11 (a) (b) in Eligibility, Recruitment, and Selection section.

Varying program options are provided within PACT’s geographical service area. Program options and schedules are based on family needs within a designated service area and the feasibility of implementing a specific program option in the area. Family needs are determined through a Community Assessment and/or an annual update. The Community Assessment process includes parent surveys, community partner questionnaires, and county, regional, and state statistics.

PACT’s Head Start program options and geographical service areas are reviewed annually by the Parent Policy Council and staff to determine feasibility of program options and to establish short-term and long-term program goals. When there is more than one program option available in a specific geographical service area, the child’s age, developmental level, disabilities, learning or health problems, previous preschool experience, and family concerns and wishes are taken into consideration when assigning a child to a program option.

The full range of services for EHS and HS are delivered, as described in the above subparts to include Education and Child Development, Health, Family Community Engagement, Additional services for Children with Disabilities, and Transportation.

(c) Conversion.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1302.20 (c) (1) (2) (3) (4)	Exe. Director			

(1) Consistent with section 645(a)(5) of the Head Start Act, grantees may request to convert Head Start slots to Early Head Start slots through the re-funding application process or as a separate grant amendment.

(2) Any grantee proposing a conversion of Head Start services to Early Head Start services must obtain policy council and governing body approval and submit the request to their regional office.

(3) With the exception of American Indian and Alaska Native grantees as described in paragraph (c)(4) of this section, the request to the regional office must include:

(i) A grant application budget and a budget narrative that clearly identifies the funding amount for the Head Start and Early Head Start programs before and after the proposed conversion;

(ii) The results of the community assessment demonstrating how the proposed use of Funds would best meet the needs of the community, including a description of how the needs of eligible Head Start children will be met in the community when the conversion takes places;

(iii) A revised program schedule that describes the program option(s) and the number of funded enrollment slots for Head Start and Early Head Start programs before and after the proposed conversion;

(iv) A description of how the needs of pregnant women, infants, and toddlers will be addressed;

(v) A discussion of the agency’s capacity to carry out an effective Early Head Start program in accordance with the requirements of section 645A(b) of the Head Start Act and all applicable regulations;

(vi) Assurances that the agency will participate in training and technical assistance activities required of all Early Head Start grantees;

(vii) A discussion of the qualifications and competencies of the child development staff proposed for the Early Head Start program, as well as a description of the facilities and program infrastructure that will be used to support the new or expanded Early Head Start program;

(viii) A discussion of any one-time funding necessary to implement the proposed conversion and how the agency intends to secure such funding; and,

(ix) The proposed timetable for implementing this conversion, including updating school readiness goals as described in subpart J of this part.

(4) Consistent with section 645(d)(3) of the Act, any American Indian and Alaska Native grantee that operates both an Early Head Start program and a Head Start program may reallocate funds between the programs at its discretion and at any time during the grant period involved, in order to address fluctuations in client populations. An American Indian and Alaska Native program that exercises this discretion must notify the regional office.

PACT has converted slots from HS to EHS in past years.

1302.20 (c) (4) is not applicable to PACT.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1302.20 (d)	Exe. Director			

(d) Source of funding. A program may consider hours of service that meet the Head Start Program Performance Standards, regardless of the source of funding, as hours of planned class operations for the purposes of meeting the Head Start and Early Head Start service duration requirements in this subpart.

N/A to PACT

§1302.21 Center-based option.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1302.21	Ed. Coord.	Teachers, Site Sup.		

(a) Setting. The center-based option delivers the full range of services, consistent with §1302.20(b). Education and child development services are delivered primarily in classroom settings.

The education curriculum is a comprehensive child development plan for learning. The curriculum includes goals for children’s development and learning, the experiences through which children will achieve these goals, what staff and parents do to help children achieve their goals, and the materials needed to support the implementation of PACT’s written plan for each child.

Classroom activities shall provide a supportive social and emotional climate which enhances a child's self-concept, provides opportunities for success and establishes an atmosphere of acceptance. A child's accomplishments and efforts, no matter how small, shall be recognized in order to affirm worthiness and potential. Children shall be respected for who they are and their individual rights shall be protected. Instilling acceptance of others and basic human values such as trust, honesty, and caring for others.

In the Center Based program, the children attend classes 4 to 5 days a week. Half-day classes are held in the morning or afternoons. Full-day center based classes operate from 7 a.m. to 4:30 p.m. (Macomb Center until 5:30 p.m.) Hours may vary depending upon the needs of the families enrolled. “Core” Head Start hours are from 8:00 a.m. to 3:00 p.m. or 3:30 p.m. with wrap-around services provided before and after. Wrap-around services are funded through private pay or Child Care Assistance Program funds from the Illinois Dept. of Human Services, depending on qualifications met by the family.

In the Center Based program, home visits are held 2 times a year at a minimum. The Teacher will assess, with parent input, the child’s current skills and development. Parent education is provided primarily by monthly handouts and workshops. The parents receive training in the observation of growth and development of their children in the home environment and identification of and handling special developmental needs. The parents receive training on activities that can be used in the home to reinforce learning and development of their children. All Center Based classrooms are licensed by the Department of Children and Family Services. The State Fire Marshal conducts inspections as prescribed by DCFS for licensing purposes. In EHS Home Based program, the child and parents attend group socializations approximately twice a month. The families are offered activities that support child development by strengthening parent/child relationships.

Refer to 1302.42 (e) (2) in Health Service section, and 1302.52 (c)(4)in the Family and Community Partnerships section.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1302.21(b)	Ed. Coord.	Teachers, Site Sup.		

(b) Ratios and group size.

(1) Staff-child ratios and group size maximums must be determined by the age of the majority of children and the needs of children present. A program must determine the age of the majority of children in a class at the start of the year and may adjust this determination during the program year, if necessary. Where state or local licensing requirements are more stringent than the teacher-child ratios and group size specifications in this section, a program must meet the stricter requirements. A program must maintain appropriate ratios during all hours of program operation, except:

(i) For brief absences of a teaching staff member for no more than five minutes; and,

(ii) During nap time, one teaching staff member may be replaced by one staff member or trained volunteer who does not meet the teaching qualifications required for the age.

(2) An Early Head Start or Migrant or Seasonal Head Start class that serves children under 36 months old must have two teachers with no more than eight children, or three teachers with no more than nine children. Each teacher must be assigned consistent, primary responsibility for no more than four children to promote continuity of care for individual children. A program must minimize teacher changes throughout a child’s enrollment, whenever possible, and consider mixed age group classes to support continuity of care.

(3) A class that serves a majority of children who are three years old must have no more than 17 children with a teacher and teaching assistant or two teachers. A double session class that serves a majority of children who are three years old must have no more than 15 children with a teacher and teaching assistant or two teachers.

(4) A class that serves a majority of children who are four and five years old must have no more than 20 children with a teacher and a teaching assistant or two teachers. A double session class that serves a majority of children who are four and five years old must have no more than 17 children with a teacher and a teaching assistant or two teachers.

Table to §1302.21(b) — Center-based group size

4 and 5 year olds	No more than 20 children enrolled in any class. No more than 17 children enrolled in any double session class.
3 year olds	No more than 17 children enrolled in any class No more than 15 children enrolled in any double session class.
Under 3 years old	No more than 8 or 9 children enrolled in any class, depending on the number of teachers.

For Head Start, part-day center-based classes will operate in Camp Point, Pittsfield, Macomb, and Beardstown. Classes will be in operation four or five days per week for at least 144 days. Beginning and ending hours of class and number of days of class operation will vary among the sites, depending upon the needs of the families and the community. Each class session will operate for a minimum of 3 ½ hours. See chart in this section 1302.21 (c).

The Pittsfield and Macomb centers offer full-day sessions for children and families prioritizing children with special needs that justify full-day services or to children whose parents are employed or in job training. Full-day services will be available from 7:00 a.m. to 4:30 p.m. (5:30 p.m. in Macomb) five days per week. (Hours may vary based on needs of enrolled families.) Hours before 8:00 a.m. and after 3:00 or 3:30 p.m. are funded through subsidized child care from the Illinois Department of Human Services and/or private pay. Parents may also be responsible for a co-payment according to guidelines set by DHS. See chart in this section 1302.21 (c).

Classes that have a morning and afternoon session are staffed by two teachers. Single session classes have one teacher and one part-time aide. The Head Start full-day classroom is staffed by one full-time teacher and one full-time aide. The two teachers have staggered schedules, with overlap time in the middle of the day. The *Staffing Pattern* accessed by Site Supervisors and Education Coordinator, shows the number of staff assigned to each classroom throughout the day.

PACT does not operate double-session classrooms.

Center Based Teachers are employed for 40-51 weeks per year to allow them to participate in pre-service training, to plan and set up classroom at the start of each year, to close program at end of the year, to conduct home visits and parent-teacher conferences, to maintain records, and to attend staff development training.

Teachers plan and conduct a minimum of two home visits per year. Children may not be dropped from the program if parents do not participate in the visits.

The Macomb, Carthage, Camp Point and Pittsfield centers will offer Early Head Start sessions for children whose parents are employed or in job training with no care giver present in the home. EHS is a full day/full year program operating from 7:00 a.m. to 4:30 p.m. (5:30 p.m. in Macomb) 5 days per week. Hours before 8:00 a.m. and after 3:00 or 3:30 p.m. are funded through subsidized child care

through the Child Care Assistance Program or private pay. Parents are responsible for a co-payment according to guidelines set by DHS if children utilize the before and after school child care.

Each EHS classroom will have an adult ratio of 1:4 no more than 8 EHS children per class.

EHS classroom structure with small group size and continuity of care:

- 1-4 teacher/child ratio for each primary care teacher (with 2 teachers in a room)
- classrooms with (8) eight mixed age group, 6 weeks - 35 months
- limit of three children under the age of 15 months assigned to a classroom
- transition classrooms will include children at least 24 months old

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1302.21 (c) (1) (2)	Ed. Coord. & Managers	Teachers, Site Sup.		

(c) Service duration.

(1) Early Head Start.

(i) By August 1, 2018, a program must provide 1,380 annual hours of planned class operations for all enrolled children.

(ii) A program that is designed to meet the needs of young parents enrolled in school settings may meet the service duration requirements in paragraph (c)(1)(i) of this section if it operates a center-based program schedule during the school year aligned with its local education agency requirements and provides regular home-based services during the summer break.

(2) Head Start.

(i) Until a program is operating all of its Head Start center-based funded enrollment at the standard described in paragraph (c)(2)(iv) or (v) of this section, a program must provide, at a minimum, at least 160 days per year of planned class operations if it operates for five days per week, or at least 128 days per year if it operates four days per week. Classes must operate for a minimum of 3.5 hours per day.

(ii) Until a program is operating all of its Head Start center-based funded enrollment at the standard described in paragraph (c)(2)(iv) or (v) of this section, if a program operates a double session variation, it must provide classes for four days per week for a minimum of 128 days per year and 3.5 hours per day. Each double session class 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.

(iii) By August 1, 2019, a program must provide 1,020 annual hours of planned class operations over the course of at least eight months per year for at least 50 percent of its Head Start center-based funded enrollment.

(iv) By August 1, 2021, a program must provide 1,020 annual hours of planned class operations over the course of at least eight months per year for all of its Head Start center-based funded enrollment.

(v) A Head Start program providing fewer than 1,020 annual hours of planned class operations or fewer than eight months of service is considered to meet the requirements described in paragraphs (c)(2)(iii) and (iv) of this section if its program schedule aligns with the annual hours required by its local education agency for grade one and such alignment is necessary to support partnerships for service delivery.

All Early Head Start center-based classrooms operate at least 1,650 hours.

Early Head Start Classrooms

Classrooms, 5 days a week, 44 weeks a year	Hours/Day	Program Option	Classroom Enrollment
Pittsfield	7	Full Day	3 class of 8
Carthage	7	Full Day	1 class of 8
Camp Point	7	Full Day	2 classes of 8
Macomb	7 ½	Full Day	4 classes of 8
Total EHS Center Based			80

Head Start Classroom Hours

Classroom	Current Hours/Day	Current # of days/Week	Actual Current Days of Operation	Target Hours 1,020, Current # of Hours Per Classroom	# of Hours Remaining to meet 1,020 Target Hours
Pittsfield CB 1A	3 ½ hours	4	144 days	504 Hours	516 Hours
Pittsfield CB 2	7 ½ hours	5	171 days	1,282.5 Hours	Exceeds 1,020 hours
Beardstown CB 3	6 hours	5	171 days	1,026 Hours	Exceeds 1, 020 Hours
Beardstown CB 4	6 hours	5	171 days	1,026 Hours	Exceeds 1, 020 Hours
Camp Point CB 5	6 hours	5	171 days	1,026 Hours	Exceeds 1, 020 Hours
Camp Point CB 6	6 hours	5	171 days	1,026 Hours	Exceeds 1, 020 Hours

Macomb CB 7A	3 ½ hours	4	144 days	504 Hours	516 Hours
Macomb CB 7B	3 ½ hours	4	144 days	504 Hours	516 Hours
Macomb CB 8	7 ½ hours	5	220 Days	1,650 hours	Exceeds 1,020 hours

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1302.21 (c) (3) (4) (5) (6)	Ed. Coord. & Managers	Teachers, Site Sup.		

(3) Secretarial determination.

(i) On or before February 1, 2018, the Secretary may lower the required percentage described in paragraph (c)(2)(iii) of this section, based on an assessment of the availability of sufficient funding to mitigate a substantial reduction in funded enrollment; and,

(ii) On or before February 1, 2020, the Secretary may lower the required percentage described in paragraph (c)(2)(iv) of this section, based on an assessment of the availability of sufficient funding to mitigate a substantial reduction in funded enrollment.

(4) Extension. If an extension is necessary to ensure children enrolled in the program on November 7, 2016 are not displaced from the Early Head Start or Head Start program, a program may request a one-year extension from the responsible HHS official of the requirements outlined in paragraphs (c)(1) and (c)(2)(iii) of this section.

(5) Exemption for Migrant or Seasonal Head Start programs. A Migrant or Seasonal program is not subject to the requirements described in §1302.21(c)(1) or (2), but must make every effort to provide as many days and hours of service as possible to each child and family.

(6) Calendar planning. A program must:

(i) Plan its year using a reasonable estimate of the number of days during a year that classes may be closed due to problems such as inclement weather; and,

(ii) Make every effort to schedule makeup days using existing resources if hours of planned class operations fall below the number required per year.

HS Program Instruction, ACF-PI-HS-21-02, issued March 2021, lowered the required percentage to 45 of Head Start classrooms must meet the 1,020 hours of operation. PACT is at 54 percent.

If the local school district cancels school due to inclement weather there will be no PACT transportation service, but the classrooms remain open to meet the needs of families that rely on the services. PACT schedules makeup days, if needed, to meet the required number of days. See 1303.73.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1302.21 (d)	Education Coordinator	Site Sup.		

(d) Licensing and square footage requirements.

(1) The facilities used by a program must meet state, tribal, or local licensing requirements, even if exempted by the licensing entity. When state, tribal, or local requirements vary from Head Start requirements, the most stringent provision takes precedence.

(2) A center-based program must have at least 35 square feet of usable indoor space per child available for the care and use of children (exclusive of bathrooms, halls, kitchen, staff rooms, and storage places) and at least 75 square feet of usable outdoor play space per child.

(3) A program that operates two or more groups within an area must ensure clearly defined, safe divisions to separate groups. A program must ensure such spaces are learning environments that facilitate the implementation of the requirements in subpart C of this part. The divisions must limit noise transfer from one group to another to prevent disruption of an effective learning environment.

The center facilities are licensed by Illinois DCFS Day Care Licensing and meet or exceed minimum square footage requirements. See DCFS Risk Management Plan, 1302.47(a)(b)(1)(i).

§1302.22 Home-based option.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1302.22 (a) (b)	HB Ed. Coord.	HB Teachers		

(a) Setting. The home-based option delivers the full range of services, consistent with §1302.20(b), through visits with the child's parents, primarily in the child's home and through group socialization opportunities in a Head Start classroom, community facility, home, or on field trips. For Early Head Start programs, the home-based option may be used to deliver services to some or all of a program's enrolled children. For Head Start programs, the home-based option may only be used to deliver services to a portion of a program's enrolled children.

(b) Caseload. A program that implements a home-based option must maintain an average caseload of 10 to 12 families per home visitor with a maximum of 12 families for any individual home visitor.

Each Home Based teacher, for Early Head Start, (Home Visitor) visits at least 10 assigned families/pregnant women once each week for a minimum of 1 ½ hours, 46 weeks per year, and provides 22 socializations. Frequency and duration of visits for prenatal or newborns may vary according to family needs.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1302.22 (c) (1)	HB Ed. Coord.	HB Teachers		

(c) Service duration.

(1) Early Head Start. By August 1, 2017, an Early Head Start home-based program must:

- (i) Provide one home visit per week per family that lasts at least an hour and a half and provide a minimum of 46 visits per year; and,**
- (ii) Provide, at a minimum, 22 group socialization activities distributed over the course of the program year.**

Home visits for children ages birth to three are offered and conducted weekly in the child’s home or other suitable setting as determined by the parent, HBT and HB Education Coordinator. The total number of visits provided will be 46 for the program year. Home Visits are scheduled to last an hour and a half or an hour and three-fourths if more than one child in the family is enrolled.

In EHS Home Based program, the child and parents are provided the opportunity to attend group socializations approximately twice a month for a total of twenty-two per program year. Home Based group socializations are conducted in licensed facilities where possible. Otherwise the socialization sites are donated spaces within the community where the parent and the child reside. The sites are selected to meet the Head Start and “Caring for Our Children Basics” requirements for facilities. Head Start funds are utilized if no other community resources are available.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1302.22 (c) (2)	HB Ed. Coord.	HB Teachers		

(2) Head Start. A Head Start home-based program must:

- (i) Provide one home visit per week per family that lasts at least an hour and a half and provide a minimum of 32 visits per year; and,**
- (ii) Provide, at a minimum, 16 group socialization activities distributed over the course of the program year.**

PACT does not offer the Head Start HB option

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1302.22 (c) (3)	HB Ed. Coord.	HB Teachers		

(3) Meeting minimum requirements. A program that implements a home-based option must:

- (i) Make up planned home visits or scheduled group socialization activities that were canceled by the program, and to the extent possible attempt to make up planned home visits canceled by the family, when this is necessary to meet the minimums described in paragraphs (c)(1) and (2) of this section; and,**
- (ii) Not replace home visits or scheduled group socialization activities for medical or social service appointments for the purposes of meeting the minimum requirements described in paragraphs (c)(1) and (2) of this section.**

A minimum of 46 home visits are offered to each family, lasting 1 ½ hours per week. When visits are missed because of the staff or program, a make-up visit is scheduled. There are 22 socialization (group) activities planned, and if canceled for any reason, they are rescheduled at a later date.

Home visits with families with newborns may be initiated with a reduced frequency and duration to respect the family’s need for rest and the adjustment to new routines.

Home visits with prenatal families may also be decreased or increased in frequency, depending on the needs of the family. The parent and the teacher will work together to decide if the prenatal schedule will be:

INTENSE - Visits weekly from enrollment to time of delivery
or

MODERATE - Visits conducted monthly during the first trimester (0-3 months) of pregnancy
Visits conducted bi-weekly during the 4th, 5th, & 6th month of pregnancy
Visits conducted weekly from 7th months of pregnancy until time of delivery

The visits will be a minimum of 1 ½ hours unless parent needs indicate otherwise.

The families that have been receiving prenatal services will have the option to transition into the Home Based program option with their infant and will receive weekly visits.

Home visits in the home based program are conducted with the parent, step-parent, foster parent, or relative that is the primary caregiver.

HBT- Long Term Absences & Vacations

The following steps outline procedures for ensuring HB services continue should a HB teacher need to take an extended leave of absence or a vacation:

When the need arises for a HBT substitute the following items will be completed by the HB Education Coordinator that supervises the staff requesting leave:

- Identify length of absence and dates. If the leave time requested is one week or less, a substitute will not be hired. The HBT will be required to make up missed visits by conducting more than one visit per family each week until all required visits have been offered. The HBT and Supervisor will discuss plans and options for ensuring optimal services to enrolled families.
- If leave time is more than one week, the Recruiter/HB Substitute will make visits during the time the HBT is absent. The HB Education Coordinator will send a letter or call enrolled families to communicate the plan.

Make- up visits and missed visits

Make up visits are 1 ½ hours in length. Home Visits are in the child’s home unless approved by the HB Education Coordinator and ERSE Coordinator due to extenuating circumstances. The teacher and parent may decide to complete two home visits back to back which means the teacher would be in the home for three hours. A maximum of three (3) visits per family can be made in one week. Any variation needs to be approved by the Education Coordinator. Every attempt should be made to complete 46 Home Visits in EHS with each family. Home visits that are missed due to program or teacher reasons, must be made up. Efforts to complete make-up visits should be documented on support offered forms. If the teacher experiences trouble with a child’s attendance, she/he should contact the Family & Community Services Coordinator and follow the procedures discussed. Dental, medical or social service appointments and educational staffings cannot be counted as home visits.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1302.22 (d)	HB Ed. Coord.	HB Teachers		

(d) Safety requirements. The areas for learning, playing, sleeping, toileting, preparing food, and eating in facilities used for group socializations in the home-based option must meet the safety standards described in §1302.47(1)(ii) through (viii).

Safety Inspections

The physical environment will support learning and be consistent with health, safety, and developmental needs of the children. Staff conducts safety inspections to ensure that facilities’ emergency system, space, lighting, ventilation, heating system, and other physical arrangements are consistent with the health, safety, and developmental needs of children.

Twice yearly, the Office/Facilities Manager completes the Health & Safety Screener that is published by the Office of Head Start on each socialization site operated by PACT. Although this is required only prior to beginning a five year grant cycle, the comprehensive nature of the instrument helps us ensure that facilities are ready to begin the new program year, so PACT has implemented it on an annual basis. Correction plans are written and completed for any issues identified by the Screener. The Home Based Education Coordinator is responsible to see that the correction plans for socialization sites are resolved. See 1302.47 (b) (1) (ix).

To comply with this Standard, the HB Education Coordinator completes the *Annual Facility Inspection Checklist for HB* annually and reviews the *HB Safety checklist* for socializations sites monthly.

In addition, the HB Education Coordinator completes the Certification of Inspection for Unsafe Children's Products form and files it in Health & Safety Notebook for each socialization site. The HB Education Coordinator monitors materials ongoing using IDPH's website.

The HB Teachers are responsible for ensuring that the classroom/socialization and outdoor environment is safe for children, parents, and staff. The Teacher completes the *Monthly Health & Safety Checklist and the Outdoor Classroom Safety Checklist*, if applicable.

Fire Extinguishers –

Each site used for socialization has fire extinguishers which are installed and tested annually.

Teachers also have smoke detectors and carbon monoxide detectors which they are required to test on a regular basis and a written log of testing dates is maintained and available.

Cleaning and Sanitizing Schedule -

An individualized Cleaning and Sanitizing Schedule is completed for socialization sites and used to document when furniture, equipment, etc. are cleaned or sanitized.

Diaper/Pull-Up Disposal

In centers or socialization with a diaper changing station, teacher/supervisor will provide diapers, wipes, and hands free diaper pail. In bathrooms, where disposal of pull-ups may occur, teacher/supervisor will provide a hands free diaper pail and plastic bags.

Also in Safety Training Guide.

Food Service

Food garbage is removed from the classroom immediately after food service time. There are separate trash cans provided for food. Teaching staff will make sure children use proper trash can for discarded food.

See Safety Training Guide.

DCFS Risk Management Plan

Equipment and Materials

The equipment and materials for both indoors and outdoors will be appropriate to the age and development of the children served. The educational equipment and materials will provide children with varied experiences which will help them develop socially, intellectually, physical, and emotionally.

The homemade materials made by staff, using program time and materials, will be PACT property and should remain in the PACT program.

The education equipment, toys, materials, and furniture used will be:

- Consistent with the specific educational objectives of PACT and NAC.
- Consistent with the cultural and ethnic background of the children being served.

- Geared to develop knowledge of multi-ethnic and cultural groups.
- Geared to the age, ability, and developmental needs of the children.
- Accessible, attractive, and inviting to children.
- Geared to encourage experimentation and exploration.
- Safe, durable, and kept in good condition.
- Stored in a safe and orderly fashion when not in use.

Due to safety concerns, numerous recalls and the observation of broken and developmentally supplies in use, staff will not purchase classroom supplies from discount stores such as Dollar General, Dollar Tree, etc., and will not use donated items in the classrooms. ALL supplies used in classrooms and with children on home visits that PACT provides will be materials that have gone through the normal purchasing process and have been vetted by the education coordinators and deemed as appropriate for use in the setting where they are located. See Facilities, Materials and Equipment Section in the Health and Safety Training Guide.

PACT will purchase appropriate and sufficient equipment, furniture, and materials to meet the needs of the program. The furniture and equipment will be arranged to facilitate learning.

The HB teacher will ensure that appropriate and sufficient materials are present to meet the needs of the children being served. The teachers will be trained to plan a variety of concrete learning experiences.

§1302.23 Family child care option.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1302.23	Ed. Coord.	Site Super., Teachers		

(a) Setting. The family child care program option delivers the full range of services, consistent with §1302.20(b). Education and child development services are primarily delivered by a family child care provider in their home or other family-like setting. A program may choose to offer the family child care option if:

(1) The program has a legally binding agreement with one or more family child care provider(s) that clearly defines the roles, rights, and responsibilities of each party, or the program is the employer of the family child care provider, and ensures children and families enrolled in this option receive the full range of services described in subparts C, D, E, F, and G of this part; and,

(2) The program ensures family child care homes are available that can accommodate children and families with disabilities.

(b) Ratios and group size.

(1) A program that operates the family child care option where Head Start children are

enrolled must ensure group size does not exceed the limits specified in this section. If the family child care provider’s own children under the age of six are present, they must be included in the group size.

(2) 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 24 months 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 24 months of age.

(3) One family child care provider may care for up to four children younger than 36 months of age with a maximum group size of four children, and no more than two of the four children may be under 18 months of age.

(4) A program must maintain appropriate ratios during all hours of program operation. A program must ensure providers have systems to ensure the safety of any child not within view for any period. A program must make substitute staff and assistant providers available with the necessary training and experience to ensure quality services to children are not interrupted.

(c) **Service duration.** Whether family child care option services are provided directly or via contractual arrangement, a program must ensure family child care providers operate sufficient hours to meet the child care needs of families and not less than 1,380 hours per year.

(d) **Licensing requirements.** A family child-care provider must be licensed by the state, tribal, or local entity to provide services in their home or family-like setting. When state, tribal, or local requirements vary from Head Start requirements, the most stringent provision applies.

(e) **Child development specialist.** A program that offers the family child care option must provide a child development specialist to support family child care providers and ensure the provision of quality services at each family child care home. Child development specialists must:

(1) Conduct regular visits to each home, some of which are unannounced, not less than once every two weeks;

(2) Periodically verify compliance with either contract requirements or agency policy;

(3) Facilitate ongoing communication between program staff, family child care providers, and enrolled families; and,

(4) Provide recommendations for technical assistance and support the family child care provider in developing relationships with other child care professionals.

N/A to PACT program options.

§1302.24 Locally-designed program option variations.

Head Start Performance Standard Number	Who is Responsible	Who Implements	Timelines or Ongoing	Form Name
1302.24	Exe. Director			

(a) **Waiver option.** Programs may request to operate a locally-designed program option, including a combination of program options, to better meet the unique needs of their communities or to demonstrate or test alternative approaches for providing program services. In order to operate a locally-designed program option, programs must seek a waiver as described in this section and must deliver the full range of services, consistent with §1302.20(b), and demonstrate how any

change to their program design is consistent with achieving program goals in subpart J of this part.

(b) Request for approval. A program's request to operate a locally-designed variation may be approved by the responsible HHS official through the end of a program's current grant or, if the request is submitted through a grant application for an upcoming project period, for the project period of the new award. Such approval may be revoked based on progress toward program goals as described in §1302.102 and monitoring as described in §1304.2.

(c) Waiver requirements.

(1) The responsible HHS official may waive one or more of the requirements contained in §1302.21(b), (c)(1)(i), and (c)(2)(iii) and (iv); §1302.22(a) through (c); and §1302.23(b) and (c), but may not waive ratios or group size for children under 24 months. Center-based locally-designed options must meet the minimums described in section 640(k)(1) of the Act for center-based programs.

(2) If the responsible HHS official determines a waiver of group size for center-based services would better meet the needs of children and families in a community, the group size may not exceed the limits below:

(i) A group that serves children 24 to 36 months of age must have no more than ten children; and,

(ii) A group that serves predominantly three-year-old children must have no more than twenty children; and,

(iii) A group that serves predominantly four-year-old children must have no more than twenty-four children.

(3) If the responsible HHS official approves a waiver to allow a program to operate below the minimums described in §1302.21(c)(2)(iii) or (iv), a program must meet the requirements described in §1302.21(c)(2)(i), or in the case of a double session variation, a program must meet the requirements described in §1302.21(c)(2)(ii).

(4) In order to receive a waiver under this section, a program must provide supporting evidence that demonstrates the locally-designed variation effectively supports appropriate development and progress in children's early learning outcomes.

(5) In order to receive a waiver of service duration, a program must meet the requirement in paragraph (c)(4) of this section, provide supporting evidence that it better meets the needs of parents than the applicable service duration minimums described in

§1302.21(c)(1), and (c)(2)

(iii) and (iv), §1302.22(c), or §1302.23(c), and assess the effectiveness of the variation in supporting appropriate development and progress in children's early learning outcomes.

(d) Transition from previously approved program options. If, before November 7, 2016, a program was approved to operate a program option that is no longer allowable under §§1302.21 through 1302.23, a program may continue to operate that model until July 31, 2018.

N/A to PACT program options.