

Program Self-Assessment Booklet 17

Program Design: Facilities, Materials, Equipment, and Transportation

Core Question to guide the Self-Assessment team:

How does the grantee ensure that the facilities, materials, equipment and transportation services are supportive of learning and reflective of different ages and stages of development of each child including children with disabilities, and that appropriate space is provided for the conduct of all program activities?

Purpose:

The objective is to ensure that Head Start's physical environment and transportation services supports the delivery of high quality services to all children and families. This booklet will help the Self-Assessment team to determine if the program meets Federal *Performance Standards* relating to facilities, materials, equipment and transportation.

Related *Performance Standards* include: 1304.21(a)(4)(iv); 1304.21(a)(5)-1304.21(a)(6); 1304.2(e)(7); 1304.23(e); 1304.53(a)(1)-1304.53(a)(5); 1304.53(a)(7)-1304.53(a)(9); 1304.53(a)(10)(iv); 1304.53(a)(10)(xiv)-1304.53(a)(10)(xv); 1304.53(a)(10)(xvii); 1304.53(b); 1306.30(c); 1308.4(o)(4)-1308.4(o)(6); 1310.10; 1310.12(b); 1310.13-1310.15(b); 1310.15(d); 1310.20; 1310.22(b); 1310.23; 45 CFR 84.5

As you conduct your assessment of the program's facilities, materials, equipment, and transportation, pay close attention to how:

- Inspections, maintenance and repairs are carried out
- The need for materials and equipment is determined and how they are ordered
- Programs comply with all relevant Federal, state, and local requirements regarding facilities and transportation vehicles

Adapted versions of the *PRISM* Health and Safety Checklist, and Transportation Services Checklist have been included. Team members may find them to be helpful tools in assessing the program's facilities, materials, equipment and transportation services. Other helpful tools to support data collection in this area follow.

Review:

Ask the Head Start director and / or responsible manager to provide you with access to the following licenses, inspections and other documents:

- Child care
- Sanitation
- Fire / safety
- Food handlers
- Other locally required licenses
- Ongoing monitoring reports
- Vehicle maintenance logs
- **Important data sources relevant to this area such as the PRISM report, PIR data, Community Assessment, strategic plan or short and long term program goals**

In addition, ask your team leader to provide you with copies of the following policies and procedures and check the appropriate box:

	Available and current	Not available	Comment
Medication administration			
Short-term exclusion for health reasons			
Emergency procedures			
Child abuse/neglect reporting procedures			
Equipment and vehicle maintenance logs			

Observe:

The Self-Assessment team member should visit a number of centers and classrooms (including family child care homes) and complete the attached Health and Safety Checklist and the Transportation Services Checklist. Share your results with the team administering the booklet on Prevention and Early Intervention. The checklist results will also assist them in their work.

Interview:

The Self-Assessment team member should interview management staff responsible for facilities and materials. Use the questions below to assist you with interviews:

How do you make sure that the program's facilities, materials, equipment, and transportation services are appropriate for the children you serve?

How do you make sure that the program's facilities, materials, equipment and transportation services are appropriate for children with disabilities?

When choosing a facility, what things do you consider?

How do you ensure that the facilities, materials and equipment are accessible and useful to persons with disabilities?

Besides classroom space, what are the other uses for space in your Head Start facilities?

How do you ensure that arrangements and space, as well as types and uses of materials and equipment support the curriculum?

How do you ensure that facilities are free of toxins such as smoke, lead, pesticides and herbicides?

How do you ensure that required inspections, maintenance and repairs are taking place and the facility is in compliance with all other relevant Federal, state, tribal and local requirements?

Incorporating Relevant Data Sources:

Additional observations, document reviews, or interview questions that this team may choose to add:

Include any key insights you may have learned from reviewing important data sources such as the *PRISM* report, *PIR* data, Community Assessment, strategic plan or short and long term program goals:

Health and Safety Checklist

Place a check in the box when you observe evidence of each of the items listed. Describe any problems or concerns you witness in the comment section.

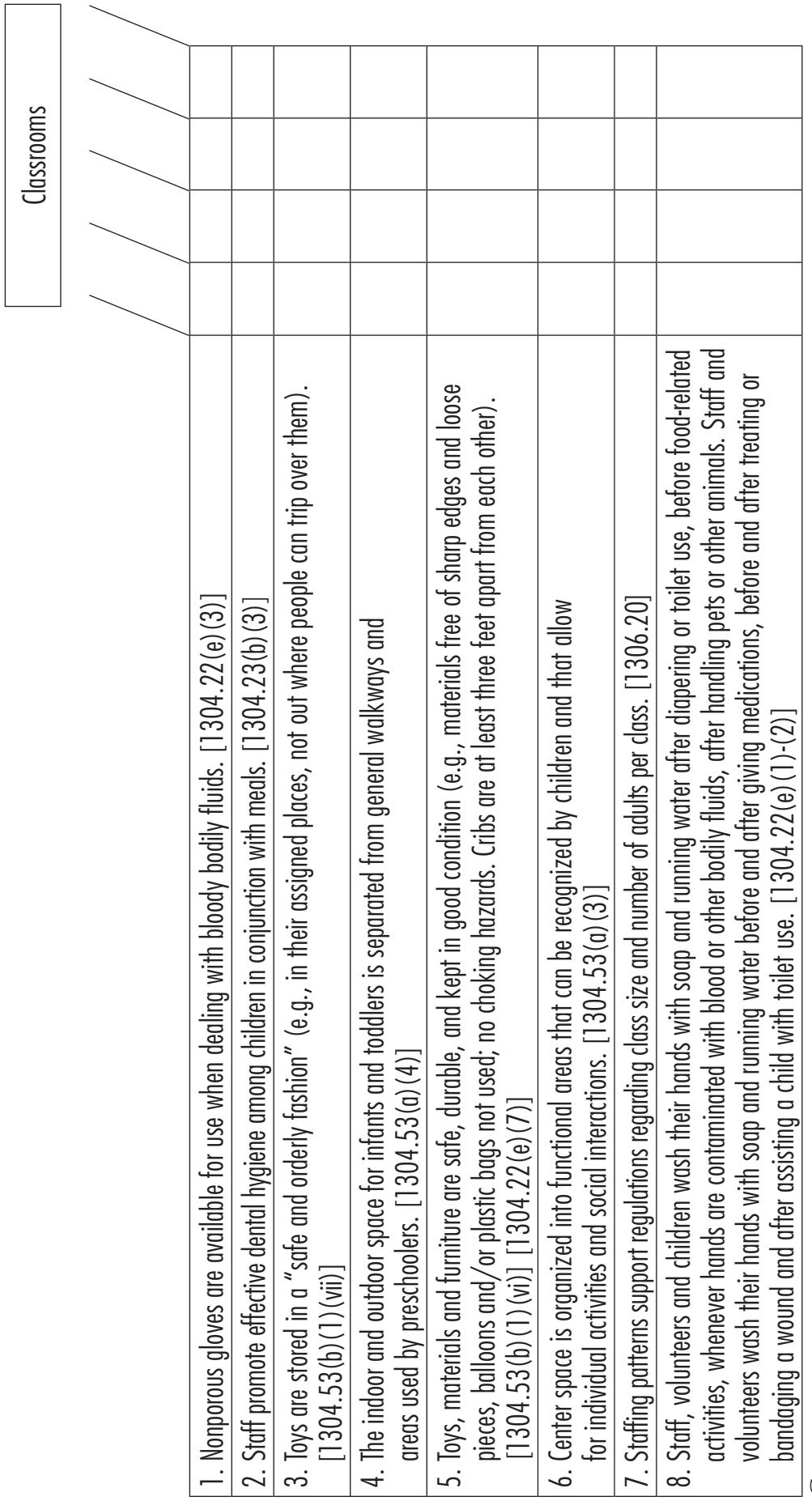
Note: duplicate this page if your team is assessing more than four classrooms.

For Early Head Start Infant/Toddler classrooms only:

1. Sanitation and hygiene procedures for diapering have been adopted that adequately protect health and safety of children served by the program and staff. [1304.22(e)(5)]
 2. The diaper-changing area is located away from areas used for cooking, eating, or children's activities. [1304.53(a)(10)(xiv)]
 3. Diapers are disposed of in a safe and sanitary manner. [1304.53(a)(10)(xvi)]
 4. Infant sleeping arrangements use firm mattresses and avoid soft bedding materials such as comforters, pillows, fluffy blankets or stuffed toys. [1304.53(h)(3)]
 5. Cribs are at least three feet apart from each other. [1304.22(e)(7)]
 6. Infant toys are made of non-toxic materials and are sanitized regularly. [1304.53(b)(2)]
 7. Toilet training equipment is available for children being toilet trained. [1304.53(a)(10)(xv)]

Comments:

All Classrooms



Comments:

Indoor Facilities

Classrooms								
1. Facilities are available for the proper storage and handling of breast milk and formula. [1304.23(e)(2)]								
2. Bathroom facilities are clean, in good repair and easily reached by children. [1304.53(a)(10)(xiv)]								
3. Bathroom facilities are separated from areas used for cooking, eating or children's activities. [1304.53(a)(10)(xiv)]								
4. Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions. [1304.53(a)(10)(viii)]								
5. Garbage and trash are stored and disposed of in a safe, sanitary manner. [1304.53(a)(10)(xvi)]								
6. A separate utility sink is specifically used to clean potties. [1304.22(e)(6)]								
7. For EHS, cribs are spaced at least three feet apart. [1304.22(e)(7)]								
8. Accommodations for nursing mothers who visit classrooms/participate in activities. [1304.40(c)(3)]								
Comments:								

Safety

Classrooms	
1. The facility has approved, working fire extinguishers and an appropriate number of smoke detectors that are tested regularly. [1304.53(a)(10)(y), 1304.53(a)(10)(vi)]	
2. Windows and glass doors are constructed, adapted or adjusted to prevent injury to children. [1304.53(a)(10)(xii)]	
3. Electrical outlets accessible to children are covered. [1304.53(a)(10)(xi)]	
4. The heating/cooling system is insulated to protect children and staff from potential burns. [1304.53(a)(10)(i)]	
5. There is an absence of highly flammable furnishings, decorations, or materials that emit toxic fumes. [1304.53(a)(10)(ii)]	
6. Flammable and other dangerous materials/poisons are stored in locked cabinets or facilities separate from medications and food and accessible only to authorized persons. [1304.53(a)(10)(iii)]	
7. Appropriate licenses (water/sewage, food/sanitation, fire codes, transportation, and vendor/contractor licenses) are seen. [1304.53(a)(6) and (10)(xiii), 1304.23(e)(1), 1306.30(c)]	

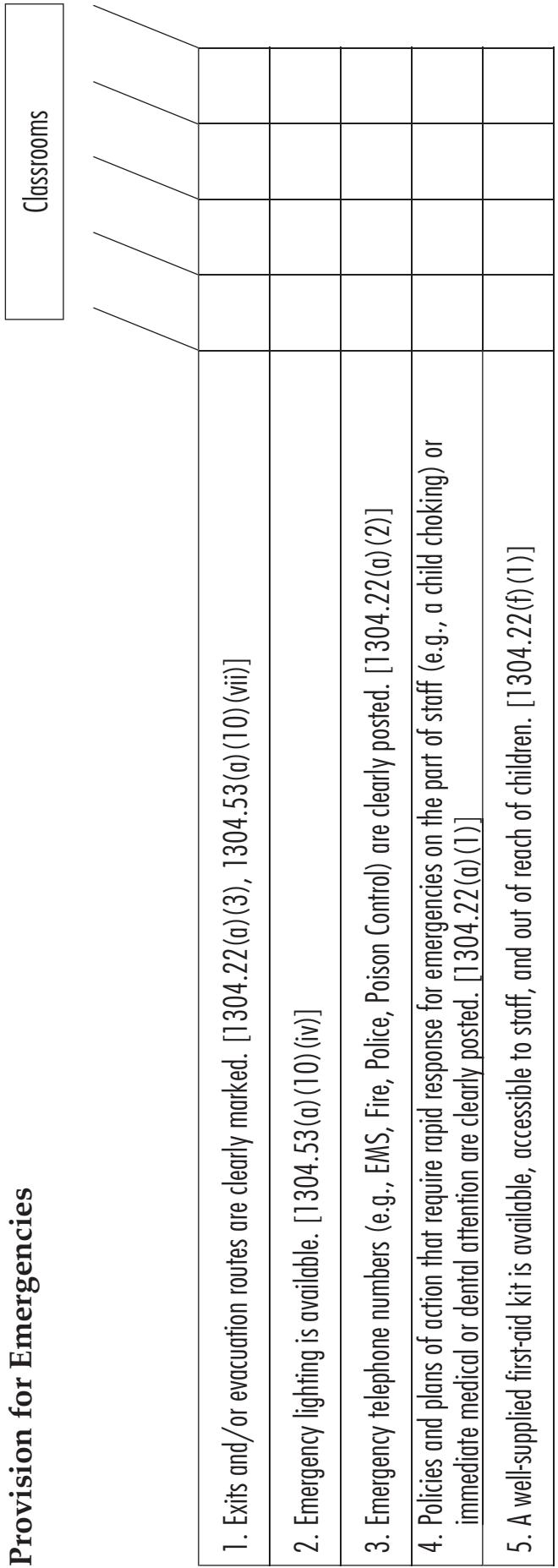
Comments:

Facility Layout and Environment

Classrooms	
1. If necessary, there is a safe and effective heating and cooling system. [1304.53(a)(10)(i)]	
2. There is at least 35 sq. ft. of usable indoor space (i.e., not including bathrooms, halls, kitchens, staff rooms, and storage places) per child. [1304.53(a)(5)]	
3. Facilities enable the safe and effective participation of children with disabilities. [1308.4(o)(4)]	
4. Rooms are well lit. [1304.53(a)(10)(iv)]	
5. Garbage and trash are stored and disposed of in a safe, sanitary manner. [1304.53(a)(10)(xvi)]	

Comments:

Provision for Emergencies



Comments:

Medication Administration

Classrooms									
1. All medications are properly labeled (i.e., name of child/staff, name of medication, dosage, name/number of pharmacy/physician). [1304.22(c)(1)]									
2. Medications are under lock and key and out of reach of children. [1304.53(a)(10)(iii), 1304.22(c)(1)]									
3. Medications in need of refrigeration are refrigerated. [1304.22(c)(1)]									
Comments:									

Outdoors	Classrooms			
<p>1. There is at least 75 sq. ft. of usable outdoor space per child. [1304.53(a)(5)]</p> <p>2. The playground equipment is in good repair and safe condition (e.g., adequately secured to the ground, free of sharp edges and/or splinters, soft falling surface). [1304.53(a)(7) 1304.53(a)(10)(viii) 1304.53(a)(10)(x)]</p> <p>3. The outdoor play area is arranged such that no child can leave the premises or get into unsafe or unsupervised areas. [1304.53(a)(9)]</p>				
Comments:				

Transportation Services Checklist

(Adapted from PRISM '05)

Reviewer _____	Date/Time _____
<i>Other Sources of Information Used</i>	
<p><i>Instructions for Completing the Transportation Services Checklist</i></p> <p>The information gathered will be based on bus ride(s), interviews, observations, and document reviews.</p> <p>The checklist has been numbered for easy reference and separated into four categories:</p> <ul style="list-style-type: none">• Family and Community Partnerships (Questions 23-27)• Program Design and Management (Questions 28-40) <p>The questions marked with ♦ apply to all Head Start grantees and their delegates, whether they provide transportation services or not. These items appear in questions 13-15, 17, and 26-30.</p> <ul style="list-style-type: none">• Facilities, Materials, Equipment and Transportation (Questions 1-13)• Early Childhood Development and Health Services (Questions 14-22)	The questions marked with ♦ may be observed on bus ride(s).

TRANSPORTATION SERVICES CHECKLIST

Facilities, Materials, Equipment, and Transportation

Yes	No
— — —	1. Each vehicle used in providing transportation services as: <ul style="list-style-type: none">• a communication system to call for assistance;• emergency safety equipment, including a charged fire extinguisher properly mounted near the driver's seat and a sign indicating its location;• a first aid kit and a sign indicating its location; and• a seat belt cutter and a sign indicating its location. [1310.10(d)(1-4)]
— — —	2. Any auxiliary seating used in vehicles providing transportation services as been built into the vehicle by the manufacturer as part of its standard design, maintained in proper working order, and inspected annually. [1310.10(e)]
— — —	3. Baggage and other items transported in the passenger compartment are properly stored and secured, aisles remain clear, and doors and emergency exits are unobstructed at all times. [1310.15(b)]
— — —	4. There are procedures in place to ensure that the bus or alternative allowable vehicle is maintained in safe operating condition. The organization operating the vehicle as established and implemented procedures for: <ul style="list-style-type: none">• an annual safety inspection through an inspection program licensed or operated by the State;• systematic preventive maintenance; and• a daily pre-trip inspection by the driver. [1304.53(a)(7), 1310.13]
— — —	5. Each vehicle is not required to back up or make "U" turns, except if necessary for safety reasons or because of physical barriers. [1310.20(b)(3)]
— — —	6. Trip stops minimize traffic disruptions and afford the driver a good field of view in front and behind the vehicle. [1310.20(b)(4)]

TRANSPORTATION SERVICES CHECKLIST

Facilities, Materials, Equipment, and Transportation (cont.)

Yes No

- _____ 7. There are specific procedures for use of alternate routes in the case of hazardous conditions that could affect the safety of children who are being transported. [1310.20(b)(7)]
- _____ 8. Transit times for children going to and from the program do not exceed one hour each way unless there is no shorter route available or any alternative shorter route is either unsafe or impractical. [1310.20(b)(1)]
- _____ 9. When possible, stops do not require children to cross the street or go way when boarding or exiting the idle. [1310.20(b)(5)]
- _____ 10. If children must cross the street before boarding or after leaving the idle, the children are escorted across the street by the bus monitor or another adult. [1310.20(b)(6)]
- _____ 11. The number of occupants in the idle does not exceed maximum passenger capacity at any time. [1310.20(b)(2)]
- _____ 12. All vehicle occupants (except for the bus monitors who are assisting children) are seated in high back and weight appropriate restraint systems while the idle is in motion. [1310.15(a), 1310.15(d)]
- Exception:* Approval letter from the Head Start Bureau is required for an extension of the effective date of the portion of the Head Start regulation relating to child safety restraint systems up to January 20, 2006.
- _____ 13. ♦ Children are only released to a parent, legal guardian, or other individual as designated in writing by the parent or legal guardian. The agency maintains lists of these persons, including alternates in case of emergency, and up-to-date child rosters are maintained at all times to ensure that no child is left behind either at the classroom or on the ride at the end of the route. [1310.10(g)]

Comments:

TRANSPORTATION SERVICES CHECKLIST

Early Childhood Development and Health Services

Yes	No
_____	_____

14. ♦ Children receive developmentally appropriate safety training within 30 days of the start of the program year on:
- safe riding practices;
 - safety procedures for boarding and leaving the vehicle;
 - safety procedures in crossing the streets to and from the vehicle at stops;
 - recognition of danger zones around the vehicle; and
 - emergency evacuation procedures, including participation in an emergency evacuation drill conducted on the vehicle the child will be riding. [1310.21(a), 1310.21(b)(1)-(5)]
15. ♦ Children's safety training reminder activities have been developed and are developmentally appropriate, individualized, and an integral part of program activities. [1310.21(e)]
16. At least two bus evacuation drills in addition to those required to be provided within the first thirty days of service have been conducted during each program year. [1310.21(b)(5), 1310.21(d)]
17. ♦ Grantee and delegate agencies have arranged for or provide transportation for children with disabilities to and from the program and to special clinics or other service providers within the special education and related services cannot be provided on-site. [1308.4() (6), 1310.22(b)]
18.  Up-to-date family contact information and authorization for emergency care for each child is readily available. [1304.22(a)(2), 1304.51(g)]
19. Appropriate staff is informed of any health or safety accommodations or adaptations needed for children in accordance with the program's confidentiality policy. [1304.22(b)(3)]

TRANSPORTATION SERVICES CHECKLIST

Early Childhood Development and Health Services (cont.)

Yes No

- _____ 20. The agency must establish, maintain, and implement written procedures regarding the administration, handling, and storage of medication for every child. [1304.22(c)]
- _____ 21. Bus drivers and monitors encourage self-control by using positive methods of child guidance by setting clear, consistent limits. [1304.21(a)(3)(i)(C), 1304.52() (1)(iv)]
- _____ 22. Routines and transitions occur in a timely, predictable, and unrushed manner according to each child's needs. [1304.21(a)(3)(ii)]

Comments:

TRANSPORTATION SERVICES CHECKLIST

Family and Community Partnerships

Yes No

- | | |
|--------------------------|---|
| <input type="checkbox"/> | 23.  Effective two-way communication between staff and parents is facilitated on a regular basis throughout the program year. [1304.51(c)(1)] |
| <input type="checkbox"/> | 24.  Interactions with families are respectful. [1304.40(a)(5)] |
| <input type="checkbox"/> | 25.  Communication with parents is conducted in the parents' primary or preferred language or through an interpreter, to the extent feasible. [1304.40(a)(5)] |
| <input type="checkbox"/> | 26.  Parents receive safety training within 30 days of the start of the program year at: <ul style="list-style-type: none">• emphasizes the importance of escorting their children to the vehicle stop and reinforcing effective safety training,• complements the training provided to their children so that safety practices can be reinforced both in the program and at home by the parent. [1310.21(a), 1310.21(c)] |
| <input type="checkbox"/> | 27.  Reasonable efforts are made to coordinate transportation resources with other human services agencies in the community. [1310.23(a)] |

Comments:

TRANSPORTATION SERVICES CHECKLIST

Program Design and Management

Yes No

- _____ 28. ♦ The agency assists as many families as possible without need transportation in order for their children to attend the program in obtaining transportation. [1310.10(a)]
- _____ 29. ♦ The specific types of transportation assistance being offered are made clear to all prospective families in the program's recruitment announcements. [1310.10(b)]
- _____ 30. ♦ If the agency as decided not to provide transportation services, either for all or a portion of the children, the agency provides reasonable assistance to the families of such children to arrange transportation to and from its activities. [1310.10(b)]
- _____ 31. If the agency provides transportation through an arrangement with another organization or individual, the agency as ensured compliance of the transportation provider with the Head Start regulations. [1310.10(c)]
- _____ 32. Each vehicle purchased after February 20, 2001 is a school bus or an allowable alternate vehicle equipped for use of signs and weight-appropriate child safety restraint systems and with a reverse beeper. [1310.10(c)]
- _____ 33. All accidents involving transportation services are reported in accordance with applicable State requirements. [1310.10(f)]
- _____ 34. Where available in the State or jurisdiction, each driver as a valid Commercial Driver's License (CDL) for vehicles in the same class as the vehicle the driver operates. [1310.16(a)(1)]
- _____ 35. In accordance with the applicant review procedures, bus drivers' driving records have been checked through the appropriate State agency, including the National Driver Register, if available in the State. [1310.16(b)(2)]

TRANSPORTATION SERVICES CHECKLIST

Program Design and Management (cont.)

Yes	No	
_____	_____	36. Each bus driver as received a combination of classroom and field training prior to transporting any child enrolled in the agency's program, and receives refresher training annually, on how to:
		<ul style="list-style-type: none">• operate the vehicle safely and efficiently;• safely run a fixed route, including loading and unloading children, stopping at railroad crossings and performing other specialized driving maneuvers;• administer basic first aid;• handle emergency situations, including vehicle evacuation procedures;• operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints;• conduct routine vehicle maintenance and safety checks; and• maintain accurate records as necessary. [1310.17(a), 1310.17(b)(1)-(7)]
_____	_____	37. Bus drivers receive annual evaluations, which must include an on-board observation of road performance. [1310.17(f)(1)]
_____	_____	38. At least one bus monitor is on board at all times. [1310.15(c)]

***Exception:** Approval letter from the Head Start Bureau is required for an extension of the effective date of the Head Start regulation relating to bus monitors up to January 20, 2006.*

Program Design and Management (cont.)

Yes No

- | | |
|---|--|
| — — — | <p>39. Each bus monitor has been trained prior to duty on:</p> <ul style="list-style-type: none"> • child boarding and exiting procedures; • use of child restraint systems; • any required paperwork; • responses to emergencies; • emergency evacuation procedures; • use of special equipment; • child pick-up and release procedures; • pre- and post-trip vehicle checks. [1310.17(f)(2)] |
| <p><i>Exception:</i> Approval letter from the Head Start Bureau is required for an extension of the effective date of the portion of the Head Start regulation relating to bus monitors up to January 20, 2006.</p> | |
| — — — | <p>40. Each agency has identified the true cost of providing transportation in order to knowledgeable compare the costs of providing transportation directly versus contracting for the service. [1310.23(b)(1)]</p> |

Comments:

Team Member Summary Worksheet

Summary of Results for Facilities, Materials, Equipment, and Transportation

Areas where the program is working well. Provide examples of program strengths or areas where the program exceeds *Performance Standards*:

Areas where the program needs improvement:

Additional areas of concern:

TEAM LEADER BOOKLET ANALYSIS

Booklet #

Booklet Name: