



## DoDEA REGULATION 1307.01

### DoDEA SURE START PROGRAM

---

**Originating Division:** Education (Standards and Curriculum)

**Effective:** April 9, 2017  
***Change 1 Effective:*** *May 2, 2018*

**Releasability:** Cleared for public release. Available on the DoDEA [\*Policy\*](#) Website

**Incorporates and cancels:** DoDEA Regulation 2020.1 “DoDEA Sure Start Program,” October 15, 2007 as amended  
  
DoDEA Policy Memorandum 10-L-001 “Categorical Eligibility of Sure Start Participants in the DoD Student Meal Program” July 7, 2010

**Approved by:** Thomas M. Brady, Director  
***Change 1 Approved By:*** Thomas M. Brady, Director

---

**Purpose:** This Regulation incorporates and cancels Department of Defense Education Activity (DoDEA) Regulation 2020.1, to update the system-wide policy and responsibilities for the DoDEA Sure Start Program in accordance with Department of Defense (DoD) Directive 1342.20 and the current DoDEA Sure Start Program Guide.

## TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION .....	3
1.1. Applicability. ....	3
1.2. Policy. ....	3
1.3. <i>Information Collection.</i> .....	3
SECTION 2: RESPONSIBILITIES .....	4
2.1. DoDEA Director. ....	4
2.2. DoDEA District and Community Superintendents.....	4
2.3. DoDEA Principals. ....	4
2.4. DoDEA Sure Start Teachers. ....	5
2.5. DoDEA Sure Start Paraprofessionals. ....	5
SECTION 3: THE SURE START PROGRAM.....	7
3.1. Provisions of the Sure Start Program.....	7
a. School Readiness. ....	7
b. Developmentally Appropriate Strategies.....	7
c. Developmental Progress.....	7
d. Sure Start Standards.....	7
e. Preschool Safety Standards.....	7
f. Snack and Lunch. ....	7
g. Sure Start Advisory Committee.....	7
h. Enrollment of Students. ....	8
i. Class Size.....	8
j. Alternate Calendar. ....	9
k. Professional Development. ....	9
l. Home Visits. ....	9
m. Program Evaluation. ....	9
3.2. Standards.....	10
a. Relationships.....	10
b. Curriculum.....	10
c. Teaching.....	10
d. Assessment of Child Progress.....	10
e. Health.....	10
f. Teachers.....	10
g. Families.....	10
h. Community Relationships.....	10
i. Physical Environment.....	11
j. Leadership and Management.....	11
3.3. Required Documents for Sure Start.....	11
3.4. Required Preparation and Professional Development for Sure Start Staff.....	11
GLOSSARY .....	13
G.1. Acronyms.....	13
G.2. Definitions.....	13
REFERENCES .....	15

## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY. This Regulation applies to:

- a. The Office of the Director, DoDEA; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas/Associate Director for Performance and Accountability (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E)); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)); and all other DoDEA region, district, community, and school leaders and support staff.
- b. Sponsors of Sure Start students.
- c. Sure Start Program volunteers.

**1.2. POLICY.** It is DoDEA policy to provide high-quality preschool Sure Start Program at identified sites to children of eligible sponsors. The Sure Start Program enhances the cognitive, social, and emotional development of children in a learning environment that supports growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills and approaches to learning.

**1.3. INFORMATION COLLECTION.** *This Issuance may result in the collection of information due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.*

## **SECTION 2: RESPONSIBILITIES**

### **2.1. DODEA DIRECTOR.** The Director, DoDEA:

- a. Ensures that the Sure Start Program is in compliance with this Regulation.
- b. Provides policy, standards, guidance, technical assistance, and resources to operate the Sure Start Program.
- c. Directs and ensures regular program monitoring and policy review to maintain the integrity and effectiveness of the Sure Start Program.

### **2.2. DODEA DISTRICT AND COMMUNITY SUPERINTENDENTS.** The DoDEA District and Community Superintendents:

- a. Coordinate with the designated district instructional systems specialist to ensure resources and support for the Sure Start Program are provided to the identified sites as described in the Sure Start Program Guide.
- b. Provide guidance for Sure Start Program administrators to support their ability to adhere to the Sure Start policies and procedures.
- c. Coordinate with Sure Start staff to provide professional development needs on standards, policies, and curriculum.

### **2.3. DODEA PRINCIPALS.** The DoDEA Principals:

- a. Monitor and communicate policy, standards, and best practices for the Sure Start Program to school personnel, parents, local commands, and the community.
- b. Support the Sure Start alternate schedule by allowing Sure Start students to begin twelve school days later and end five school days earlier than the official first and last student days. In addition to the three days allotted to all teachers for orientation and classroom preparation at the beginning of the school year, Sure Start instruction will begin twelve school days later than the official first day of school. The twelve-day delay allows Sure Start staff time to meet with the Sure Start Advisory Committee for student selections, conduct home visits, attend required Sure Start training, write the required Sure Start Program component plan, and attend to other duties as described in the DoDEA Sure Start Program Guide. New Sure Start staff will receive three days of training, and returning Sure Start staff will receive at least two days of training described in Section 3.4 of this issuance.
- c. Serve as a member of the Sure Start Advisory Committee.
- d. Complete an assessment of program quality at the beginning of each school year in consultation with the Sure Start teacher.

- e. Ensure that DoDEA Preschool Safety Standards, Sure Start Program Standards, and the DoDEA College and Career Ready Standards for Preschool are being met in the Sure Start classroom.
- f. Ensure that student progress is regularly assessed, documented, and reported to parents and the school district.
- g. Ensure that program evaluation data and student assessment results are used to plan daily instruction and programs.
- h. Ensure that training needs are identified and shared with the district.
- i. Ensure that Sure Start Program teachers and paraprofessionals make home visits as indicated on the Sure Start Student Assessment and Program Evaluation Calendar provided by DoDEA Headquarters each school year.
- j. Ensure that Sure Start Program paraprofessionals assigned duties meet the requirements of the Sure Start Program.
- k. Provide Sure Start teachers access to current technology for instruction and assessment.

**2.4. DODEA SURE START TEACHERS.** The DoDEA Sure Start Teachers:

- a. Oversee the day-to-day operations of the Sure Start Program, including the education, health and nutrition, social services, and parent involvement components in accordance with the DoDEA Sure Start Program Guide.
- b. Complete all required evaluations, checklists, and screening as indicated in Section 3.3 of this issuance.
- c. Conduct home visits, parent meetings, conferences during the year and monitor parental involvement required for the program.
- d. Work with the Sure Start Advisory Committee in accordance with the DoDEA Sure Start Program Guide.
- e. Collaborate with Sure Start paraprofessionals for planning and student observation.
- f. Collect student data by using an authentic, ongoing observational assessment system for the purpose of planning appropriate learning experiences.
- g. Provide a balanced daily program of child-initiated and adult-directed activities, including individual, small group and large group activities.

**2.5. DODEA SURE START PARAPROFESSIONALS.** The DoDEA Sure Start Paraprofessionals:

- a. Collaborate with Sure Start teachers to ensure that the daily classroom routines are maintained.
- b. Accompany and participate in home visits, parent meetings, and conferences.
- c. Work with the Sure Start Advisory Committee in accordance with the DoDEA Sure Start Program Guide.
- d. Collaborate with Sure Start teachers for planning and student observation.
- e. Assist in collecting student data by using authentic, ongoing observational assessment system.
- f. Support Sure Start teachers in meeting the education, social, and emotional needs of the students.

## SECTION 3: THE SURE START PROGRAM

### 3.1. PROVISIONS OF THE SURE START PROGRAM.

**a. School Readiness.** Each Sure Start Program will promote school readiness of the Sure Start student population by enhancing their cognitive, social, and emotional development in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning.

**b. Developmentally Appropriate Strategies.** Each Sure Start Program will implement developmentally appropriate teaching and learning strategies contained within the DoDEA-adopted curriculum resources.

**c. Developmental Progress.** Each Sure Start Program will determine the developmental progress of Sure Start students, following the DoDEA College and Career Ready Standards for Preschool, and use the information to intentionally plan and differentiate instruction and report to parents.

**d. Sure Start Standards.** Each Sure Start Program will follow the Sure Start Standards, which provide comprehensive educational, health, nutritional, social, and parent involvement components to participating Sure Start students. (See Section 3.2 of this issuance)

**e. Preschool Safety Standards.** Each Sure Start Program will adhere to DoDEA Preschool Safety Standards, found in the DoDEA Space and Safety Checklist, and act in accordance with DoDEA ~~Regulation 4800.1~~ *Administrative Instruction 6055.01* and DoDEA Regulation 2942.01, to ensure appropriate health, space, and safety requirements are met for Sure Start students in all DoDEA schools.

**f. Snack and Lunch.** Each Sure Start Program will provide, at no cost to the Sure Start student, two snacks and a lunch for every student enrolled in the Sure Start Program in order to meet the requirements of the health and nutrition curriculum components outlined in the DoDEA Sure Start Program Guide.

(1) All enrolled children in the DoDEA Sure Start Program are considered categorically eligible for free meals served through the DoD Student Meal Program in accordance Section 1769b of Title 42, United States Code.

(2) Sponsors of enrolled Sure Start students are required to establish a student meal account for the Sure Start student in accordance with local Student Meal Program provider guidance.

**g. Sure Start Advisory Committee.** Each Sure Start Program will develop, maintain, and utilize a Sure Start Advisory Committee at each program site that:

(1) Supports the Sure Start Program by advertising the program, selecting children through evaluation of eligibility, and developing or revising component plans.

(2) Is composed of:

(a) Community representatives (e.g., installation pediatrician, family center director, child development center director, school liaison officer).

(b) DoDEA representatives (e.g., elementary school administrator, Sure Start teacher, school nurse, Sure Start paraprofessional, school counselor, and/or a Preschool Services for Children with Disabilities teacher).

**h. Enrollment of Students.** Each Sure Start Program will select and enroll 18 students, per program, based on the following eligibility requirements:

(1) The sponsor of a Sure Start Program student must be eligible to enroll his or her family member in DoDEA on a space-required and tuition-free basis.

(2) Family members are eligible for such enrollment only in schools having a Sure Start Program that is specified in the feeder plan for a particular geographical area.

(3) All Sure Start Program students must be four years old by September 1 of the enrolling school year.

(4) Children with disabilities, as defined in the glossary pursuant to DoD Instruction 1342.12, are not excluded from the Sure Start Program but must meet all other eligibility requirements as described in the DoDEA Sure Start Program Guide.

(5) Sure Start students shall be enrolled in the following priority order:

(a) Sponsors of children in the E1-E4, or the Federal civilian general schedule (GS): GS1-GS4 pay scale, or the non-appropriated (NAF): NAF1-NAF2 pay band equivalent.

(b) Sponsors of children in the E5, or the GS5 pay scale, or the NAF2-NAF3 pay band equivalent.

(c) Sponsors of children in the E6-E7, or the GS5-GS6 pay scale, or the NAF3-NAF4 pay band equivalent.

(d) Sponsors of children in the E8-E9, or the GS6-GS8, or the NAF4 pay band equivalent.

(6) Guantanamo Bay, Cuba, is the only location exempt from the eligibility criteria stated in h (5)(a), (5)(b), (5)(c), (5)(d). All children who are four years old by September 1 of the enrolling school year *in all eligibility categories* may enroll in the Sure Start Program *in eligibility order as outlined in DoDEA Regulation 1342.13*.

**i. Class Size.** Each Sure Start Program will maintain a class size of 18 students throughout the school year.

(1) Class size may increase to 20 students as two additional student slots are held in reserve for emergency placement or transitioning Sure Start students, as defined in the DoDEA Sure Start Program Guide.

(2) The ratio of two adults (one teacher and one program paraprofessional) for every 18-20 children must be maintained at all times, with the exception of student rest time.

(a) Sure Start Program paraprofessionals are authorized positions, and, as such, the Sure Start Program paraprofessionals are to be used only for the Sure Start Program during the student day.

(b) Sure Start paraprofessionals are authorized to be on duty the same number of days and work the same scheduled duty day as the Sure Start teacher. Additional hours spent outside the scheduled duty day will be approved, in advance, by administration and indicated on the employee time sheet.

**j. Alternate Calendar.** Each Sure Start Program will support a Sure Start Alternate Calendar by allowing Sure Start students to begin the school year 12 days later than the regularly scheduled school calendar and be released 5 days earlier than other DoDEA students. (See Section 2 of this issuance)

**k. Professional Development.** Provide required annual professional development for Sure Start staff, which is funded by DoDEA Headquarters and provided at the district level. (See Section 2 and Section 3.4 of this issuance)

**l. Home Visits.** Each Sure Start Program will conduct Sure Start student home visits.

(1) A home visit is required for all enrolled Sure Start students prior to attendance, with one additional home visit required before the end of the school year.

(2) The Sure Start teacher must be accompanied by the Sure Start Program paraprofessional or another DoDEA employee during the home visit.

**m. Program Evaluation.** Each Sure Start program will conduct an annual program review.

(1) The Sure Start Program will participate in Continuous School Improvement and the accreditation process as required by DoDEA Regulation 2010.01.

(2) Individual program evaluation data and student assessment results will be used to determine program quality and inform instructional planning.

(a) Program observational tools will be used to pinpoint strengths and weaknesses of the early childhood environment as described in the DoDEA Sure Start Program Guide.

(b) Sure Start student assessment shall offer a comprehensive means of monitoring and reporting children's social-emotional, physical, language, cognitive, and academic progress through authentic performance assessments and documented observations to be used to inform instruction and purposeful planning.

(c) End-of-the-year comprehensive reporting will assist in ensuring that the Sure Start Program is providing services to the Sure Start student population.

### **3.2. STANDARDS.**

**a. Relationships.** The program promotes positive relationships among all children and adults to encourage each child's sense of individual worth and belonging as part of a community, thereby fostering each child's ability to contribute as a responsible community member as described in the National Association for the Education of Young Children (NAEYC) Overview of the NAEYC Early Childhood Program Standards.

**b. Curriculum.** The program implements a curriculum that is consistent with its goals for children and promotes learning and development in each of the following areas: social-emotional, physical, language, and cognitive. In addition, literacy, mathematics, science and technology, social studies, and the arts are integrated through units of study as described in NAEYC Early Childhood Program Standards.

**c. Teaching.** The program uses developmentally, culturally, and linguistically appropriate and effective teaching approaches that enhance each child's learning and development in the context of the program's curriculum goals as described in NAEYC Early Childhood Program Standards.

**d. Assessment of Child Progress.** The program is informed by ongoing systematic, formal, and informal assessment approaches to provide information on a child's learning and development. These assessments occur within the context of reciprocal communications with families and with sensitivity to the cultural context in which children develop. Assessment results are used to benefit children by informing sound decisions about children, teaching and program improvement as described in NAEYC Early Childhood Program Standards.

**e. Health.** The program promotes the nutrition and health of children and protects children and staff from illness and injury as described in NAEYC Early Childhood Program Standards.

**f. Teachers.** The program employs and supports a teaching staff that has the educational qualifications, knowledge, and professional commitment necessary to promote each child's learning and development and to support each family's diverse needs and interests as described in NAEYC Early Childhood Program Standards.

**g. Families.** The program establishes and maintains collaborative relationships with each child's family to foster children's development in all settings. These relationships are sensitive to family compositions, language, and culture as described in NAEYC Early Childhood Program Standards.

**h. Community Relationships.** The program establishes relationships with and uses the resources of the children's community to support the achievement of program goals as described in NAEYC Early Childhood Program Standards.

**i. Physical Environment.** The program has a safe and healthful environment that provides appropriate and well-maintained indoor and outdoor physical environments. The environments include facilities, equipment, and materials to facilitate child and staff learning and development as described in NAEYC Early Childhood Program Standards.

**j. Leadership and Management.** The program effectively implements policies, procedures and systems that support stable staff and strong personnel, fiscal and program management so all children, families and staff have high-quality experiences as described in NAEYC Early Childhood Program Standards.

### **3.3. REQUIRED DOCUMENTS FOR SURE START.**

a. The following documents should be completed within the first 45 school days and filed in accordance with the DoDEA Sure Start Program.

- (1) Student Health Screenings.
- (2) Educational Screenings.
- (3) Systems Accreditation: in conjunction with the school.

b. The following documents should be completed and filed with the school administrator and the district Sure Start point of contact (POC) by the last Friday in November. These documents include the:

- (1) Program Evaluation Tool.
- (2) DoDEA Space and Safety Checklist.

c. At a minimum, the Development and Learning Report will be completed three times during the school year to share with parents each student's knowledge, skills, and behaviors in relation to the student's developmental level.

d. The DoDEA Annual Sure Start Report will be completed and filed with school administrator and the district Sure Start POC five days before the last teacher day of the school year.

### **3.4. REQUIRED PREPARATION AND PROFESSIONAL DEVELOPMENT FOR SURE START STAFF.**

a. In addition to the three days allotted for all teachers at the beginning of the school year for orientation and preparation, Sure Start student instruction will begin 12 days later than the first official student day.

b. During the 12 days Sure Start students are not in school, three days of training, funded by DoDEA Headquarters, for new Sure Start staff and two days for returning staff is required annually to ensure consistency in approach and delivery of content and program requirements.

c. This training may be delivered in a variety of modes to include face-to-face, virtual, and/or school cluster groups at designated sites within commuting distance.d. The training must, to the extent possible, meet the needs of each district it serves and promote program fidelity.

## GLOSSARY

### G.1. ACRONYMS.

DoDEA	Department of Defense Education Activity
GS	General Schedule
NAEYC	National Association for the Education of Young Children
NAF	Non Appropriated Funds
POC	point of contact

### G.2. DEFINITIONS. These terms and their definitions are for the purpose of this Issuance.

**children with disabilities.** Children, before graduation from high school or the completion of the general education degree, who have one or more impairments as determined by a Case Study Committee and who need and qualify for special education and related services pursuant to DoD Instruction 1342.12.

**developmentally appropriate practice.** The Sure Start Program is based on the concept of developmentally appropriate practices, as defined by the NAEYC and National Association of Elementary School Principals, and supported by educational research which consists of three dimensions: age appropriateness, individual appropriateness, and social/cultural context.

**feeder plans.** Plans that reflect all DoDEA schools overseas and the areas and/or military installations or communities served by each school.

**NAF pay band.** The NAF pay band is used to determine Sure Start eligibility for the dependents of NAF employees. NAF uses different banding levels than its counterparts (i.e., enlisted Service members, civilian employees). In order to determine a priority order for enrollment in the Sure Start Program, the NAF employee rank must be at a level which is equivalent to the enlisted Service member and Federal civilian employee.

**sponsor.** A qualified DoD sponsor who is eligible for space-required, tuition-free enrollment of eligible dependents in a DoD school and meets the criteria in one of the following categories listed below:

A military Service member serving on active duty and stationed overseas on permanent change of station orders or a civilian employee of the DoD who is employed on a full-time basis, stationed overseas, is either a citizen or a national of the United States, authorized to transport dependents to or from the overseas areas at government expense, and is authorized an allowance for living quarters in that area pursuant to Section 932 of Title 20, United States Code.

A full-time DoD civilian employee who is a citizen or national of the United States.

A full-time NAF employee who is a citizen or national of the United States.

**staff.** DoDEA-employed adults who have responsibilities related to Sure Start Program enrollees and their families.

**Sure Start.** The Sure Start Program is a research-based, early intervention program for four-year-olds who are considered at risk for school failure and whose sponsors live and work at select military installations overseas.

The Sure Start Program is based on the premise that children's potential for learning is influenced by their early cultural, physical, social, emotional, linguistic, creative and cognitive experiences.

The Sure Start Program is dedicated to providing comprehensive services in four areas: education, health and nutrition, social services, and family involvement.

## REFERENCES

- DoD Directive 1342.20, "Department of Defense Education Activity," October 19, 2007
- DoD Instruction 1342.12, "Provision of Early Intervention of Special Education Services to Eligible DoD Dependents," June 17, 2015
- DoDEA Administrative Instruction 6055.01, "DoDEA Safety Program," November 27, 2017*
- DoDEA Regulation 2010.01, "~~Department of Defense Education Activity~~ Accreditation Program," October 28, 2016
- ~~DoDEA Regulation 2020.1, "Department of Defense Education Activity Sure Start Program," October 15, 2007 (hereby cancelled)~~
- DoDEA Regulation 2942.01, "School Health Services," September 2, 2016
- ~~DoDEA Regulation 4800.1, "Department of Defense Education Activity Safety Program," March 6, 2001~~
- DoDEA Sure Start Program Guide, current edition
- National Association for the Education of Young Children (2008), "Overview of the NAEYC Early Childhood Program Standards," 2008
- National Association of Elementary School Principals, *www.naesp.org*
- United States Code, Title 20, Section 921
- United States Code, Title 42, Section 1769b