

**REGION 14 EDUCATION SERVICE CENTER  
HEAD START OPERATIONAL PLAN**

**Facilities, Materials, and Equipment**

Perf. Standard Ref. #	Objective	Specific Tasks/ Activities	Person(s) Responsible	Target Date	Reference/ Evaluation
1304.53(a)(1)	<b>(a) Head Start Physical Environment and Facilities.</b> (a)(1) Grantee and delegate agencies must provide a <b>physical environment and facilities conducive to learning</b> and reflective of the different stages of development of each child.	LEA: *provide a safe, well maintained facility. *provide a variety of outdoor and indoor equipment which is age appropriate, child-sized, which encourages gross and fine motor development, allows children to engage in individual or group activities and allows for child choice.	<b>LEAs/HSD</b> PIC Head Start ESC/ISD Staff	Sept. to Aug.	HST Performance Standards Visit Reports Correspondence
1304.53(a)(2)	(a)(2) Grantee and delegate agencies must <b>provide appropriate space</b> for the conduct of all program activities (see 45 CFR 1308.4 for specific access requirements for children with disabilities).	*provide all necessary space to accommodate all program activities. *provide toileting, eating, and play (both indoor and outdoor) that are accessible for all children, including children with disabilities. *accommodate each child appropriately during resting time for sleeping.	<b>LEAs/HSD</b>  PIC	Sept. to Aug.	HST Performance Standards  Visit Reports  Correspondence
1304.53(a)(3)	(a)(3) The <b>center space</b> provided by grantee and delegate agencies must be <b>organized into functional areas</b> that can be recognized by the children and that allow for individual activities and social interactions.	*organize the classroom into learning center environments which provide clearly defined spaces with a variety of choice of activities. *separate quiet and active play areas. *plan classrooms to avoid traffic flow which interrupts play *establish water and art areas near the sinks. *arrange outdoor play areas to provide a variety of activities in separate play spaces. *maintain and properly install all equipment.	<b>COEC/PIC</b>  Head Start ESC/ISD Staff	Sept. to Aug.	Educational Plan  Visit Reports  Correspondence
1304.53(a)(4)	(a)(4) The indoor and outdoor space in Early Head Start or Head Start centers in use by mobile infants and toddlers must be separated from general walkways and from areas in use by preschoolers.	*provide necessary space for mobile infant and toddlers away from the general walkways and areas used by preschoolers.	<b>COEC</b> Head Start ESC/ISD Staff	Sept. to Aug.	HST Performance Standards

1304.53(a)(5)	(a)(5) Centers must have <b>at least 35 square feet of usable indoor space per child</b> available for the care and use of children (i.e., exclusive of bathrooms, halls, kitchen, staff rooms, and storage places) and <b>at least 75 square feet of usable outdoor play space per child.</b>	*provide 35 sq. Ft. of usable space per child *provide at least 75 sq. ft. of usable outdoor play space per child.	<b>LEAs/HSD</b>  PIC	Sept. to Aug.	HST Performance Standards  Visit Reports Square Footage Reports
1304.53(a)(6)	(a)(6) Facilities owned or operated by Early Head Start and Head Start grantee or delegate agencies must <b>meet the licensing requirements</b> of 45 CFR 1306.30.	*meet Licensing guidance for Infants, Preschoolers and also TEA Guidelines	<b>HSD/PIC</b> LEAs	Sept. to Aug.	HST Performance Standards, Visit Reports, Correspondence Licensing Standards
1304.53(a)(7)	(a)(7) Grantee and delegate agencies must provide for the <b>maintenance, repair, safety, and security</b> of all Early Head Start and Head Start <b>facilities, materials, and equipment.</b>	*maintain all equipment and toys in a clean, safe manner. *follow all federal, state and local guidelines regarding protection from unsafe and hazardous materials. *inspect classroom and playground daily, for broken, unsafe equipment and toys. *complete checklists and make referrals as needed. *Playgrounds are locked at night with toys stored away.	<b>HSD/PIC</b> <b>LEAs</b> Head Start Staff Parents	Sept. to Aug.	Safety Checklist  Referral Form       P&P 1304.53a7
1304.53(a)(8)	(a)(8) Grantee and delegate agencies must provide a center-based <b>environment free of toxins</b> , such as cigarette smoke, lead, pesticides, herbicides, and other air pollutants as well as soil and water contaminants. Agencies must ensure that <b>no child is present during the spraying of pesticides or herbicides.</b> Children must not return to the affected area until it is safe to do so.	*ensure a smoke and drug-free environment *ensure all materials used in repair or maintenance of facility are lead free. *ensure pesticides are administered only by licensed professionals and only when children are not present.	<b>PIC</b> <b>LEAs</b> Head Start Staff	Sept. to Aug.	HST Policies & Procedures Handbook
1304.53(a)(9)	(a)(9) Outdoor play areas at center-based programs must be arranged so as to <b>prevent any child from leaving the premises and getting into unsafe and unsupervised areas.</b> In route to play areas, children must not be exposed to vehicular traffic without supervision.	*fence all playground areas to protect children from traffic or from the play of older children. *supervise children at all times en route to playgrounds and during play.	<b>HSD/PIC</b> <b>LEAs</b>	Sept. to Aug.	HST Performance Standards

1304.53(a)(10)	(a)(10) Grantee and delegate agencies must <b>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.</b>  <b>At a minimum, agencies must ensure that:</b>	LEA inspect buildings at least annually for fire, health and safety concerns. Head Start teachers: *provide daily inspections of facilities to insure that there are no hazardous conditions and that appropriate space, light, ventilation, heat and air conditioning is available to provide safe, appropriate learning. *(Grantee) provide safety inspections of playground and facility at the beginning of the school year.	<b>PIC LEAs</b> ESC Head Start Staff	Sept. to Aug.	Inspection Records
1304.53(a)(10)(i)	(a)(10)(i) In climates where such systems are necessary, there is a <b>safe and effective heating and cooling system</b> that is insulated to protect children and staff from potential burns;	*ensure that all heating and cooling systems are adequately maintained and do not provide a hazard to children (i.e. open air and space heaters shall not be used in the Head Start Classroom; fans used are out of reach of children and have sufficient safety screening around them)	<b>HSD/PIC LEAs</b>	Sept. to Aug.	HST Performance Standards Safety Inspection
1304.53(a)(10)(ii)	(a)(10)(ii) <b>No highly flammable</b> furnishings, decorations, or materials that emit highly toxic fumes when burned are used;	*ensure compliance *ensure Fire Marshall inspects the Head Start school buildings yearly.	<b>PIC LEAs</b> Teacher Head Start Staff	Sept. to Aug.	Observation LEA Records
1304.53(a)(10)(iii)	(a)(10)(iii) <b>Flammable and other dangerous materials</b> and potential poisons are stored in <b>locked</b> cabinets or storage facilities separate from stored medications and food and are <b>accessible only to authorized persons.</b> All <b>medications</b> , including those required for staff and volunteers, are <b>labeled, stored under lock and key</b> , refrigerated if necessary, and kept out of the reach of children;	*keep all cleaning material, medications, or toxic materials locked away from children. *keep teacher's handbags, medications and unsafe materials locked away. *keep medication out of the reach of children at all times and follow LEA medication guidelines.	<b>HNC LEAs</b> Head Start Staff	Sept. to Aug.	HST Performance Standards, Visit Reports, Medical Releases, Correspondence  P & P 1304.22c P & P 1304.22d
1304.53(a)(10)(iv)	(a)(10)(iv) Rooms are <b>well lit</b> and <b>provide emergency lighting</b> in the case of power failure;	*provide adequate lighting in classrooms, including one flashlight per classroom *practice evacuation routes with children and be sure routes are clearly marked.	<b>PIC LEAs</b> Head Start Staff	Sept. to Aug.	Evacuation Routes posted, Visit Reports
1304.53(a)(10)(v)	(a)(10)(v) Approved, working <b>fire extinguishers</b> are readily available;	*provide an easily accessible fire extinguisher in each classroom out of reach of children.	<b>PIC LEAs</b>	Sept. to Aug.	HST Performance Standards,

		*consult Fire Marshall as to appropriate usage and maintenance.			Visit Reports,
1304.53(a)(10)(vi)	(a)(10)(vi) An <b>appropriate number of smoke detectors</b> are installed and tested regularly;	*provide at least one smoke detector in each Head Start Classroom.	<b>PIC LEAs</b>	Sept. to Aug.	HST Performance Standards, Visit Reports,
1304.53(a)(10)(vii)	(a)(10)(vii) Exits are clearly visible and <b>evacuation routes are clearly marked and posted</b> so that the path to safety outside is unmistakable (see 45 CFR 1304.22 for additional emergency procedures);	*clearly mark all exits. *practice routes with children. *document fire and tornado drills *provide training on fire safety in classroom at least once a year.	<b>PIC LEAs Head Start Staff</b>	Sept. to Aug.	Posted Evacuation Routes & Emergency procedures Quarterly Visits
1304.53(a)(10)(viii)	(a)(10)(viii) Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions;	*inspect Head Start toys and equipment *clean toys and equipment daily, as needed. *provide covered trash cans in each classroom to discard hazardous or undesirable materials. Empty trash at least once daily.	<b>PIC LEAs/ Maintenance Personnel</b>	Sept. to Aug.	LEA Documentation
1304.53(a)(10)(ix)	(a)(10)(ix) <b>Paint coatings</b> on both interior and exterior premises used for the care of children <b>do not contain hazardous quantities of lead;</b>	*ensure that any paint used for repairs or painting is non-lead based.	<b>PIC LEAs/ Maintenance Personnel</b>	Sept. to Aug.	LEA Documentation
1304.53(a)(10)(x)	(a)(10)(x) The selection, layout, and maintenance of <b>playground equipment and surfaces minimize the possibility of injury to children;</b>	*provide safe fall zones for outdoor play areas *ensure appropriate installation of equipment.	<b>HSD/PIC LEAs</b>	Sept. to Aug.	National Playground Safety Standards
1304.53(a)(10)(xi)	(a)(10)(xi)Electrical outlets accessible to children <b>prevent shock</b> through the use of child-resistant covers, the installation of child-protection outlets, or the use of safety plugs;	*cover all electrical outlets *maintain all cords and appliances in good condition.	<b>HSD/PIC Head Start ESC/ISD Staff</b>	Sept. to Aug.	Safety checklist/referral report,
1304.53(a)(10)(xii)	(a)(10)(xii) Windows and glass doors are constructed, adapted, or adjusted to <b>prevent injury</b> to children;	*comply with Standard	<b>HSD/PIC LEAs Maintenance Staff</b>	Sept. to Aug.	LEA Document Safety Inspections Quarterly Visits
1304.53(a)(10)(xiii)	(a)(10)(xiii) Only sources of water approved by the local or State health authority are used;	*comply with Standard	<b>LEAs</b>	Sept. to Aug.	LEA Document
1304.53(a)(10)(xiv)	(a)(10)(xiv) Toilets and hand washing 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;	*ensure all toileting and sinks for washing are child-sized and easily accessible for all children including children with disabilities. *clean all areas daily and as needed to	<b>LEAs Maintenance HSD PIC</b>	Sept. to Aug.	Visit Reports  Health and Safety Checklists

		insure a safe and germ-free environment. *store snacks or food items in the areas for toileting or hand washing.	Parents		
1304.53(a)(10)(xv)	(a)(10)(xv) Toilet training equipment is provided for children being toilet trained;	*provide changing table as needed *provide appropriately sized toilets to meet needs	<b>PIC</b>	Sept. to Aug.	Observation Visit Reports
1304.53(a)(10)(xvi)	(a)(10)(xvi) 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; and	*Comply with standard	<b>LEAs</b> Maintenance Personnel	Sept. to Aug.	LEA Documentation
1304.53(a)(10)(xvii)	(a)(10)(xvii) Adequate provisions are made for <b>children with disabilities</b> to ensure their safety, comfort, and participation.	*ensure ADA accessibility to toilets, playgrounds and classrooms. *provide any necessary adaptive equipment required to insure that a child with a disability is fully included, through community resources, or by Head Start.	<b>HSD/DC</b> <b>LEAs</b> Ed. Co-ops. (SSAs)	Sept. to Aug.	ARD  ADA Checklists
1304.53(b)(1)	<b>(b) Head Start equipment, toys, materials, and furniture.</b> (b)(1) Grantee and delegate agencies must provide and arrange sufficient equipment, toys, materials, and furniture to meet the needs and facilitate the participation of children and adults. <b><u>Equipment, toys, materials, and furniture owned or operated by the grantee or delegate agency must be:</u></b>	*provide safe and durable supplies, equipment, toys, activities and resources to meet the developmental needs of the children. *teach parents in Home-based program how to choose developmentally appropriate materials in the home to foster learning. *provide guidance in room arrangement. <b><u>Equipment, toys, materials, and furniture owned or operated by the grantee or delegate agency must be:</u></b>	<b>PIC</b>  HV  Head Start ESC Staff	Sept. to Aug.	Visit Reports by ESC Personnel, Equipment Purchased lists, Lesson Plans for Home Based Teacher  P & P 1304.53a7
1304.53(b)(1)(i)	(b)(1)(i) <b>-supportive of the specific educational objectives</b> of the local program	*sufficient in quantity and type to meet the developmental goals of the children and to support the educational objectives required.	<b>HSD/PIC</b> Head Start ESC Staff	Sept. to Aug.	Educational Plan in HST P&P Handbook  Lesson Plans Section 1304.21
1304.53(b)(1)(ii)	(b)(1)(ii) <b>-supportive of the cultural and ethnic backgrounds</b> of the children;	*representative of the cultural or life style of the individual children in the classroom *invite parents and community volunteers to share cultural, life style or occupational experiences with children to promote awareness of various	<b>COEC/PIC</b>  Head Start ESC Staff	Sept. to Aug.	Educational Plan in HST P&P Handbook  Lesson Plans  Individualization-

		cultures.			dot.net Section 1304.21
1304.53(b)(1)(iii)	(b)(1)(iii)- <b>age appropriate, safe, and supportive of the abilities and developmental level of each child served</b> , with adaptations, if necessary, for children with disabilities;	*provide equipment which supports the individual development of the child, the method of learning of that child, and which strengthens current level of achievement. *provide adaptive equipment through Ed. Coops.(SSAs), LEAs, community agencies, or Head Start.	<b>PIC/DC</b>  Head Start ESC/ISD Staff	Sept. to Aug.	See Below  ARD/IEPs  Lesson Plans  Individualization- dot.net
1304.53(b)(1)(iv)	(b)(1)(iv)-accessible, attractive, and <b>inviting to children;</b>	*arrange classrooms in an orderly, inviting manner where toys and equipment are at child's eye level and easily accessible. *encourage children to use and explore equipment and supplies independently.	<b>PIC</b>  Head Start ESC/ISD Staff	Sept. to Aug.	Visit Reports   Section 1304.21
1304.53(b)(1)(v)	(b)(1)(v)- <b>designed to provide a variety of learning experiences</b> and to encourage each child to experiment and explore;	*provide a variety of learning experiences in each classroom center. *allow children to construct their own learning through access to a variety of materials *provide some materials in each classroom based on child interest *provide child choice opportunities throughout the daily routine.	<b>PIC/COEC</b>  Head Start ESC/ISD Staff	Sept. to Aug.	Classroom Layout   Section 1304.21
1304.53(b)(1)(vi)	(b)(1)(vi)- <b>safe, durable, and kept in good condition;</b> and	*comply with Standard	<b>Head Start Staff</b>	Sept. to Aug.	Visit Reports Safety Inspections
1304.53(b)(1)(vii)	(b)(1)(vii)- <b>stored in a safe and orderly fashion</b> when not in use.	*label items clearly so children can easily return them to their labeled places *keep adult materials not appropriate for children out of children's reach.	<b>Head Start Staff</b>	Sept. to Aug.	Visit Reports   P & P 1304.53a7
1304.53 (b)(2)	(b)(2) <b>Infant and toddler toys</b> must be made of non-toxic materials and must be <b>sanitized regularly.</b>	*Toys will be sanitized daily using a bleach-water solution.	<b>Head Start Staff</b>	Sept. to Aug.	HST Performance Standards Child Care Licensing

1304.53(b)(3)	(b)(3) To <b>reduce the risk of Sudden Infant Death Syndrome (SIDS)</b> , all sleeping arrangements for infants must use <b>firm mattresses</b> and <b>avoid soft bedding materials</b> such as comforters, pillows, fluffy blankets, or stuffed toys.	*All comforters, pillows, fluffy blankets, and stuffed toys will not be allowed in the bed. *All infant/toddler staff members will receive SIDS training once a year	Head Start Staff	Sept. to Aug.	HST Performance Standards Child Care Licensing Visit Reports

<b>HEAD START PROCEDURE FOR:          MAINTAINING SUPPLIES AND EQUIPMENT          COMPONENT: CENTER FOR YOUNG LEARNERS</b>
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1.0 **Scope:** Maintaining Supplies and Equipment: This is in regards to non-consumable materials, supplies, and equipment purchased with Head Start Funds.

2.0 **Responsible:**

- 2.1 ESC Head Start/Early Head Start Staff
- 2.2 Business Manager
- 2.3 Director of Head Start

3.0 **Resources:**

- 3.1 n/a

4.0 **Procedures:**

- 4.1 All materials purchased with Head Start funds remain the property of Head Start.
- 4.2 All equipment, materials, and supplies are to be labeled as Head Start and maintained in the Head Start Classroom at all times.
- 4.3 All items over \$5,000 are to be inventoried yearly.
- 4.4 Equipment, supplies, and materials must be for the use of the children.
- 4.5 All materials purchased support the curriculum and objectives of the Head Start Program as set forth in the Performance Standards and Educational Plan.
- 4.6 All equipment must be kept in a secure environment.
- 4.7 Playground riding toys must be locked up at night and should not be left on the playground
- 4.8 Storage buildings should be kept locked when children are not on the playground.
- 4.9 Major repairs to the Head Start Playground equipment will be made through Head Start Region 14 staff.
- 4.10 Head Start children may be on the Head Start playground with other Pre-K or Kindergarten classes.

5.0 **Associated Documents:**

- 5.1 Inventory

6.0 **Record Retention Table:**

Identification	Format	Storage	Retention	Disposition	Protection
Inventory	Paper	CYL Office at ESC	7 years	Shred/Delete	Secure office

7.0 **Monitoring:**

- 7.1 Yearly

**HEAD START PROCEDURE FOR:  
MAINTAINING SUPPLIES AND EQUIPMENT  
COMPONENT: CENTER FOR YOUNG LEARNERS**

**8.0 Revision History:**

Date:	Revision#	Description of Revision
6-2006		
8-2009		Reviewed & Revised as needed