



1304.53 Facilities, Materials, and Equipment

Sherry Hardin
Director/Principal

**Facilities, materials and Equipment
1304.53**

Goal: To meet the objectives of the Head Start Performance Standards with regards to facilities, materials and equipment.

Standard	Goal	Objective	Specific Tasks/Activities	Person Responsible	Target Date
1304.53 (a)(2) Head Start Physical Environment and Facilities Related: 1304.21(a)(1), (a)(3), (a)(5) 1304.53 (a)(10) (xiv) 1308.4c	H. S. physical environment supports delivery of high quality services to all children and families.	Provide appropriate space for conducting all program activities and specific access requirements for children with disabilities.	A. Provide access to all appropriate areas for children with disabilities. B. Ensure food preparation areas are separate from areas used for other activities. C. Provide a cot for each child for resting/napping. D. Provide space for janitorial supplies. E. Parent Involvement room will be available for parent activities. F. Provide space for ill children, separate from other children.	Head Start Director WO-CCISD Special Ed. Dept.	August 2015- May 2016
1304.53 (a)(3) Related: 1304.21(a)(5)(i), (ii) 1304.21©(1)(vii) 1304.53(a)(10)(x)		Organize center space into functional areas that can be recognized by the children and allow for individual activities and social interactions.	A. Classroom Arrangement 1. Divided into functional areas 2. Quiet and active/ noisy areas are separated 3. Child-sized, age-appropriate furniture 4. Facilitate individual, small and large group activities. 5. Indoor traffic patterns that allow children to move easily between areas but discourages running. 6. Learning center placement near required resources. B. Outdoor Areas 1. Designed to prevent injuries 2. Separate areas for various types of activities on playgrounds Appropriate play surfaces	Classroom teacher/assistant Head Start Director Education Coordinator WOC-CISD Maintenance Dept.	August 2015 - May 2016
1304.53(a)(5) Related: 1304.22(e)(7)	H. S. physical environment supports delivery of high quality services to all children and families.	Provide at least 35 square feet of usable indoor space per child available for the care and use of children (i.e., exclusive of bathrooms, halls,	A. Ensure that the placement of furniture and equipment does not hinder the adequate care of the children or use of space by children. B. Ensure at least 35 square feet of usable indoor space per child. C. Ensure at least 75 square feet of usable outdoor play space for children on the playground at any one time.	Head Start Director Classroom teacher/assistant	August 2015 - May 2016

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		kitchen, staff rooms and storage places) and at least 75 square feet of usable outdoor play space per child.	D. Limit the number of classes scheduled for outdoor play and indoor gym play activities at any one time.		
1304.53(a)(6) Related: 1304.40(f)(2)(iii)		Facilities owned or operated by Early Head Start or Head Start grantee or delegate agencies must meet the licensing requirements of 45 CFR 1306.30.	School districts are exempt from licensing requirements.		August 2015 - May 2016
1304.53 (a)(7) Head Start Physical Environment and Facilities Related: 1304.53(a)(10)(x)	H. S. physical environment supports delivery of high quality services to all children and families.	Provide for the maintenance, repair, safety and security of all Early Head Start and Head Start facilities, materials and equipment.	A. Establish practice of universal precautions by all staff members. B. Provide annual blood-borne pathogen in-service training to all staff members. C. Ensure daily inspections of outdoor areas. D. Maintain classroom-disinfecting calendars. E. All visitors must sign in through front office and wear visitor tag. F. Conduct monthly facilities safety inspection.	School nurses Custodians Classroom teacher/assistant Head Start Director Front Office staff Head Start Director	August 2015 - May 2016
1304.53 (a)(8) Head Start Physical Environment and Facilities		Provide a center-based environment free of toxins, such as cigarette smoke, lead, pesticides, herbicides, and other air pollutants as well as soil and water contaminants. Agencies must ensure that no child	A. Enforce the WO-CCISD smoke and drug free policy. B. Provide parent education on pesticides and the harmful effects of smoking, including secondhand smoke on children. C. Allow only licensed professional to apply pesticides, herbicides when no children are present. D. Conduct annual building health and safety inspections. E. Work with health officials to determine	HS Director Family Services Coordinator WOCCISD Maintenance Dept.	August 2015 - May 2016

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		is present during the spraying of pesticides or herbicides. Children must not return to the affected area until it is safe to do so.	<p>inspections needed for environmental hazards.</p> <p>E. Ensure that environmental or licensed professionals remove health hazards when no children are present.</p> <p>F. All materials with safety warning must have MSDS sheet in MSDS manual.</p>		
1304.53 (a)(9) Related: 1304.52(h)(1)(iii)		Arrange outdoor play areas so as to prevent any child from leaving the premises and getting into unsafe and unsupervised areas. En-route to play areas; children must not be exposed to vehicular traffic without supervision.	<p>A. Establish safety and supervision procedures for escorting children to outdoor areas.</p> <p>B. Out door areas will be fully supervised at all times and fenced to prevent children from leaving the area.</p> <p>C. Written procedures for picking up and dropping off children are discussed during orientation.</p>	Head Start Director	August 2015 - May 2016
1304.53(a)(10)		Conduct a safety inspection, at least annually; to ensure that each facility's space, light, ventilation, heat and other physical arrangements are consistent with the health, safety and developmental needs of children.	<p>A. Conduct routine maintenance on heating/cooling systems and facilities.</p> <p>B. Complete ADA Quick Look checklist.</p> <p>C. Medications and cleaning supplies are properly stored.</p>	WOCCISD Maintenance Dept. Custodians Disabilities Manager Health Manager	August 2015 - May 2016
1304.53 (a)(10)(i) Head Start Physical Environment and Facilities	H. S. physical environment supports delivery of high quality services to all children and families.	In climates where such systems are necessary, there is a safe and effective heating and cooling	<p>A. Conduct annual safety inspections of heating, cooling and ventilation systems.</p> <p>B. Inspect equipment immediately if a malfunction occurs.</p>	WOCCISD Maintenance Dept.	August 2015 - May 2016

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		system that is insulated to protect children and staff from potential burns.			
1304.53 (a)(10)(ii) Head Start Physical Environment and Facilities		No highly flammable furnishings, decorations or materials that emit highly toxic fumes when burned are used.	A. Ensure that no highly flammable furnishings, decorations or materials that emit highly toxic fume when burned are used.	Head Start Director	August 2015 - May 2016
1304.53 (a)(10)(iii) Head Start Physical Environment and Facilities		Flammable and other dangerous materials and potential poisons are stored in locked cabinets or storage facilities separate from stored medications and food and are accessible only to authorized persons. All medications, including those required for staff and volunteers, are labeled, stored under lock and key, refrigerated if necessary, and kept out of the reach of children.	A. Ensure that all medications are stored under lock and key in original container. B. All poisons are stored in locked cabinets.	Health Manager	August 2015 - May 2016
1304.53 (a)(10)(iv) Head Start Physical Environment and	H. S. physical environment supports delivery of high quality services to all	Rooms are well lit and provide emergency lighting in the case of power	A. Provide flashlights for all rooms. B. Test flashlight batteries monthly.	Head Start Director All staff	August 2015 - May 2016

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Facilities	children and families.	failure.			
1304.53 (a)(10)(v) Head Start Physical Environment and Facilities		Approved, working fire extinguishers are readily available.	A. Ensure all staff are aware of location of fire extinguishers. B. Provide training to staff on the use of fire extinguishers and post instructions for use near the extinguishers. C. Service fire extinguishers annually and tag them with service date. D. Provide safety checks on all fire extinguishers monthly. E. Provide parent/child fire education.	Head Start Director Local Fire Dept. Custodians Classroom teacher/assistant Local Fire Dept.	August 2015 - May 2016
1304.53 (a)(10)(vi) Head Start Physical Environment and Facilities		An appropriate number of smoke detectors are installed and tested regularly.	A. Smoke detectors are installed throughout the facility in accordance with manufacturers instructions.	WO-CCISD Maintenance Dept.	August 2015 - May 2016
1304.53 (a)(10)(vii) Head Start Physical Environment and Facilities		Exits are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is unmistakable.	A. Ensure all exits have a minimum width of 36 inches, are unobstructed and unlocked during program hours and clearly marked. B. Conduct monthly fire and evacuation drills.	Head Start Director WOCCISD Maintenance Dept. Classroom teacher/assistant Head Start Director	August 2015 - May 2016
1304.53 (a)(10)(viii) Head Start Physical Environment and Facilities Related: 1304.53 (a)(7) 1304.22 (e)(6)	H. S. physical environment supports delivery of high quality services to all children and families.	Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions.	A. Uncarpeted floors are swept and mopped with a sanitizing solution at least daily and when soiled. B. Mops are sanitized before and after a day of use. C. Carpeted areas are vacuumed daily and cleaned with hypoallergenic products whenever soiled with body fluids. D. Restroom facilities are cleaned and sanitized at least daily and when soiled.	Custodians	August 2015 - May 2016

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			<ul style="list-style-type: none"> E. Trash containers are covered. F. Clean and check outdoor areas daily to ensure safe conditions. G. District maintenance personnel will apply pesticides. 		
1304.53 (a)(10)(ix) Head Start Physical Environment and Facilities		Paint coatings on both interior and exterior premises used for the care of children do not contain hazardous quantities of lead.	<ul style="list-style-type: none"> A. Ensure the use of lead-free paint. 	WO-CCISD Maintenance Dept.	August 2015 - May 2016
1304.53 (a)(10)(x) Head Start Physical Environment and Facilities		The selection, layout, and maintenance of playground equipment and surfaces minimize the possibility of injury to children. Exits are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is unmistakable.	<ul style="list-style-type: none"> A. Ensure that playgrounds and equipment are designed, installed, inspected and maintained to prevent the threat of serious falls and will not pinch, crush or entrap the head or any part of a child's body or clothing. B. All playground equipment is installed over shock-absorbing materials in accordance with manufacturer's instructions. C. Ensure that all equipment is securely anchored to the ground. D. Place playground equipment to protect children from running into the path of moving equipment. 	WO-CCISD Maintenance Dept.	August 2015 - May 2016
1304.53 (a)(10)(xi) Head Start Physical Environment and Facilities	H. S. physical environment supports delivery of high quality services to all children and families.	Electrical outlets accessible to children prevent shock through the use of child-resistant covers, the installation of child-protection outlets, or the use of safety plugs.	<ul style="list-style-type: none"> A. All electrical outlets are covered with child-resistant safety covers. 	Custodians All staff	August 2015 - May 2016

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1304.53 (a)(10)(xii)		Windows and glass doors are constructed, adapted or adjusted to prevent injury to children.	A. Windows in rooms and glass door panels are constructed of safety-grade glass.	WO-CCISD Maintenance Dept.	August 2015 - May 2016
1304.53 (a)(10)(xii)		Only sources of water approved by the local or state health authority are used.	A. Ensure that all facilities are supplied with piped running water.	WO-CCISD Maintenance Dept.	August 2015 - May 2016
1304.53 (a)(10)(xiv)		Toilets and handwashing facilities are adequate, clean, in good repair, and easily reached by children. Toileting and diapering areas must be separated from areas used for cooking, eating or children's activities.	A. Provide utility sinks for rinsing soiled clothing and cleaning toilet training equipment. B. Ensure each classroom has accessibility to a hand-washing sink. C. Provide step stools for sinks when needed. D. Provide a separate sink for washing and sanitizing mops and cleaning equipment. E. Ensure diapering areas are separate from dental hygiene and food preparation areas. F. Provide handwashing sinks adjacent to diaper changing tables. G. Supervise children during toileting and handwashing. H. Ensure all facilities are in good repair.	Head Start Director Classroom teacher/assistant WO-CCISD Maintenance Dept.	August 2015 - May 2016
1304.53 (a)(10)(xv) Head Start Physical Environment and Facilities Related: 1304.22(e)(6)	H. S. physical environment supports delivery of high quality services to all children and families.	Toilet training equipment is provided for children being toilet trained.	A. Provide child-sized toilets, potty chairs and modified toilet seats.	Head Start Director	August 2015 –May 2016

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1304.53 (a)(10)(xvi) Related: 1304.22(e)(1)(i) 1304.22(e)(5)		All sewage and liquid waste is disposed of through a locally approved sewer system and garbage and trash are stored in a safe and sanitary manner.	A. Provide covered trash containers. B. Provide sufficient separate covered containers for disposable diapers. C. Empty trash containers daily.	Head Start Director Custodians	August 2015 –May 2016
1304.53 (a)(10)(xvii) Related: 1308.4(f) 1308.4(o)(6)		Adequate provisions are made for children with disabilities to ensure their safety, comfort and participation.	A. Ensure facilities are accessible to persons with disabilities. B. Ensure consistency and stability of the physical environment for children with visual or hearing impairments.	West Orange-Cove CISD Special Education Department WO-CCISD Maintenance Dept.	August 2015 –May 2016
1304.53 (b)(1) (b) Head Start equipment, toys, materials and furniture Related: 1304.21 1304.53(a)(3)	H. S. physical environment supports delivery of high quality services to all children and families.	Provide and arrange sufficient equipment, toys, materials, and furniture to meet the needs and facilitate the participation of children and adults.	A. Purchase a variety of educational, multicultural, developmentally appropriate toys and materials that will promote children's skill development. B. Assign each classroom storage area for materials and toys. C. Encourage family participation in child's learning by providing materials for home use. 1. Parent Lending Library 2. "I Care" Curriculum 3. Weekly class newsletters	Education Manager Classroom teachers Head Start Director Family Services Manager Education Manager Classroom teachers	August 2015 - May 2016
1304.53(b)(1)(i) Related: 1304.21		Equipment, toys, materials and furniture must be supportive of the specific objectives of the local program.	A. Outdoor play areas equipped with structures to encourage gross motor and dramatic play development. B. Classrooms are supplied with an assortment of developmentally appropriate supplies and materials to develop fine art, and cognitive skills.	Head Start Director WO-C Building Trades Head Start Director Education Manager Classroom teacher	August 2015- May 2016
1304.53(b)(1)(ii) Related: 1304.21(a)(1)(I)		Equipment, toys, materials and furniture must be supportive of the cultural ethnic	A. Classrooms are provided with multicultural dolls, books, puzzles, etc. B. Campus garden and backyard wildlife habitat contain various vegetables, herbs and flowers.	Head Start Director Education Manager Classroom teacher Garden Committee	August 2015- May 2016

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1304.21(a)(1)(iii) 1304.21(a)(3)(i)(E)		backgrounds of the children.			
1304.53 (b)(iii) (b) Head Start equipment, toys, materials and furniture Related: 1304.21(a)(1) (i) 1304.21(a)(5)(iii) 1304.21©(1)(i) 1304.53(b)(1) 1304.53(b)(1) (I 1304.53(a)(10)(x) 1304.53(b)(1)(vi) 1308.4(f) 1308.4(o)(6)	H. S. physical environment supports delivery of high quality services to all children and families.	Equipment, toys, materials and furniture must be age-appropriate, safe, and supportive of the abilities and developmental level of each child served, with adaptations, if necessary, for children with disabilities.	A. Age-appropriate classroom toys and materials reflect varying ability and developmental levels. B. Central library materials are available for check-out to provide for each child's individual learning. C. Safety inspections are performed regularly to ensure safety of equipment, toys, materials and furniture.	Education Manager Classroom teachers Developmental assistants	August 2015- May 2016
1304.53(b)(1)(iv) Related: 1304.21(a)(4)(i) 1304.21(b)(1)(iii)		Equipment, toys, materials and furniture must be accessible, attractive and inviting to children.	A. Center materials are stored on low shelves, providing children easy access and choices. B. Child-sized furniture will be used in centers.	Head Start Director WO-C Building Trades	August 2015- May 2016
1304.53(b)(1)(v) Related: 1304.21 1304.53(b)(1) (i) 1304.53(b)(1)(iv) 1304.53(b)(1)(v)		Equipment, toys, materials and furniture must be designed to provide a variety of learning experiences and to encourage each child to experiment and explore.	Experimentation and exploration will be made available through large and small group activities such as: 1. Creative art 2. Science center 3. Sand/water play 4. Musical instruments	Classroom teacher	August 2015- May 2016

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1304.53 (b)(vi) (b) Head Start equipment, toys, materials and furniture Related: 1304.53(a)(10)(x)	H. S. physical environment supports delivery of high quality services to all children and families.	Equipment, toys, materials and furniture must be safe, durable, and kept in good condition.	A. Safety inspections are performed regularly to ensure safety of equipment, toys, materials and furniture. B. Unsafe materials and toys are discarded and replaced. C. Ensure supervision of children when playing with games and toys. D. Ensure that bookshelves and other shelves cannot be pulled over by children.	Classroom teacher/assistant	August 2015- May 2016
1304.53(b)(1)(vii)		Equipment, toys, materials and furniture must be stored in a safe and orderly fashion when not in use.	C. Classrooms are equipped with storage cabinets and shelves. D. Each classroom is assigned a storage area. E. Scissors, staplers and knives are stored away from the children.	Head Start Director Classroom teacher/assistant	August 2015- May 2016