

Securing and Maintaining the Physical Environment Policy/Procedure

To ensure that each site meets/exceeds the requirements of child care licensing, and that centers follow necessary policies of schools or other entities where Head Start classrooms are located.

Policy/Procedure:

- All centers are licensed through the Department of Health and Human Services licensing division. (See MN State Licensing Requirements for Child Care Centers)
- When Head Start classrooms are located in school district or other facilities not owned by Head Start, we will follow the safety and security policies of those entities as much as possible. These include participation in fire, tornado, lockdown and other evacuation drills; and following forbidden persons and sex offender policies of the sites where we are co-located.
- Quick Center Evaluations are completed a minimum of twice each school year. As part of the evaluation tool, the program manager evaluates staff, curriculum, space, equipment and materials, and consumables.
- Consumables are ordered twice a year for all children in the program. Center Managers, Home Visitors, and Family Child Care Providers complete the *Consumables Order Request Form*. Orders are placed in the spring for those items needed in the Fall for the first half of the program year. Orders are again placed in December/January for those items needed for the last half of the year.
- Equipment requests are submitted yearly. The list is prioritized by need, with safety a priority, along with other factors identified through program outcomes assessment.
- A computerized inventory is updated as new items are received or old items are discarded.

See Equipment Order form and Consumables Order Request Form in Appendix A

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