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)(1) Head Start Physical Environment and Facilities Related: 1304.21(a)(5)	H. S. physical environment supports delivery of high quality services to all children and families.	Provide a physical environment and facilities conducive to learning and reflective of different stages of development of each child.	A. Provide a well-maintained, safe and sanitary facility. 1. Emergency call buttons in every classroom will ensure fast office response to call for help. 2. Visitors will sign-in in office and wear visitor tag. 3. Staff members will be provided key for locked outside doors and classroom 4. Playground safety checks will be conducted monthly. 5. All observed safety issues will be reported to office and tracked by WO-CCISD maintenance department. 6. Conduct monthly fire, duck & cover or disaster drills. 7. Staff includes four custodians. B. Provide and maintain developmentally appropriate indoor environments with: 1. Floor coverings, rugs cushions. 2. Identifiable areas for different activities. 3. Low, open shelves to allow self-selection of materials by children. 4. Sufficient storage for materials. 5. Organization of space to allow for interaction between children and staff. C. Provide appropriate outdoor environments with: 1. A variety of surfaces. 2. Areas of sunlight and shade. 3. A variety of equipment for gross motor development. 4. Areas for individual and small group activities.	Head Start Director Education Manager Health Manager Head Start Director Education Manager Classroom teacher/ assistant Head Start Director	August 2010-May 2011