



Early Childhood Division- Pre-K

Standard Operating Procedure

1. *Area of Focus – CHILD SUPERVISION*

2. *Scope*

Ensure classrooms have sufficient qualified staff present at all times.

3. *Prerequisites*

NA

4. *Responsibilities*

School Principal
Center Director/Manager
SCS Human Resources
Pre-K HR Senior Advisor
Classroom Teacher
Classroom Assistant

5. *Procedure*

- A. Each M-SCS Early Childhood Division site shall provide sufficient qualified staff, maintaining the adult to child ratio at 1:10 at all times. All Head Start funded classrooms must maintain a ratio of 2:20, including naptime, at all times. Naptime ratios are 1:20 for four years old for all other funded classrooms. The maximum class size is 20 children.
- B. Staff must be used to meet ratios, not volunteers.
- C. In the event that a teacher or teacher assistant is absent, the school principal or site/center director/manager shall ensure that a substitute is present and working in the classroom.
- D. All school level absences should be entered in the substitute request system by the employee or secretary soon as it is known an absence will occur.
- E. For any extended absences (three days or longer) that a lead teacher and/or teacher assistant is absent, whether due to illness, required training, personal leave, etc., the director/manager or principal must notify the M-SCS Early Childhood Division administrative office.
- F. For sites that have additional floater assistants, floater assistants should fill in when substitutes do not pick up the absence.



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- G. In emergency situations, students may be split temporarily between other Pre-K classes only. The appropriate adult to child ratio must still be met.
- H. The Early Childhood Office should be notified after all other options for appropriately staffing the classroom have been exhausted.

6. *References*

- Head Start Performance Standards Subpart D- Health Program Services 1302.47
- Shelby County Schools Board of Education Policy 6067 Supervision of Students
- TN Department of Education Standards for School Administered Childcare Programs 0520-12-01-.06 sections 1-7

7. *Definitions*

- NA