

Securing and Maintaining the Physical Environment

Procedure:

- All centers are licensed through the Department of Health and Human Services licensing division. (See Minnesota Department of Human Services (DHS) Licensing Requirements for Child Care Centers)
- When Head Start classrooms are located within a school 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.
- Center Base monthly Reviews are completed monthly by the teaching staff.
- Health and Safety Screener Reviews are completed twice a year by the management staff. Reviews are completed as part of internal monitoring. The program manager/health manager will evaluate staff, curriculum, indoor/outdoor space, equipment, materials, and consumables.
- Consumables are ordered as needed by the staff through the Material Requisition Request form. If it is determined that new equipment or furnishing is needed, the program manager will oversee replacing items. The equipment/furnishings will be prioritized by need, with safety a priority, along with other factors identified through DHS and the Head Start Performance Standards.