**Classroom Substitute Policy**

**Policy**
All classrooms will maintain a minimum of a 10 to 1 child/teacher ratio with qualified staff.

**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
- This may be a non-program qualified substitute who has passed our background study and has completed the required training
- This may be a “floater” teacher or a current Teacher from another site
- This may be other staff/program managers who are teacher qualified

If the **Teacher Assistant** is absent a qualified Teacher Assistant Substitute will be provided.
- This may be the Classroom Assistant in the same classroom
- 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
- This may be a “floater” Teacher Assistant, a current Teacher Assistant or a Classroom Assistant from another site

If the **Classroom Assistant** is absent the Teacher and Teacher Assistant will need to complete the Classroom Assistant’s duties.
- 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.*

This policy complies with Head Start Performance Standard 1302.91 and the Minnesota Department of Human Services Licensing Division-Rule III Section 9503.0032, 9503.0033, 9503.0034.

Revision Approved by Policy Council on 8-10-2016
Revision Approved by Policy Council on 9-13-2017