

**Community Action Team**  
**CHILD & FAMILY DEVELOPMENT PROGRAMS**  
Procedure for Days of Service and Days of Class

Child and Family Development Programs will plan days of service and days of class according to PS 1302.21 for center-based programs as follows:

### **Center Based Model Programs**

#### 3.5-4 Hour Classes:

Center based model programs holding class four days a week will plan a minimum of 128 class days and a reasonable estimate of the number of days during a year that classes may be closed due to problems such as inclement weather or illness. Two parent teacher conferences and two 1-hour educational home visits will be planned and will not interrupt the 128 scheduled class days.

#### Duration Classes:

Center based model programs holding duration classes will plan a minimum of 1020 hours. Services will be provided over a period of time no less than eight months. In addition, a reasonable estimate of days will be included during a year that classes may be closed due to problems such as inclement weather or illness. Two parent teacher conferences two 1-hour educational home visits planned will be planned and will not interrupt the 1020 hours of class time.

#### LDO Classes:

Combination of two 3-4 hour class days a week and two 1 ½ hour home visits per month. Plan for 64 days of class and 18 home visits. In addition, a reasonable estimate of days will be included during a year that classes may be closed due to problems such as inclement weather or illness.

### **All Program Models**

Activities such as: pre-service, planning, program set up and closing, home visits, health examinations, developmental and social emotional screenings, immunization activities, maintaining records and service plans will be scheduled throughout the year without interrupting the total number of scheduled class days. These activities should take place outside of the time scheduled for classes and will not count as classroom days of service.

### **Program Wide Calendar**

Child and Family Development will develop a program wide calendar that each program option will follow. The calendar will include: the return date for staff; start date and days for children to attend; days off for children and staff due to holidays, winter and spring breaks; last day for children to attend; and the last day of work for staff.