



DEPARTMENT OF DEFENSE  
EDUCATION ACTIVITY  
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ARLINGTON, VA 22203-1635

Education Directorate

DoDEA Regulation 2020.1  
October 15, 2007

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
REGULATION

SUBJECT: DoDEA Sure Start Program

- References: (a) DoDEA-M 2990.2, "Department of Defense Dependents Schools Sure Start Program, A Manual for Staff and Administrators," October 14, 1999 (hereby canceled)
- (b) DoD Directive 1342.20, "Department of Defense Education Activity (DoDEA)," November 28, 2005
- (c) DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," April 11, 2005
- (d) DoDEA Sure Start Program Guide, July 2007
- (e) Section 932 of title 20, United States Code, Overseas Defense Dependents' Education

1. PURPOSE

This Regulation establishes system-wide policy and assigns responsibilities under references (b) and (c) for the implementation of the Sure Start Program in the Department of Defense Education Activity (DoDEA) (reference (d)).

2. APPLICABILITY AND SCOPE

This Regulation applies to:

2.1. The Office of the Director, Department of Defense Education Activity; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam); and all DoDEA District Superintendents, School Principals, Teachers, and Support Staff.

2.2. Sponsors of Sure Start Program students.

2.3. Sure Start Program volunteers.

3. DEFINITIONS

Terms used in this Regulation are defined in enclosure 1.

4. POLICY

It is DoDEA policy that:

4.1. The Sure Start Program shall:

4.1.1. Use developmentally appropriate practices to implement the DoDEA Content Standards and Sure Start Program Standards.

4.1.2. Use program standards to define the conditions and expectations for quality programming in four component areas: education, health and nutrition, social services, and mandatory sponsor involvement.

4.1.3. Use the DoDEA Early Childhood Safety Standards to ensure that compliance and guidance with appropriate health, space, and safety requirements are met for young children in all DoDEA schools.

4.1.4. Provide, at no cost to the students, two snacks and lunch for every child enrolled in the program in order to meet the requirements of the health and nutrition curriculum component.

4.2. The Sure Start Program shall participate in the school North Central Association Commission on Accreditation and School Improvement (NCA/CASI) accreditation process. In addition to the accreditation process, each site will be monitored and evaluated during year 3 of the 5 year NCA/CASI cycle to ensure that Sure Start is meeting the standards of a high-quality early childhood program. In year 3, monitoring and evaluation visits will involve the district and Area offices in coordination with DoDEA Headquarters.

4.3. Eligibility for the Sure Start Program is based on the following requirements:

4.3.1. The sponsor of a Sure Start Program student must be eligible to enroll his or her dependent in DoDDS on a space-required and tuition-free basis. (See paragraph E1.6.)

4.3.2. Dependents 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. (See paragraph E1.3.)

4.3.3. All Sure Start Program students must be 4 years old by October 31 of the enrolling school year.

4.3.4. Sure Start students shall be enrolled in the following priority order:

4.3.4.1. Sponsors of children in the E1 - E4, or the federal civilian, or the non-appropriated (NAF): NAF 1-NAF 2 pay band equivalent.

4.3.4.2. Sponsors of children in the E5 - E6, or the federal civilian, or the NAF 3 pay band equivalent.

4.3.4.3. Sponsors of children in the E7 - E9, or the federal civilian, or the NAF 3-NAF 4 pay band equivalent. (See paragraph E1.5.)

4.4. The Sure Start Advisory Committee shall determine which children are placed in a Sure Start classroom; and only under unusual circumstances will the school withdraw a child from Sure Start once he or she is accepted into the program.

4.5. Children with disabilities, as defined in enclosure 1 pursuant to DoD Instruction 1342.12 (reference (c)), are not excluded from the Sure Start Program. Students are considered for the program if they meet the requirements of subparagraphs 4.3.1. through 4.3.4. of this Regulation.

4.6. Professional development for Sure Start staff is required annually and will be provided by the cognizant Area or district.

4.7. New staff training, funded by DoDEA Headquarters, is required and will be provided by the cognizant Area or district.

4.8. The class size for the Sure Start Program is 18 children.

4.8.1. The ratio of two adults (one teacher and one program assistant) for every 18-20 children is to be maintained at all times except during rest time.

4.8.2. Two additional slots are held in reserve for emergency placements or transitioning students, as defined in the DoDEA Sure Start Program Guide (reference (d)).

4.9. Sure Start staff members shall make home visits.

4.9.1. A home visit is required prior to program start-up date, with one additional home visit required before the end of the school year.

4.9.2. The Sure Start teacher must be accompanied by the Sure Start Program assistant or another DoDEA employee.

4.10. Sure Start Program assistants are authorized positions, and, as such, the assistants are to be used only for the Sure Start Program.

4.10.1. Program assistants are authorized to be on duty the same number of days as Sure Start teachers.

4.10.2. Program assistants are authorized to work up to 78 hours per pay period.

4.11. An annual program evaluation of the Sure Start Program is required.

4.11.1. Program evaluation data and student assessment results will be used to plan programs and inform instruction.

4.11.2. Assessment shall offer a comprehensive means of monitoring and reporting children's social, physical, emotional, and academic progress through authentic performance assessments.

4.13. An advisory committee shall be formed at each DoDEA school that implements the Sure Start Program in order to advertise the program, select children and develop or revise component plans. The advisory committee shall be composed of:

4.13.1. Sure Start Program Sponsors

4.13.2. Community representatives (e.g., installation pediatrician, family center director).

4.13.3. Representatives from DoDDS (e.g., elementary school principal, Sure Start teacher, program assistant).

## 5. RESPONSIBILITIES

5.1. The Associate Director for Education and Principal Deputy Director, Department of Defense Education Activity, under the authority, direction and control of the Director, Department of Defense Education Activity, shall exercise overall responsibility for the implementation of this Regulation, and:

5.1.1. Ensure that the DoDEA Sure Start Program is in compliance with this Regulation.

5.1.2. Provide policy, standards, guidance, technical assistance, and resources to operate the Sure Start Program in DoDEA.

5.1.3. Direct regular program monitoring and policy reviews to maintain the integrity and effectiveness of the Sure Start Program.

5.2. The Director, Domestic Dependent Elementary and Secondary Schools and Department of Defense Dependents Schools, Cuba; the Director, Department of Defense Dependents Schools, Europe; the Director, Department of Defense Dependents Schools, Pacific and Domestic Dependent Elementary and Secondary Schools, Guam, shall:

5.2.1. Coordinate and distribute resources for the Sure Start Program based on Area, district, and school goals.

5.2.2. Ensure that Sure Start staffs are prepared to support program and content standards through:

5.2.2.1. Developmentally appropriate instruction and assessment.

5.2.2.2. Ongoing professional development.

5.2.3. Conduct regular reviews and revisions of the Sure Start Program in order to monitor alignment with relevant, research-based, education policy and standards.

5.3. The DoDEA District Superintendents shall:

5.3.1. Develop a district system of support for Sure Start Programs based on program and curriculum standards, classroom practices, and teaching strategies that connect with young children's interests and abilities.

5.3.2. Ensure implementation of developmentally appropriate practices in Sure Start Programs across the district.

5.3.3. Coordinate and provide professional development for Sure Start staff that aligns with standards, policies, and system-identified needs and priorities.

5.4. The DoDEA Principals shall:

5.4.1. Monitor and communicate policy, standards, and best practices for the Sure Start Program to school personnel, parents, and community.

5.4.2. Support the Sure Start schedule by allowing Sure Start students to begin 2 full weeks later than other students. In addition to the 3 days allotted for teachers for orientation and classroom preparation at the beginning of the school year, Sure Start instruction will begin 2 full weeks later. The 2 full week delay allows Sure Start staff time to meet with the Sure Start Advisory Committee and make student selections, make home visits, attend required Sure Start training(s), write the four component plans, and attend to other duties as described in (reference (d)). New Sure Start staff will receive 3 days of training and returning Sure Start staff will receive at least two days of training in accordance with enclosure 2.

5.4.3. Serve as a member of the Sure Start Advisory Committee.

5.4.4. Complete an assessment of program quality at the beginning of each school year in consultation with the Sure Start teacher.

5.4.5. Ensure that the Sure Start Program and DoDEA Pre-Kindergarten Standards are being met in the Sure Start classroom.

5.4.6. Ensure that student progress is regularly assessed, documented, and reported to parents and the school district.

5.4.7. Ensure that program evaluation data and student assessment results are used to plan daily instruction and programs.

5.4.8. Ensure that training needs are identified.

5.4.9. Ensure that Sure Start Program teachers and assistants make home visits.

5.4.10. Ensure that Sure Start Program assistants only be assigned Sure Start Program duties.

5.4.11. Provide Sure Start teachers access to current technology for instruction and assessment.

5.5. The DoDEA Sure Start Teachers shall:

5.5.1. 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 (reference (d)).

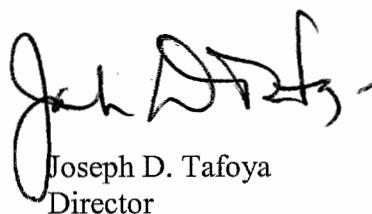
5.5.2. Complete all program evaluations and develop progress plans for all Sure Start components.

5.5.3. Conduct home visits, parent meetings, conferences during the year; and monitor parental involvement required for the program.

5.5.4. Work with the Sure Start Advisory Committee in accordance with (reference (d)).

## 6. EFFECTIVE DATE

This Regulation is effective immediately.



Joseph D. Tafoya  
Director

Enclosures - 2

E1. Definitions

E2. Logistics of Sure Start Training

## E1. ENCLOSURE 1

### DEFINITIONS

E1.1. Children with Disabilities. Children, before graduation from high school or 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 (reference (c)).

E1.2. Developmentally Appropriate Practice. The Sure Start Program is based on the concept of developmentally appropriate practices, as defined by the National Association for the Education of Young Children and the National Association of Elementary School Principals, and supported by educational research which consists of three dimensions: age appropriateness, individual appropriateness, and social/cultural context.

E1.3. Feeder Plans. Plans prepared by the cognizant Area Director that reflects all DoDDS schools overseas and the areas and/or military installations or communities served by each school.

E1.4. Non-appropriated Fund (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 (E) service members, civilian employees). In order to determine the 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. (See subparagraph 4.3.4.)

E1.5. National Security Personnel System (NSPS) Pay Band. The NSPS pay band is used to determine Sure Start eligibility for the dependents of NSPS employees. NSPS uses different banding levels than its counterparts (i.e., Enlisted (E) service members, General Schedule (GS) civilian employees). In order to determine the priority order for enrollment in the Sure Start Program, the NSPS employee's pay band must be at a level which is equivalent to the enlisted service member. (See subparagraph 4.3.4.)

E1.6. Sponsor. A qualified Department of Defense (DoD) sponsor, eligible for space-required, tuition-free, enrollment of eligible dependents in a DoD school who meets the criteria in one of the following categories listed below:

E1.6.1. A military service member serving on active duty and stationed overseas on Permanent Change of Station orders; or a civilian employee of the Department of Defense 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 an overseas area at government expense, and is authorized an allowance for living quarters in that area as pursuant to Section 932 of 20 U.S.C. (reference (e)).

E1.6.2. A full-time Department of Defense civilian employee who is a citizen or national of the United States.

E1.6.3. A full-time NAF employee who is a citizen or national of the United States.

E1.7. Sure Start. The Sure Start Program is a research-based, early intervention program for 4-year old students who are considered at risk for school failure and whose sponsors live and work at select military installations overseas.

E1.7.1. The Sure Start preschool 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.

E1.7.2. The Sure Start Program is dedicated to providing comprehensive services in four areas: education, health and nutrition, social services, and family involvement.



## E2. ENCLOSURE 2

### LOGISTICS OF SURE START TRAINING

E2.1. This enclosure describes the training for new and returning staff members which is to occur within the first 2 full weeks of the school year, before the return of students. Headquarters provides funding for training of new Sure Start teachers and program assistants. This program also requires an alternate calendar for Sure Start students and teachers.

E2.2. In addition to the 3 days allotted for all teachers at the beginning of the school year for orientation and preparation, Sure Start instruction will begin 2 full weeks later.

E2.3. During the 2 full weeks, Sure Start students are not in school, 3 days of training for new Sure Start staff is required annually to insure consistency in approach and delivery of content and program requirements.

E2.4. During the 2 full weeks Sure Start students are not in school, at least 2 days of training for returning Sure Start staff members should also occur.

E2.4.1. This training may be delivered online, organized into school cluster groups at designated site within commuting distance, etc.

E2.4.2. Returning staff should check the Early Childhood Education Blackboard site for updates in the program guidance and look at available training modules for review and new information.

E2.4.3. The training(s) must, to the extent possible, meet the needs of each Area it serves.