

Tri-County Community Council, Inc.
Head Start

Section; Facilities, Materials, and Transportation 1304.53

Subject: Cleaning & Sanitizing

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.,
Tri-County 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)

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

Section: **Facilities, Materials, Equipment** P.S. 1304.53

Subject: **Cleaning Mats**

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.
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.

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Section: Facilities, Materials, Equipment P.S. 1304.53

Subject: Cleaning of Yards

POLICY:

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, they should not be present when the children are at the centers.

Tri-County Community Council, Inc.
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Section: Facilities, Materials, and Equipment P.S. 1304.53

Subject: Community Assessment

POLICY:

A Community Assessment will be completed every three years to define, assess, and document the results of data and other information compiled in and about the counties served by the Head Start Agency.

PROCEDURE:

1. The Community Assessment will include: demographic information of eligible children, geographic locations, racial and ethical composition, needs of children and families, community resources, analysis of data, and issues for future planning.
2. The Community Assessment will provide an overview of community resources for each area served by Head Start..
3. The Community Assessment will be utilized to strengthen family partnership as it will be a tool to identify service providers in the community who are responsive to the needs of children and families.
4. The Community Assessment will be utilized to establish ongoing collaborative relationships with community organizations.
5. The Community Assessment will be utilized to promote family access to organizations who will be best able to meet the needs of the family.

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Section: Facilities, Materials, Equipment P.S. 1304.53

Subject: Daily Center Inspections

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

Subject: Drinking Water P.S. 1304.53

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.

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Section: **Facilities, Materials, Equipment** P.S. 1304.53

Subject: Facility Maintenance

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 \$249.99, 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 \$249.99, 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 \$499.99, 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.
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Section: Facilities, Materials, Equipment P.S. 1304.53

Subject: Labeling

Policy: Labeling in the Head Start classroom helps children move toward early literacy and language skills, promotes independence and helps to organize the learning environment. The teaching staff should always use upper and lower case letters and make sure words are spelled correctly.

Procedure:

1. In order to provide a print-rich environment, teachers will:
 - a. Place each child's name and picture on a cubby where the child can store their personal belongings.
 - b. Write children'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. Teaching staff may 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.
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Section: Facilities, Materials, and Equipment P.S. 1304.53

Subject: Retention and Disposal of Records

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.

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Section: Facilities, Materials, Equipment P.S. 1304.53

Subject: Storing Supplies

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.

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Section: **Facilities, Materials, Equipment** P.S. 1304.53

Subject: **Temperature Control**

POLICY:

To control a comfortable temperature for children and staff, we will maintain a moderate temperament.

PROCEDURE:

1. The Thermostats will be kept at 72 degrees Fahrenheit at all times whether using the heater or air-conditioning.

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Section: Facilities, Materials, Equipment P.S. 1304.53

Subject: Vermin Control

POLICY:

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.

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Subject: Washing Clothes

POLICY:

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

PROCEDURE:

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