

## Child/Adult Interactions and Supervision

### POLICY:

All interactions between children and adults will be respectful and supportive of each child's gender, culture, language, ethnic background and family composition. These interactions should provide opportunities for children to build trust, to develop understanding of self and others and to encourage respect for feelings and rights of others.

. *This policy relates to [Head Start Performance Standards 45 CFR Part 1302.21, 1302.30, 1302.31, 1302.91](#)*

### PROCEDURE:

1. Each classroom will be staffed by 1 teacher AND 1 teacher assistant at all times regardless of the number of children present.
2. The maximum number of children that can be in a classroom is 20.
3. If the majority of children enrolled in a classroom are less than 4 years old, the maximum number of children that can be enrolled is 17.
4. Both the teacher and assistant must be with the group of children at all times with only two exceptions:
  - If necessary, one staff member will be permitted to leave the classroom for up to five minutes
  - 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
5. Adults will greet each child upon arrival to acknowledge that they belong in classroom.
6. Adults will actively listen to children and observe non-verbal communication.
7. Adults will respond quickly and positively to children's needs and questions, comforting distressed children and helping them deal with their problems constructively.
8. Adults will physically place themselves (bend, kneel, sit down) at the child's eye level while interacting.
9. Adults will show respect for children's feeling and ideas.
10. Adults will encourage children to talk about their feelings.

11. Adults will describe the behavior(s) they want to see in positive terms.
12. Adults will give attention to children who are less verbal, as well as those who have a lot to say and who demand attention.
13. Adults will allow children to discuss and resolve their conflicts on their own and give support when necessary.
14. The Classroom Assessment Scoring System (CLASS) instrument will be used to evaluate the quality of staff-child interaction in all classrooms. Each classroom will have 2 CLASS observations each year (1 in the Fall, 1 in the Spring) and results will be shared with teaching staff and administrators to determine if additional professional development is needed.

*Approved by the Policy Council: May 2017*