

## Program Design and Management

### Abbreviations used in service area plans

Board of Directors	Board
Policy Council	PC
Executive Director	Ex. Dir.
Program Director	Prog. Dir.
Fiscal Director	Fiscal
Human Resource/Fiscal Assistant	HR
Maintenance/Custodians	Custodian
Data Encoder/Program Assistant	Tech.
Executive Secretary/Receptionist	Secretary
Program Nutrition Specialist	Nutrition
Program Health and Safety Specialists	H & S
Program Behavioral/Mental Health Specialist	MH
Program Family and Community Partnership Specialists	FCP
Education Managers	Ed. Mgr.
Program Disabilities/Transition Specialist	Disabilities
Assistant Cook	Asst. Cook
Cook	Cook
HS Teachers	Teacher
HS Teacher Assistants	T. Asst.
HS Home Visitor and EHS Home Visitor	HV
Disabilities/Transition Coordinator	Dis. Coord.
Transportation Coordinator	Trans. Coord.
Mental Health Consultant	MHC
Management Team (Directors, Managers, All Specialists)	Management Team

**1304.53 Facilities, Materials, and Equipment**

<b>P.S. #</b>	<b>Performance Standard</b>	<b>Implementation</b>	<b>Responsible</b>	<b>Time Frame</b>	<b>Documentation</b>
<b>1304.53(a)(1)</b>	<b>(a) Head Start physical environment and facilities. (1) Grantee and delegate agencies must provide a physical environment and facilities conducive to learning and reflective of the different stages of development of each child.</b>	<ol style="list-style-type: none"> <li>1. Provide indoor &amp; outdoor environments which are safe, clean, attractive, spacious &amp; developmentally appropriate for all enrolled children</li> <li>2. Provide a variety of environments that vary in texture, open areas for gross motor activities, learning environments areas, and low, open shelves to allow children to see and select their own materials.</li> <li>3. Provide a variety of equipment for riding, climbing, balancing, digging, etc. for outdoors</li> </ol>	<p>Prog. Dir. HS Ed. Mgr. HS/EHS Ed. Mgr.</p> <p>H &amp; S HS Ed. Mgr. HS/EHS Ed. Mgr. Ed. Staff</p> <p>HS Ed. Mgr. HS/EHS Ed. Mgr. Ed. Staff</p>	Ongoing	<p>Observation Socialization / Center Base Health &amp; Safety Checklist</p> <p>Lesson Plans Observations</p> <p>Lesson Plans Observations</p>
<b>1304.53(a)(2)</b>	<b>(2) Grantee and delegate agencies must provide appropriate space for the conduct of all program activities (see 45 CFR 1308.4 for specific access requirements for children with disabilities).</b>	<ol style="list-style-type: none"> <li>1. Provide space for individual &amp; group activities, space for fine motor and gross motor activities, indoor and outdoor space</li> <li>2. Provide a food preparation area separate from other activity areas. (Doors, gates, counters, etc. used to separate food preparation areas)</li> </ol>	<p>Prog. Dir. Ex. Dir. HS Ed. Mgr. HS/EH Ed. Mgr.</p> <p>Nutrition</p>	Ongoing	<p>Observation Safety Checklist</p>

		<ol style="list-style-type: none"> <li>3. Provide cribs and mats for infants and toddlers, kept at least three feet apart when applicable.</li> <li>4. Provide access to programming for children with disabilities following the OCDC Disabilities Policy.</li> </ol>	<p>H &amp; S</p> <p>Prog. Dir. Trans. Coord.</p>		
<b>1304.53(a)(3)</b>	<b>(3)The center space provided by grantee and delegate agencies must be organized into functional areas that can be recognized by the children and that allow for individual activities and social interactions.</b>	<ol style="list-style-type: none"> <li>1. Provide classroom areas and/or socialization areas that shall be child-size appropriate, age appropriate shelving , low walls, etc. to separate areas</li> <li>2. Organize rooms to separate active and noisy areas, locate art activities near water and designs to traffic pattern that enable them to move easily.</li> <li>3. Provide outdoor space that is developmentally appropriate, laid out for safety and provide adequate space for activities.</li> </ol>	<p>Prog. Dir. HS/EHS Ed. Mgr. HS Ed. Mgr. Ex. Dir.</p>	Ongoing	<p>Lesson Plans</p> <p>Observation</p>
<b>1304.53(a)(5)</b>	<b>(5) Centers must have at least 35 square feet of usable indoor space per child available for the care and use of children (i.e., exclusive of bathrooms, halls, kitchen, staff rooms, and storage places) and at least 75 square feet of usable outdoor play space per child.</b>	Identify the square feet available at each center and socialization sites to ensure compliance with square footage requirements of 35 sq ft per child.	<p>Prog. Dir. HS/EHS Ed. Dir. HS Ed. Mgr. Ex. Dir.</p>	Ongoing	Health and Safety Checklist

<p><b>1304.53(a)(6)</b></p>	<p><b>(6) Facilities owned or operated by Early Head Start and Head Start grantee or delegate agencies must meet the licensing requirements of 45 CFR 1306.30.</b></p>	<ol style="list-style-type: none"> <li>1. Comply with laws regarding environmental hazards.</li> <li>2. Request annually inspections on fire extinguishers.</li> <li>3. Inspect facilities annually.</li> <li>4. OCDC staff will conduct quarterly inspections of indoor and outdoor space.</li> </ol>	<p>Ex. Dir. Prog. Dir. H &amp; S Custodian</p> <p>Ex. Dir. Prog. Dir.</p>	<p>Ongoing</p> <p>Annually</p> <p>Quarterly</p>	<p>Inspection Report</p> <p>Health &amp; Safety Checklist</p>
<p><b>1304.53(a)(7)</b></p>	<p><b>(7) Grantee and delegate agencies must provide for the maintenance, repair, safety, and security of all Early Head Start and Head Start facilities, materials and equipment.</b></p>	<ol style="list-style-type: none"> <li>1. Utilize a safety checklist on equipment, furniture and indoor &amp; outdoor play areas to be inspected (Health &amp; Safety Checklist)</li> <li>2. Inspect outdoor play areas to ensure they are free of any dangerous items.</li> <li>3. Inspect structural integrity of playground equipment.</li> </ol>	<p>Prog. Dir. H &amp; S Ex. Dir. Custodian</p> <p>Custodian Ed. Staff H &amp; S</p>	<p>Ongoing</p> <p>Daily</p> <p>Annually</p>	<p>Health and Safety Checklist Agreements</p> <p>Observation</p> <p>Health &amp; Safety Checklist</p>
<p><b>1304.53(a)(8)</b></p>	<p><b>(8) Grantee and delegate agencies must provide a center-based environment free of toxins, such as cigarette smoke, lead, pesticides, herbicides, and other air pollutants as well as soil and water contaminants. Agencies must ensure that no child is present during the spraying of pesticides or herbicides. Children must not return to the affected area until it is safe to do so.</b></p>	<ol style="list-style-type: none"> <li>1. Follow the OCDC “Drug Free Workplace” Policy.</li> <li>2. Ensure that no child is present during spraying of pesticides or herbicides.</li> <li>3. Removal of any environmental or health hazard will be conducted by a certified or licensed contractor.</li> </ol>	<p>Ex. Dir, Prog. Dir, Custodian</p> <p>Prog. Dir. Custodian</p> <p>Ex. Dir. Prog. Dir. H &amp; S</p>	<p>Ongoing</p> <p>Schedule Friday – Week</p> <p>As Needed</p>	<p>Policies and Proc.</p> <p>Spray Report</p> <p>Inspection of Facilities when required</p>



		poisons Fire prevention measures, lead-free painted surfaces, playground equipment and surfaces, Electrical outlets The water supply , Toilets and hand washing facilities Diaper changing areas, Adaptations to the facility to comply with the Americans with Disabilities Act.			
<b>1304.53(a)(10)(i)</b>	<b>(i) In climates where such systems are necessary, there is a safe and effective heating and cooling system that is insulated to protect children and staff from potential burns;</b>	Furnace and cooling system inspected on a yearly basis.	Ex. Dir. Prog. Dir. Custodian	Annually, as needed	Health & Safety Checklist
<b>1304.53(a)(10)(ii)</b>	<b>(ii) No highly flammable furnishing, decorations, or materials that emit highly toxic fumes when burned are used;</b>	All materials are checked when purchased to ensure non-flammable items are purchased	All staff	When purchasing	
<b>1304.53(a)(10)(iii)</b>	<b>(iii) Flammable and other dangerous materials and potential poisons are stored in locked cabinets or storage facilities separate from stored medications and food and are accessible only to authorized persons. All medications, including those required for staff and volunteers, are labeled, stored under lock and key, refrigerated if necessary, and kept out of the reach of children;</b>	<ol style="list-style-type: none"> <li>1. Store cleaning chemicals, lawn care chemicals and other toxic material in original labeled containers, separated from food and out of children’s reach.</li> <li>2. Store chemicals separate from medications and food.</li> <li>3. Follow the OCDC procedure for medications.</li> <li>4. Explain to families how to store and secure cleaning supplies and medication in</li> </ol>	Prog. Dir. Ex. Dir. H & S Custodian  Prog. Dir. Ex. Dir. H & S  H & S H & S	Ongoing  Ongoing  Ongoing Ongoing	Labels Health and Safety Checklist  Health & Safety Checklist  Medication Policy Documentation Parent Handbook

		home, away from children.			
<b>1304.53(a)(10)(iv)</b>	<b>(iv) Rooms are well lit and provide emergency lighting in the case of power failure;</b>	<ol style="list-style-type: none"> <li>1. Provide emergency lighting in case of power failure.</li> <li>2. Test emergency lighting regularly.</li> </ol>	<p>Ex. Dir. Prog. Dir. Custodian</p>	Ongoing	Safety checklist
<b>1304.53(a)(10)(v)</b>	<b>(v) Approved, working fire extinguishers are readily available;</b>	<ol style="list-style-type: none"> <li>1. Follow the recommendations on fire extinguisher placement, type and size.</li> <li>2. Service fire extinguishers annually. Call for inspection.</li> <li>3. Provide training to staff on use of fire extinguishers.</li> <li>4. Provide fire prevention education to children and families.</li> <li>5. Equip all head start vehicles with fire extinguishers.</li> <li>6. Inspect fire extinguishers regularly to ensure they are ready for use.</li> </ol>	<p>Exec. Dir. Prog. Dir. H &amp; S</p> <p>EXD PH&amp;S MAIN</p> <p>EXD, PD H &amp; S F/HRA</p> <p>See 1304.21 c1(ii) ECDHS plan</p> <p>EXD &amp; PD</p> <p>MAIN</p>	<p>Annually August</p> <p>August</p> <p>Pre-service – august</p> <p>October</p> <p>Summer</p> <p>Monthly</p>	<p>Fire Extinguisher Co</p> <p>Fire Inspection tag on extinguisher.</p> <p>Training recording form</p> <p>Newsletter, Lesson Plans, Brochures</p> <p>Vehicle Check list</p> <p>Maintenance Check List</p> <p>Inspection Report Health and Safety Checklist, Vehicle Survival Kits Checklist Lesson Plans</p>

<p><b>1304.53(a)(10)(vi)</b></p>	<p><b>(vi) An appropriate number of smoke detectors are installed and tested regularly;</b></p>	<ol style="list-style-type: none"> <li>1. Comply with all smoke detector requirements in South Dakota</li> <li>2. Post fire evacuation plan at all sites. In each room.</li> <li>3. Conduct 4 fire and 1 evacuation drills, per year. 4 drills per site, 2 per option. The Center must have 4 drills for each classroom. Outlying areas must have 4 drills for COB children and 2 for HB children. Center Base staff will call Alarm Company, shut off alarm, and restore system. Outlying sites will follow their developed and posted procedure</li> <li>4. In the case of inclement weather children and staff will go to established emergency facility.</li> </ol>	<p>Ex. Dir. Prog. Dir. H &amp; S</p> <p>Ex. Dir. Prog. Dir. H &amp; S Designees</p> <p>EXD,PD, H &amp; S for CB For COB &amp; HB Sites the HS/EHSHV and aide will conduct the drill</p> <p>HV</p> <p>All Staff</p>	<p>Ongoing</p> <p>Annually and check monthly</p> <p>Oct, Jan, April, August.</p> <p>Oct, Jan, April, August</p> <p>When necessary</p>	<p>Health and Safety Checklist</p> <p>Health and Safety checklist</p> <p>Fire Drill documentation form. Child care safety Book</p> <p>Outlying sited Safety procedures book</p> <p>First Baptist Church or Bowling Alley. All Sites List where go</p>
<p><b>1304.53(a)(10)(vii)</b></p>	<p><b>(vii) Exits are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is unmistakable (see 45 CFR 1304.22 for additional emergency</b></p>	<p>Hang signs in each room. Exits are marked</p>	<p>Ex. Dir. Prog. Dir. H &amp; S Custodian</p>	<p>Ongoing</p>	<p>Health and Safety Checklist Observations. Posted in Rooms</p>

	<b>procedures);</b>				
<b>1304.53(a)(10)(viii)</b>	<b>(viii) Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions;</b>	1. Facilities cleaned daily	Prog. Dir. Custodian	Ongoing	Job description Safety Checklist
<b>1304.53(a)(10)(ix)</b>	<b>(ix) Paint coatings on both interior and exterior premises used for the care of children do not contain hazardous quantities of lead;</b>	1. Utilize lead-free paint on coating surfaces	Ex. Dir.	Ongoing	Labels
<b>1304.53(a)(10)(x)</b>	<b>(x) The selection, layout, and maintenance of playground equipment and surfaces minimize the possibility of injury to children;</b>	1. Ensure playground equipment is in child safe condition. 2. Provide fall zones under play ground equipment and ensure equipment has proper space and doesn't overlap equipment fall zones. 3. Follow the manufacturer's instruction for secure anchoring of equipment	Ex. Dir. Prog. Dir. Custodian H & S	Annually	Inspection Reports Layout design
<b>1304.53(a)(10)(xi)</b>	<b>(xi) Electrical outlets accessible to children prevent shock through the use of child-resistant covers, the installation of child-protection outlets, or the use of safety plugs;</b>	1. Utilize child-resistant safety caps on outlets.	Prog. Dir. H & S Ex. Dir.	Ongoing	Observation Health and Safety Checklist
<b>1304.53(a)(10)(xii)</b>	<b>(xii) Windows and glass doors are constructed, adapted, or adjusted to prevent injury to children;</b>	1. Install only safety-grade glass or install rails or mesh.	Prog. Dir. Custodian	Ongoing	Health and Safety Checklist
<b>1304.53(a)(10)(xiii)</b>	<b>(xiii) Only sources of water approved by the local or State</b>	2. Ensure water supplied by a well or other private	Ex. Dir.	Annually	Inspection Report

	<b>health authority are used;</b>	sources meets all applicable Federal, State, Local health standards of private wells.			
<b>1304.53(a)(10)(xiv)</b>	<b>(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;</b>	<ol style="list-style-type: none"> <li>1. Supervise children during toileting and hand washing.</li> <li>2. Assure that every toilet room door can be opened by children from the inside and outside.</li> <li>3. Toilet training equipment will be sanitized after each use.</li> <li>4. Maintain proper diapering areas by following the OCDC Diaper Changing Procedures.</li> </ol>	Ed. Staff  Ed. Staff	Ongoing  Ongoing	Observation  Diaper and Toileting Procedure
<b>1304.53(a)(10)(xv)</b>	<b>(xv) Toilet training equipment is provided for children being toilet trained;</b>	<ol style="list-style-type: none"> <li>1. Provide easily-sanitized step aids and modified toilet seats for children being toilet trained.</li> </ol>	Prog. Dir. H & S	Ongoing	Diaper and Toileting Procedure
<b>1304.53(a)(10)(xvi)</b>	<b>(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</b>	<ol style="list-style-type: none"> <li>1. Dispose garbage in plastic lined, tight fitting lid, a container that does not leak and is inaccessible to children.</li> <li>2. Remove garbage from rooms used by children daily.</li> <li>3. Provide diaper containers for soiled diapers.</li> </ol>	Ex. Dir. Prog. Dir. Custodian	Ongoing	Observation
<b>1304.53(a)(10)(xvii)</b>	<b>(xvii) Adequate provisions are made for children with disabilities to ensure their safety, comfort, and participation.</b>	<ol style="list-style-type: none"> <li>1. Ensure that facilities are accessible to persons with disabilities.</li> <li>2. Accommodate children with special diets of</li> </ol>	Ex. Dir. Prog. Dir. Nutrition	Ongoing	Observation Policy and Procedures

		<p>feeding needs.</p> <p>3. Review evacuation procedures to ensure that they accommodate children with disabilities and infant evacuation.</p>			
<b>1304.53(b)(1)</b>	<b>(b) Head Start equipment, toys, materials, and furniture. (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. Equipment, toys, materials, and furniture owned or operated by the grantee or delegate agency must be:</b>	<p>1. Provide a variety of equipment, toys, materials, and furniture that is safe, developmentally appropriate and suitable for children enrolled in the program.</p> <p>2. Ensure that developmentally appropriate equipment, toys, materials, and furniture are available for group socialization activities in the HSHB &amp; EHS Programs.</p> <p>3. Ensure that infant and toddler areas are equipped with diaper changing tables.</p>	<p>Prog. Dir. HS/EHS Ed. Mgr. HS Ed. Mgr. Ed. Staff</p>	Ongoing	<p>Observation Lesson Plans</p>
<b>1304.53(b)(1)(i)</b>	<b>(i) Supportive of the specific educational objectives of the local program;</b>	<p>1. Provide indoor and outdoor toys and materials that support the education objective.</p>	<p>Prog. Dir. HS/EHS Ed. Mgr. HS Ed. Mgr.</p>	Ongoing	<p>Lesson Plans Observations</p>
<b>1304.53(b)(1)(ii)</b>	<b>(ii) Supportive of the cultural and ethnic backgrounds of the children;</b>	<p>1. Use materials and toys that demonstrate acceptance of each child’s gender, family, race, language, and culture.</p>	<p>HS/EHS Ed.Mgr. HS Ed. Mgr. Ed. Staff</p>	Ongoing	<p>Observation Lesson Plans</p>
<b>1304.53(b)(1)(iii)</b>	<b>(iii) Age-appropriate, safe, and supportive of the abilities and</b>	<p>1. Provided equipment, materials, toys and</p>	<p>HS/EHS Ed. Mgr.</p>	Ongoing	<p>Observation Lesson Plans</p>

	<b>developmental level of each child served, with adaptations, if necessary, for children with disabilities;</b>	furniture that is; child sized, age appropriate, developmentally appropriate, supportive to children with special needs and/or with disabilities, safe for indoor and outdoor activities.	HS Ed. Mgr. Ed. Staff		
<b>1304.53(b)(1)(iv)</b>	<b>(iv) Accessible, attractive, and inviting to children;</b>	<ol style="list-style-type: none"> <li>1. Provide easily accessible learning materials</li> <li>2. Provide materials that possess interesting shapes, textures, and colors that invite play, exploration and learning.</li> </ol>	HE/EHS Ed. Mgr. HS Ed. Mgr. Ed. Staff	Ongoing	Observations Lesson Plans
<b>1304.53(b)(1)(v)</b>	<b>(v) Designed to provide a variety of learning experiences and to encourage each child to experiment and explore;</b>	<ol style="list-style-type: none"> <li>1. A variety of learning materials are provided.</li> </ol>	Ed. Staff		
<b>1304.53(b)(1)(vi)</b>	<b>(vi) Safe, durable, and kept in good condition; and</b>	<ol style="list-style-type: none"> <li>1. Ensure safety and durability of toys and equipment by following safety guidelines in purchasing, installing, and maintaining toys and equipment.</li> </ol>	Prog. Dir. HS/EHS Ed. Mgr. HS Ed. Mgr. Ex. Dir.	Ongoing	Observations Lesson Plans
<b>1304.53(b)(1)(vii)</b>	<b>(vii) Stored in a safe and orderly fashion when not in use.</b>	<ol style="list-style-type: none"> <li>1. Store equipment in organized fashion, free of clutter.</li> <li>2. Ensure that adult material and equipment is inaccessible to children</li> </ol>	All staff	Ongoing	Observations
<b>1304.53(b)(2)</b>	<b>(2) Infant and toddler toys must be made of non-toxic materials and must be sanitized regularly.</b>	<ol style="list-style-type: none"> <li>1. Wash toys with water and disinfect/sanitizer.</li> </ol>	Ed. Staff	Ongoing	Health and Safety Checklist Disinfection

					Schedule Sheet
<p><b>1304.53(b)(3)</b></p>	<p><b>(3) To reduce the risk of Sudden Infant Death Syndrome (SIDS), all sleeping arrangement for infants must use firm mattresses and avoid soft bedding materials such as comforters, pillows, fluffy blankets or stuffed toys.</b></p>	<ol style="list-style-type: none"> <li>1. Reduce the risk of SIDS by the following:</li> <li>2. Counsel pregnant mothers to obtain early and ongoing medical care.</li> <li>3. Ensure infants receive regular well-baby health visits</li> <li>4. Place infants on back.</li> <li>5. Use firm mattress.</li> <li>6. Avoid over dressing infants.</li> <li>7. Burp infants properly during and after feeding.</li> </ol>	<p>Prog. Dir. H &amp; S</p>	<p>As Needed</p>	<p>Observations</p>