

<b>Performance Standard:</b>	<b>Facilities, Material, and Equipment</b>	<h2 style="color: #800040; text-align: center;">INCA Community Services</h2> <h3 style="text-align: center;">Head Start &amp; Early Head Start Policies and Procedures</h3> <div style="text-align: center;">  </div>
<b>Sub Category:</b>	1304.52 i 2	
<b>Reference:</b>	OKDHS-Licensing	
<b>PC Approval Date:</b>	9/2018	
<b>GB Approval Date:</b>	9/2018	
<b>Form:</b>	Physical Environment Checklist, Safe Environment Checklist,	
<b>Responsible:</b>	Safety Manager, Head Start Management Team, Head Start Director, Executive Director	

## Facilities Inspections and Monitoring

### Policy

INCA completes annual and monthly inspections to ensure compliance with Federal, State and Local health and safety regulations. INCA annually checks all sites and playgrounds within the first 45 days of program operations.

### Inspections

All personnel are directed to report safety issues or concerns to the appropriate personnel whenever they are apparent.

- Safety Manager complete the Physical Environment checklist annually within the first 45 days of program operations.
  - Original to Head Start Director
  - Copy in the document holder in classroom.
  - Safety Manager maintains a copy
- The Safe Environment Checklist is completed monthly by Classroom staff and turned in the Safety Manager.
- The Safety Manager reviews the documentation.
  - If repairs need to be made, the Safety Manager determines whether the repair can be done by staff or contact will be made with the appropriate professional or service provider.
  - Appropriate repairs are made in a timely fashion.
  - In circumstances in which the repair requires extensive time and/or effort, the Safety Manager notify the Head Start Director and Executive Director of expected timeframe for completion.

### Indoor Area

Classroom Teaching staff arrange and organize classroom settings into functional areas that provide (physical) environments and facilities conducive to learning, and that reflect the different stages of each child's development.

Classroom Teaching staff periodically assess the indoor space to:

- determine the need for additional toys, materials, furniture, and/or equipment;
- arrange the space to enhance learning; and
- make changes as appropriate for each child's developmental level.

### **Outdoor Area**

- Playgrounds are fenced and gated to allow emergency exit, but prevent easy entry from the outside.

Classroom Teaching staff periodically assess outdoor space to:

- determine the need for additional toys, materials, furniture, and/or equipment;
- add materials to enhance learning; and
- make changes as appropriate for each child's developmental level.

### **Annual Monitoring of Facilities**

- All personnel are directed to report safety issues or concerns to the appropriate personnel whenever they are apparent.
- The Safety Manager annually monitor all sites and playgrounds within the first 45 days of program operation.
- The Safety Manager communicates monitoring reports to Program Management team and senior management.
- When problems or weaknesses in the program's environments, facilities, materials, and/or equipment are identified, the Safety Manager or designee is responsible for documenting them and submitting to the Head Start Director and Executive Director, who reviews the report and meets with Program Management as applicable.
- If the problem or weakness is not immediately fixable, the program must submit a corrective action plan to the Head Start Director and Executive Director as soon as possible but no later than 30 days from the time of the Monitoring Report Review.

### **Definitions/Acronyms**

PC - Policy Council  
 GB - Governing Board  
 INCA - Head Start and Early Head Start programs  
 HS - Head Start program  
 EHS - Early Head Start program  
 FEC - Family Engagement Coordinator

### **Dissemination of Policy**

The policy will be made available to all Head Start employees through the agency's website @ [www.incaaa.org](http://www.incaaa.org). The agency will educate and train applicable employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.