



Statement of Philosophy

To support staff wellness, reduce stress, and maintain high-quality interactions with children, the program provides scheduled breaks for classroom staff who work directly with children. This policy supports compliance with Office of Head Start Performance Standards, active supervision requirements, and state licensing regulations.

Purpose

The purpose of this policy is to:

- Promote the well-being of classroom staff
- Reduce stress and support positive classroom environments
- Ensure continuous active supervision of children
- Maintain required staff-to-child ratios at all times

Eligible Staff

This policy applies to all classroom staff and any employees who work directly with children in program classrooms.

Break Schedule

- Staff will receive **two (2) paid ten-minute breaks each workday:**
 - One break in the morning
 - One break in the afternoon

Break Procedures and Expectations

- Breaks **may not be combined** into one longer break.
- Breaks may **not** be taken:
 - During student arrival or departure times
 - At the beginning of the workday



- At the end of the workday
- Staff must take breaks **away from children/classrooms whenever possible.**
- Required classroom supervision ratios must be maintained at all times.
- Break times should be coordinated with supervisors or team members to ensure classroom coverage and minimal disruption to operations.
- Staff must document date, sign in and out times, and list relief person using KCI form E-418 Classroom Staff Daily Break Log.
- Teachers are responsible for the classroom daily break logs and will turn them in to the Education Supervisor monthly.

Staff Responsibility

All eligible employees are expected to follow this policy consistently to support a safe, supervised, and positive environment for both children and staff.

- Maintenance of required staff-to-child ratios during all break periods

Supervisors will monitor scheduling and compliance to ensure adequate coverage and fairness for all team members.

This policy reflects the program's commitment to supporting classroom staff wellness while maintaining safe, nurturing, and developmentally appropriate environments for children.