

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section;        Facilities, Materials, and Transportation    1304.53**

**Subject:        Cleaning & Sanitizing**

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**POLICY:**

All classrooms will use the Cleaning and Sanitizing forms to document cleaning and sanitizing to ensure a safe and sanitary learning environment.

**PROCEDURE:**

1. The center assistant or teaching staff will clean and sanitize classroom daily.
2. Classroom floors will be swept, mopped, and vacuumed everyday.
3. Trash will be emptied daily.
4. Bathrooms will be cleaned and sanitized twice a day or as needed with a bleach solution. (Clorox Anywhere)
5. The water play table will be sanitized after being used.
6. Staff will clean and sanitize toys in the learning center on a daily basis.
7. Toys can be washed by putting them into the dishwasher or washed by hands using a bleach solution.
8. Do not put wooden toys into the dishwasher.
9. Staff will document cleaning and sanitizing on the Cleaning and Sanitizing Chart by initialing when completed.
10. Toothbrush holder will be cleaned on a weekly basis.
11. Cleaning and Sanitizing Chart will be posted in each classroom and kept on file for one year.
12. Cleaning and Sanitizing Chart will be monitored by Center Coordinator and Education Team.
13. If the classroom is not cleaned or sanitized, the following report needs to be filled out and turn in to the Center Coordinator.

Tri-County Community Council Inc.,  
Head Start/Early Head Start

Cleaning and Sanitizing Concerns

Date \_\_\_\_\_

Time \_\_\_\_\_

Circle the area of concern:

- |                 |                     |                   |
|-----------------|---------------------|-------------------|
| Block center    | Manipulative Center | Science Center    |
| Library         | Writing Center      | Listening Center  |
| Computer Center | Fluid Play          | Toothbrush holder |
| Sweep Floor     | Mop Floor           | Vacuum Carpet     |
| Empty Trash     | Wash mat covers     | Clean Bathroom    |

Give a brief description. (Be Specific)

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\_\_\_\_\_  
Person filling out form

\_\_\_\_\_  
Date

## Cleaning and Sanitizing Chart

Classroom: \_\_\_\_\_

Week of: \_\_\_\_\_

Area	Monday	Tuesday	Wednesday	Thursday	Friday
Dramatic Play					
Block Center					
Manipulative Center					
Science Center					
Library Center					
Listening Center					
Computer Center					
Fluid Play					
Toothbrush Holder					
Sweep Floor					
Mop Floor					
Vacuum Carpet					
Empty Trash					
Wash Mat Covers					
Sanitize Tables (am)					
Sanitize Tables (pm)					
Clean Bathroom (am)					
Clean Bathroom (pm)					

- Staff initial area cleaned

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section:**      **Facilities, Materials, Equipment** P.S. 1304.53 (a) (10) (viii)

**Subject:**      **Cleaning Mats**

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**POLICY:**

Mats will be cleaned and sanitized on a weekly basis to ensure a safe and sanitary environment.

**PROCEDURE:**

1. Staff or children will remove covers from mats.
2. Mats will be sprayed with a bleach solution and wiped with a clean cloth.
3. Mat covers will be washed and dried weekly or as needed should an accident occur.
4. Clean mat covers will be put back on the mats.
5. Mat covers will be labeled with a number or a name.
6. Mats will be put back into the cubbies.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section:**      **Facilities, Materials, Equipment** P.S. 1304.53 (a) (7)

**Subject:**      **Cleaning of Yards**

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**POLICY:**

Head Start/Early Head Start will provide a safe and sanitary environment for the children.

**PROCEDURE:**

1. Inspect grounds daily for trash, limbs, dangerous and hazardous material.
2. Call and make arrangements on regular basis for raking, mowing, and trimming of shrubs.
3. Sandbox will be covered when not in use.
4. If inmates are used for lawn maintenance, children will not be present when they are at the centers.

Delete number 3

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Facilities, Materials, Equipment** P.S. 1304.53 (a) (7)

**Subject: Daily Center Inspections**

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**POLICY:**

All staff will inspect all areas of the center on a daily basis.

**PROCEDURE:**

1. All staff will check for leaks, safety hazards, cleanliness and proper storage of materials.
2. All files will be locked in file cabinets with key stored in a separate secure area.
3. All staff will check all light fixtures daily and report any outages for immediate replacement or repair.
4. All lights should be off when room is not in use.
5. At the beginning and end of the day all toilets and water fixtures will be checked to ensure that they are off.
6. Thermostats should be kept at 72 degrees.
7. Daily playground safety checks shall be conducted by a specified person at each center daily.
8. Center Coordinator's will ensure that all staff conducts daily inspections.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section:**       **Facilities, Materials, Equipment**

**Subject:**       Drinking Water                               P.S. 1304.53 (a) (10) (xiii)

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**POLICY:**

Drinking water will be accessible at all times.

**PROCEDURE:**

1. Water will be available at all times to the children.
2. If water fountains are not available, water will be then be brought to the children While in the classroom or at outside play.
3. The water will be in a covered container with individual drinking cups and made available to the children.
4. The container will be sterilized daily.
5. Fresh water will be put into the container daily.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section:**       **Facilities, Materials, Equipment** P.S. 1304.53 (a) (6) & (a) (7)

**Subject:**       Facility Maintenance

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**POLICY:**

It is the policy of Tri-County Community Council, Inc. Head Start to ensure that all facilities will be maintained in good working order at all times.

**PROCEDURE:**

1. The center coordinator or designee will conduct a facilities inspection at least monthly to determine any repairs needed.
2. When a problem is identified, the center coordinator will determine if the repair can be performed by center staff, or if the repair needs to be done by an outside repair person.
3. If the repair can be done by center staff, the center coordinator will make arrangements for the repair to be done. Any invoices received will be sent to the Head Start administrative assistant to be processed for payment.
4. If the repair needs to be done by an outside repair person, the center coordinator will contact the appropriate repair person from the approved vendor's list to obtain a quote for the repair. If the repair is less than \$499.99, the center coordinator will have the repair done and send the invoice to the Head Start administrative assistant to be processed for payment.
5. If the repair is more than \$1,000.00 the center coordinator will call the Head Start administrative assistant for a purchase order to be processed. After the authorizing of the purchase order, the Director's Assistant will fax it to the vendor, who will then contact the center coordinator to make arrangements for the repair to be done. Upon completion of the repair to the satisfaction of the center coordinator, the invoice will then be sent to the Head Start administrative assistant to be processed for payment.
6. If the repair is more than \$5,000.00 the center coordinator will obtain three bids for the repair and send them to the Director's Assistant to discuss and obtain approval from the Director. The winning bid will be given to the Head Start administrative assistant for a purchase order to be processed. After the authorizing of the purchase order, the Director's Assistant will fax it to the vendor, who will then contact the center coordinator to make arrangements for the repair to be done. Upon completion of the repair to the satisfaction of the center coordinator, the invoice will then be sent to the Head Start administrative assistant to be processed for payment.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Facilities, Materials, Equipment and Transportation 1304.53**

**Subject: Labeling**

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**Policy:** Head Start/Early Head Start caregivers/teachers will always use upper and lower case letters and make sure words are spelled correctly in the classrooms. Labeling in the classroom helps children move toward early literacy and language skills, promotes independence and helps to organize the learning environment.

**Procedure:**

1. In order to provide a print-rich environment, caregivers/teachers will:
  - a. Place each child's name and picture on a cubby where the child can store their personal belongings.
  - b. Write child's names on all of their artwork.
  - c. Label each learning center with pictures and written words representing the center.
  - d. Label all learning materials and supplies of special interest in classroom.
  - e. Labeling shelves for appropriate storage or items with words and pictures of the item.
2. Caregivers/Teachers will use name tags during the first week of school.
3. If computerized labeling is used, it should be done with upper and lower case letters in their proper form.
4. Roman New Times is the font to use in labeling.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section: Facilities, Materials, Equipment, and Transportation 1304.53**

**Subject: Outdoor Play and Materials**

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**Policy:** Daily schedule will include a minimum of 45 minutes of outdoor play for optimum physical development. There will be an assortment of toys and material provided along with the permanent structures on the play ground.

**Procedure:**

1. Center Assistant or designate person will get toys and materials out of the shed and put them back in the shed at the end of outside time everyday.
2. Caregivers/Teachers will plan and implement activities for outside play and centers.
3. Caregivers/Teachers/other staff will be stationed strategically on the playground so all the children can be supervised at all times.
4. Staff interaction with children on the playground should be positive and pleasant.
5. Staff should make sure the inside center activities such as easel painting, music experiences, parachute play, story time, water play and blocks are outside.
6. Recommended toys for playground:
  - Wheeled toys (wagons, tricycles, trucks and cars)
  - Ball of various sizes
  - Jump ropes and hoops of various sizes
  - Basketball goal with net
  - Toss games (ring toss, bean bag toss)
  - Sand play accessories (cups, bowls, bucket, shovels, strainer)
  - Plastic figures (animals, people, dolls)
  - Large sturdy shovels, garden tools
  - Parachute

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section:** Management Systems and Procedures P.S. 1304.51 (g)

**Subject:** Retention and Disposal of Records

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**POLICY:**

All Head Start files will be stored for a period of five years in a secure and confidential manner. After five years the paper will be disposed of in the proper manner.

**PROCEDURE:**

1. Head Start Education and Family files will be stored for a period of five years.
2. Children's files from the prior year's program should remain accessible in the office but may be placed in manila folders.
3. If child has transitioned into kindergarten, or has dropped from the program, these files will be removed from the current folders and placed into manila folders provided, labeled and stored.
4. Each manila folder will be labeled with the child's name for easier identification.
5. Two year prior records will be removed from their current files and placed into manila folders provided, labeled, and stored in an airtight, water proof container that has the year of files contained posted on the outside of the container. The files will be properly stored for a period of three (3) more years.
6. All children and family files for over five years old should be removed from their current folders and the papers will be sent to the Bonifay office for shredding and disposal.
7. No files will be disposed of through regular trash removal system.
8. File folders will be reused after all contents are placed into manila folders provided. All files should rotate through this process and provide file folders for the upcoming year.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section:**      **Facilities, Materials, Equipment** P.S. 1304.53 (a) (10) (iii)

**Subject:**      **Storing Supplies**

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**POLICY:**

Supplies are stored in a safe place away from children.

**PROCEDURE:**

1. Supplies will be maintained in a safe place away from children.
2. All cleaning supplies will be locked up.
3. Supplies will be kept neatly and orderly.

**Tri-County Community Council, Inc.**  
**Head Start / Early Head Start**

**Section: Facilities, Materials, and Equipment P.S. 1304.53 (b) (3)**

**Subject: Sudden Infant Death Syndrome/ Infant Sleeping Arrangement**

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**POLICY:** When napping or sleeping, young infants who are not capable of rolling over on their own shall be positioned on their back and on a firm surface to reduce the risk of Sudden Infant Death Syndrome (SIDS), unless an alternate position is authorized in writing by a physician. The documentation shall be maintained in the child's record.

**PROCEDURE:**

1. Place non-mobile infants on their backs to sleep.
2. Use firm mattresses and no loose blankets, pillows, or stuffed toys.
3. Avoid overdressing infants or overheating rooms.
4. Home-based home visitors must inform parents of the dangers of sleeping with an infant (infant should sleep in their own bed).

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

Section: **Facilities, Materials, and Equipment** P.S. 1304.53 (a) (8)

Subject: **Tobacco Use**

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**POLICY:**

Tobacco use is prohibited at all Tri-County Head Start sites. Tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette and any other smoking product, and spit tobacco in any form. Spit tobacco is also known as “smokeless”, “dip”, “chew”, or “snuff”.

**PROCEDURE:**

1. Tobacco use is prohibited on the premises of all Tri-County Head Start property.
2. Head Start staff, parents, volunteers, and contracted employees will not engage in tobacco use on Head Start premises, in Head Start vehicles, or during Head Start activities.
3. Staff violations of tobacco prohibitions will lead to disciplinary action up to and including termination.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section:**      **Facilities, Materials, Equipment** P.S. 1304.53 (a) (8)

**Subject:**      **Vermin Control**

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**POLICY:**

Head Start/Early Head Start will contract with a certified pest control company.

**PROCEDURE:**

1. Monthly visits by a certified pest control representative will be made.
2. The representative applying pesticides uses caution to prevent any items used by the children from contamination.
3. Ensure that no child is present during spraying of pesticides.
4. Do not let any child return to the room while fumes are present.
5. Store all dangerous items including pesticides in a locked cabinet.
6. The center coordinator will call the pest control company immediately if any vermin are observed.

**Tri-County Community Council, Inc.**  
**Head Start/Early Head Start**

**Section:**      **Child Health & Safety** P.S. 1304.22      (e) (4)

**Subject:**      Washing Clothes

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**POLICY:**

Children's soiled clothes will be washed as needed. Head Start/Early Head Start shirts will be washed every time they are worn.

**PROCEDURE:**

1. If a child has an accident and soils his/her clothes, the clothes will be washed and dried at the center.
2. When the Head Start /Early Head Start shirts are worn, they will be washed and dried.
3. Parents will be asked to provide an extra set of clean clothing to be kept at the center.
4. Extra clothing will be kept at the center for emergencies.