



City of Chicago  
Richard M. Daley, Mayor

Chicago Department of  
Children and Youth Services

Mary Ellen Caron, Ph.D.  
Commissioner

Executive Office  
2nd Floor  
1615 West Chicago Avenue  
Chicago, Illinois 60622  
(312) 743-0300  
(312) 743-0400 (FAX)  
(312) 746-5445 (TTY)  
<http://www.cityofchicago.org>

**To:** Head Start/Early Head Start/Child Care  
Executive/Program Directors

**From:** Madeline Cancel-Hanieh *mcx*  
Director  
Children Services Division

**Date:** June 14, 2007

**Subject:** POLICY STATEMENT  
TEACHER QUALIFICATIONS: HEAD START

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The Chicago Department of Children and Youth Services (CYS) requires that Head Start classroom teachers of children 3 to 5 years of age must possess the following criteria per the Head Start Act 42 USC 9801 et. seq. (Sec. 648A).

Each Head Start classroom will have one teacher who has:

- (A) a valid Child Development Associate (CDA) credential that is appropriate to the age of the children being served in center-based programs; or
- (B) an Associate, baccalaureate, or advanced degree in Early Childhood Education; or
- (C) a degree in a field related to Early Childhood Education with experience teaching preschool children and a valid Child Development Associate (CDA) credential.

Please note that this policy statement also applies to Home Visitors.

Each **Teacher Assistant** in a Head Start classroom will possess a High School diploma or GED and six (6) hours of early childhood education.

Please note that CYS teams will monitor this during the review/monitoring process.

If you have any questions pertaining to this policy, please contact Janet Williamson or Denise Jordan at (312) 743-1676 or (312) 743-0300.

Thank you for your continued support.

