

**The Chickasaw Nation Head Start Program
Facilities, Safe Environments Service Plan
2007-2008**

1304.53(a) (5)

(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.

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
Measurements have been taken of both inside and outside areas. All centers currently meet the regulatory requirements.	Facilities Manager Director	On-going	Current measurements and available blueprints.	None at this time	Adequate space is provided for indoor and outdoor use by children.

1304.53(a) (7)

(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.

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
1. Facilities manager and maintenance worker are responsible for maintenance, repair, safety and security of facilities, materials and equipment. 2. Checklists have been created to insure ongoing compliance.	Facilities Manager Maintenance worker	On-going	Preventative Maintenance Schedules Invoices and receipts	Sufficient funding to provide for repairs and maintenance issues as they arise.	All centers are in good repair, safe, and secure.

1304.53(a) (9)

(8) Outdoor play areas at center-based programs must be arranged so as to prevent any child from leaving the premises and getting into unsafe and unsupervised areas. Enroute to play areas, children must not be exposed to vehicular traffic without supervision.

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
Playgrounds at all centers are protected by fencing and gates which prevent children from leaving the premises.	Director Facilities Manager Teachers and teacher assistants	On-going	Maintenance schedules are kept regularly. Teachers and teachers assistants supervise children at all times on the playground.		Children are protected at all times whether they are on the playground or traveling to or from the play areas.

1304.53(a) (10) (i)

- (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;

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
The temperature of all centers is controlled by contemporary HVAC units. Furnaces are natural gas fueled and are all behind locked doors.	Facilities Manager Maintenance Worker	On-going	Monthly maintenance schedules are kept on filters and cleaning of units.	Filters and cleaning chemicals	All centers are a clean and comfortable environment without placing the children in harms way.

1304.53(a) (10) (iv)

(ii) Rooms are well lit and provide emergency lighting in the case of power failure;

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
Centers are equipped with emergency lighting packs and all classrooms have flashlights on hand. Rooms are lit with florescent fixtures and all bulbs and ballast are replaced as needed.	Facilities Manager Maintenance Worker	On-going	Monthly Inspection Reports are maintained	Bulbs, ballast, and batteries	Rooms have more than adequate lighting and teachers have access to flashlights

1304.53(a) (10) (v)

(iii) Approved, working fire extinguishers are readily available;

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
All centers are equipped with fire extinguishers which are checked monthly and are professionally inspected annually.	Facilities Manager Maintenance Worker	On-going	Inspection tags on extinguishers and annual inspection report	Agreement with Professional Fire Control Company	Centers have functioning fire protection.

1304.53(a) (10) (vi)

(iv) An appropriate number of smoke detectors are installed and tested regularly;

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
All Centers are equipped with working smoke detectors and are tested monthly.	Facilities Manager Maintenance Worker	On-going	Monthly Inspection Reports	Replacement detectors on hand if needed and batteries if battery backup is required.	Facilities are protected with working warning devices.

1304.53(a) (10) (vii)

- (v) Exits are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is unmistakable.

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
Exit signs are used at all Centers and are clearly visible and evacuation plans are posted in each classroom.	Facilities Manager Maintenance Worker Teachers	On-going	Exits and evacuation routes are checked monthly.	On-going drills with the children as to evacuation .	That all children are protected by knowing where and how to evacuate.

1304.53(a) (10) (viii)

(viii) Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions;

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
Cleaning is done on a daily basis with attention to sanitation.	Teachers Teachers Aid Maintenance Worker Facilities Manager	On-going	Daily checklist	Tools and cleaning chemicals	To provide a clean and sanitary environment for the children to learn and play.

1304.53(a) (10) (x)

(x) The selection, layout, and maintenance of playground equipment and surfaces minimize the possibility of injury to children;

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
Every effort has been made to choose playground equipment that is visually stimulating, entertaining, and as safe as possible. Attention has been paid to design and ground cover.	Director Facilities Manager Maintenance Worker Teachers Teachers Aid	On-going	Teachers maintain a daily checklist and Maintenance does a monthly checklist. Maintenance also takes care of the ground fall material as needed.	Tools and materials needed to maintain ground cover .	That children play in an environment with minimal possibility of injury.

1304.53(a) (10) (xi)

(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;

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
All centers perform daily inspections and assure that open outlets are protected by safety plugs. Outlets on the outside of buildings are weather protected and are constructed with covers.	Facilities Manager Maintenance Worker Teachers	On-going	Teachers conduct daily inspections and Maintenance performs monthly inspections.	On hand supply of outlet plugs and covers	Children are protected from electrical shock from outlet.

1304.53(a) (10) (xii)

Windows and glass doors are constructed, adapted, or adjusted to prevent injury to children;

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
Windows and doors are constructed of commercial glass commonly used in today’s market.	Director Facilities Manager	On-going	Tensil strength documentation available from manufacturer. Monthly inspections.	None	Windows and glass doors will be adjusted or replaced if necessary.

1304.53(a) (10) (xiii)

(xiii) Only sources of water approved by the local or State health authority are used;

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
All Centers are supplied by the local municipal water supplier. All sources are approved by the State board of health.	Director Facilities Manager	On-going	Testing results available from State health authority.	None	Fresh and clean water is used in all centers.

1304.53(a) (10) (xiv)

- (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;

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
Toilets and hand washing facilities are age-appropriate and are in very good repair.	Facilities Manager Maintenance Worker Teacher Teacher’s Aid	On-going	Teachers do a daily cleaning schedule and maintenance does a monthly inspection.	All materials required for repair and cleaning chemicals	Children will have clean and safe areas for washing and toileting.

1304.53(a) (10) (xvi)

(xv) 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

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
All sewage and liquid waste is disposed of through the City sewer system and garbage and trash is placed in can liners and placed in trash dumpsters with lids at a specified location on the Center property.	Facilities Manager Teacher Teacher Aid Cook Cook's Assistant	On-going	Water and Sewer Invoices and Trash Removal Invoices	Can liners Trash dumpsters	All waste material is disposed of and stored in a safe and sanitary manner

1304.53(b) (2)

(1) Infant and toddler toys must be made of non-toxic materials and must be sanitized regularly.

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
All toys are approved under Federal guidelines and are sanitized on a daily schedule.	Director Facilities Manager Center Supervisors	On-going	Federal guidelines and U.S. Consumer Products Safety Commission Bulletins	Up-dated reports	Children at Centers will have toys that are free from germs and toxins.

1306.30(c)

(c) The facilities used by Early Head Start and Head Start grantee and delegate agencies for regularly scheduled center-based and combination program option classroom activities must comply with State and local requirements concerning licensing. In cases where these licensing standards are less comprehensive or less stringent than the Head Start regulations, grantee and delegate agencies are required to assure that their facilities are in compliance with the Head Start Program Performance Standards related to health and safety as found in 45 CFR 1304.53(a), Physical environment and facilities.

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
State Licensing is required through DHS and all Standards are met with U.S. DHS.	OMB Administrator Director Facilities Manager	On-going	OEH Inspections, Annual inspections for fire alarms and sprinkler systems, all daily, weekly and monthly inspections performed by staff.	none	Compliance with State and local guidelines for licensing.

1304.22(a) (1)

(1) Posted policies and plans of action for emergencies that require rapid response on the part of staff(e.g., a child choking) or immediate medical or dental attention;

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
Emergency policies and plans of action are posted in every classroom at each Center.	Supervisor Teacher Facilities Manager	On-going	Accident/Incident Report	None	All Staff is trained so that a child in distress can get immediate attention.

1304.22(a) (2)

(2) Posted locations and telephone numbers of emergency response systems. Up-to-date family contact information and authorization for emergency care for each child must be readily available;

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
Signs are posted in every classroom as to emergency response and up-to-date contact information is readily available.	Teachers Facilities Manager	On-going	Up-dated family information done routinely	None	Up-dated contact information will be on hand for every child

1304.22(a) (3)

(2) Posted emergency evacuation routes and other safety procedures for emergencies (e.g., fire or weather-related) which are practiced regularly (see 45 CFR 1304.53 for additional information);

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
Emergency evacuation routes and procedures are posted in every classroom and are practiced monthly.	Teacher Teacher Aid	On-going	All monthly fire drills and/or disaster drills are documented	None	All children are educated and trained on evacuation procedures

1304.22(e)(1)&(2)

(e) Hygiene. (1) Staff, volunteers, and children must wash their hands with soap and running water at least at the following times; (i) After diapering or toilet use; (ii) Before food preparation, handling, consumption, or any other food-related activity (e.g., setting the table); (iii) Whenever hands are contaminated with blood or other bodily fluids; and (iv) After handling pets or other animals. (2) Staff and volunteers must also wash their hands with soap and running water: (i) Before and after giving medications; (ii) Before and after treating or bandaging a wound (nonporous gloves should be worn if there is contact with blood or blood-containing body fluids); and (iii) After assisting a child with toilet use.

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
All Staff, volunteers, and children are in-serviced regularly on sanitation and proper hand washing. Children are supervised after toileting in hand washing and before and after eating. Proper procedures for blood related incidents is also explained and practiced.	All Staff	On-going	Parent Handbook Teacher Handbook	Hand soap Paper towels	Good hygiene, Protection against the spread of infection and disease.

1304.22(e) (3)

- (3) Nonporous (e.g., latex) gloves must be worn by staff when they are in contact with spills of blood or other visibly bloody bodily fluids.

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
The proper use of gloves to be used in contacting blood or bodily fluids.	All Staff	On-going	Annual training on blood born pathogens conducted by OEH, and CPR training.	Good quality latex gloves	Protection against blood born pathogens

1304.22(e) (4)

- (4) Spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge) must be cleaned and disinfected immediately in keeping with professionally established guidelines (e.g., standards of the Occupational Safety Health Administration, U.S. Department of Labor). Any tools and equipment used to clean spills of bodily fluids must be cleaned and disinfected immediately. Other blood-contaminated materials must be disposed of in a plastic bag with a secure tie.

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
All spills are cleaned and disinfected using bleach and/or a good quality disinfectant spray . All tools and equipment should be disinfected in the same manner. Other blood-contaminated materials (gloves, rags, towels, etc.) should be placed in a bag liner and tied securely and disposed of in a safe manner.	All Staff	On-going	Monitored by Supervisors, Teachers, Managers, etc.	Mops, gloves, can liners, paper towels, mop buckets, bleach, disinfectant, and any other cleaning materials needed.	All sites will be cleaned and sanitized in a safe and sanitary manner.

1304.22(e) (7)

(5) Grantee and delegate agencies operation programs for infants and toddlers must space cribs and cots at least three feet apart to avoid spreading contagious illness and to allow for easy access to each child.

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
Every caution is taken to insure that mats are placed three feet apart and/or head to toe or a petition (such as a bookcase or solid piece of furniture) is placed between two children. Mats are sanitized on a daily basis.	Teachers Teacher's Aid Facilities Manager Center Supervisor	On-going	Positioning of mats is monitored on a daily basis and a sanitation schedule is kept daily.	Regular In-Services for Staff and Monitoring by Center Supervisor	Maintaining a healthy environment for our children.

1304.22(f) (1)

(f) First aid kits.

(1) Readily available, well-supplied first aid kits appropriate for the ages served and the program size must be maintained at each facility and available on outings away from the site. Each kit must be accessible to staff members at all times, but must be kept out of the reach of children.

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
First aid kits of good quality are readily available in each classroom. They are accessible to all staff members and are kept out of the reach of our children.	Facilities Manager Center Supervisor Teachers	On-going	A monthly checklist is used to monitor each classroom, including first aid kits. If a kit has been used and needs to be re-supplied, the teacher will notify the Facilities Manager.	Good Quality and well stocked kits and inspection forms.	First aid kits will be kept up-to-date in order to meet the needs of our children and staff.

1304.23(e) (1)

- (e) Food safety and sanitation.
- (1) Grantee and delegate agencies must post evidence of compliance with all applicable Federal, State, Tribal, and local food safety and sanitation laws, including those related to the storage, preparation and service of food and the health of food handlers. In addition, agencies must contract only with food service vendors that are licensed in accordance with State, Tribal, or local laws.

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
Center kitchens are monitored on a regular basis by OEH and inspection reports are posted in clear site in the kitchen. All vendors are licensed through the State of Oklahoma.	Center Supervisor Facilities Manager Kitchen Staff	On-going	OEH inspections Facilities Maintenance Manager monthly inspection report.	Current and on-going inspections of facilities.	Compliance is met with Federal, State, Tribal, and local laws.

1304.51(i) (2)

(2) Grantees must establish and implement procedures for the ongoing monitoring of their own Early Head Start and Head Start operations, as well as those of each of their delegate agencies, to ensure that these operations effectively implement Federal regulations.

Action Steps	Person/Team Responsible	Timeframe	Documentation And Resource Indicators	Resources Needed	Outcomes
Annual self-assessment Community Assessment Review Program Goals Grant Application	Administrator Director Management OMB Teaching Staff Parents/Families Community Leaders	On-going	All self-assessment documentation	Periodic Team Trainings Monthly Managers Meeting Weekly meetings for all Center Teaching Staff	Compliance with all Federal regulations and tribal goals and initiatives.