

East Missouri Action Agency, Inc. Head Start

STAFF CLASSROOM SCHEDULE FOR _____ CLASSROOM

Policies

1. Teachers: office time—two hours/day or 8 hours between Tuesday and Friday including preparation for day (30 minutes) and clean-up (30 minutes).
2. **If staff is absent**, other staff fill in as needed, working in the class longer hours. Staff:child ratios must be maintained.
3. **Lunch/break time:** Each teacher and eight-hour center aide has a 1/2 hour unpaid lunch and two 15 minute breaks each day. Four to six-hour center aides have one break. These times cannot be taken off at the end of the day.
4. **Lunch and break times are the only time that staff can engage in personal business** such as making personal phone calls, looking at non-work catalogs, or doing homework.
5. **If site managers or teachers do not have work-related things to do in the office, they must be in the classroom.** This is where outcomes are done.
6. **Home Visits/Parent-Teacher Conferences** are made on Mondays, during office time or in the evenings (taking time off on days following the visit). Most home visits are made during pre-service or spring break.

MONDAY SCHEDULE OF PEOPLE IN CLASSROOM Family/Child Staffing time: _____

7:30		12:30	
8:00		1:00	
8:30		1:30	
9:00		2:00	
9:30		2:30	
10:00		3:00	
10:30		3:30	
11:00		4:00	
11:30		4:30	
12:00		5:00	

TUESDAY-FRIDAY SCHEDULE OF PEOPLE IN CLASSROOM

7:30		12:30	
8:00		1:00	
8:30		1:30	
9:00		2:00	
9:30		2:30	
10:00		3:00	
10:30		3:30	
11:00		4:00	
11:30		4:30	
12:00		5:00	