


Performance Standard:	Facilities, Material, and Equipment	<h2 style="text-align: center; color: #800040;">INCA Community Services</h2> <h3 style="text-align: center;">Head Start & Early Head Start Policies and Procedures</h3> <div style="text-align: center;">  </div>
Sub Category:	1304.22; 1304.23 e; 1304.53a; 1304.53a 1-9; 1304.53a 10; 1304.53a 10 i-xvii; 1308.4; 1306.35	
Reference:	OKDHS-Licensing	
PC Approval Date:	9/2018	
GB Approval Date:	9/2018	
Form:	OKDHS Physical Environment Checklist	
Responsible:	Safety Manager/ Head Start Director	

Physical Environment and Facilities

Policy

INCA ensures that each facility's space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety, and developmental needs of children.

Head Start and Early Head Start Center-Based Sites

INCA provides appropriate center space for implementation of all center-based program activities (see 1308.4 for specific access requirements for children with disabilities).

- The center space provided by each site is organized into functional areas that can be recognized by the children and that allow for individual activities and social interactions.
- Centers have 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, kitchen, staff rooms, and storage places) and at least 75 square feet of usable outdoor play space per child.

Child Care Licensing Requirements

INCA facilities used for center-based options meet the applicable licensing requirements (1306.30 c) and comply with current Oklahoma licensing requirements.

In cases where these licensing standards are less comprehensive or less stringent than the Head Start regulations, or where no state or local licensing standards are applicable, INCA ensures that the facilities are in compliance with the Head Start Program Performance Standards related to health and safety as found in 1304.53 a, Physical environment and facilities.

Maintenance, Repair, Safety and Security

INCA provides for the maintenance, repair, safety, and security of all Early Head Start and Head Start facilities, materials, and equipment.

- A portion of INCA's budget is allocated for ensuring that Early Head Start and Head Start facilities and equipment are maintained, repaired, safe, and secure.

- When INCA staff observe that any equipment or facilities are unsafe or need repair, the problem is reported immediately to the Facilities Manager and/or Area Supervisors/FEC who delegates or takes appropriate action to remedy the problem.

Toxin Free Environment

INCA provides 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.

- Each site ensures that no child is present during the spraying of pesticides or herbicides.
- Children do not return to the affected area until it is safe to do so.

Outdoor Play Areas

Outdoor play areas at center-based sites are arranged so as to prevent any child from leaving the premises and getting into unsafe and/or unsupervised areas. In route to play areas, children are not exposed to vehicular traffic without supervision.

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- Where fences, walls, or other barriers are present, they themselves must not pose a safety hazard.
- Classroom Teaching staff supervise children at all times (including while on the playground) and prevent children from getting into unsafe areas.
- Staff work together to make sure no “blind spots” occur while children are on the playground.
- The outdoor space in Early Head Start/Head Start centers that is used by mobile infants and toddlers is separated from general walkways and from areas in use by preschoolers.

Annual Safety Inspection ([See Physical Environment and Facilities Safety Inspection Policy](#))

INCA ensures an OKDHS Physical Environment Checklist is completed annually to ensure that each facility’s space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety, and development needs of children.

Security

- All entry doors are control-accessed that allow staff, enrolled families, and volunteers entry.
- Security cameras as recording devices are housed in the main lobby areas, playgrounds and classrooms where possible at Head Start/Early Head Start sites.

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

Dissemination of Policy

The policy will be made available to all Head Start employees through the agency’s website @ 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.