

## **Classroom Substitutes**

### **Procedure:**

If the Lead Teacher is absent: a qualified Teacher Substitute will be contacted to sub.

This may be a Teacher Assistant/Classroom Assistant with teacher qualifications from another Head Start site.

This may be a non-program qualified substitute who has passed our background study and has completed the required training.

This may be other staff/program managers who are teacher qualified.

If the Teacher Assistant is absent: every effort will be made to find a qualified Teacher Assistant substitute. The classroom ratio of 1-10 must always be always maintained and qualified staffing must be ensured.

This may be a qualified Teacher Assistant/Classroom Assistant from another site/classroom.

This may be a non-program qualified substitute who has passed our background study and has completed the required training.

If the Classroom Assistant is absent: the Teacher and Teacher Assistant will need to complete the Classroom Assistant's duties. If the need for a third staff is determined for the individual classroom, every effort will be made to find a substitute.

Parents should be encouraged to volunteer to assist in their child's classroom

\*If efforts were made and we are unable to provide a substitute based on the Head Start Performance Standards, we will follow the Minnesota-DHS-Rule 3 Childcare Licensing qualifications.