

SIUC HEAD START
Operating Policies and Procedures Manual

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|---|---|
| Subject: Facilities - Learning Environment & Space | Number: D.53.1 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(1)(2)(3)

POLICY: SIUC Head Start will provide a physical environment and facilities conducive to learning and reflective of the developmental stages of each child; must provide appropriate space for the conduct of all activities; must be organized into functional areas that can be recognized by the children and that allow for individual activities and social interaction.

PROCEDURE:

- Child Development Coordinator in coordination with the Program Systems Operation Coordinator via the center directors and collaboration specialist are to review and forward supplies and maintenance requests to the Program Director each year prior to the start-up of classes and on-going as needed.
- Business Manager is to maintain and monitor the facilities maintenance schedule and inform Program Director of maintenance activities that are due to be conducted.
- Once Director has approved, Business Manager will initiate necessary paperwork, coordinate scheduling and monitor progress of projects and keep Director informed.
- See *ECDHS-Classroom Learning Environment B.21.1*

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| Subject: Facilities - Indoor/Outdoor Space Requirements | Number: D.53.2 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2008 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(5) (6)

POLICY: SIUC Head Start must provide appropriate space to conduct activities including access for children with disabilities—35 square feet indoors and 75 square feet outdoors per child—and must meet state daycare licensing requirements and maintain licenses.

PROCEDURE:

- Program Director is to contact the DCFS Daycare Licensing Representative to consultant with and conduct licensing inspections on any buildings that are being considered for use as a Head Start Center.
- In addition, Program Director consults with Plant Services and Operations Department regarding facility blue prints, compliance with facility and playground ADA, etc
- Every three years Head Start centers must complete an application for daycare license renewal.
- Business manager prepares and submits the application.
- Program Systems Operation Coordinator is to maintain copies of daycare license for all Head Start Co-Location Centers.

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| Subject: Safety & Security - Facilities, Materials & Equipment | Number: D.53.3 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: Revised 01/2009 |

REGULATION REFERENCE: Performance Standard 1304.53(a) (7), 1304.53(b) (1)(vi)

POLICY: SIUC Head Start must provide for maintenance, repair, security and safety of facilities, materials and equipment.

PROCEDURE:

- Business Manager will maintain and monitor the facilities maintenance schedule and inform Program Director of maintenance activities that are due to be conducted. Once Director has approved, Business Manager will initiate necessary paperwork, coordinate scheduling and monitor progress of projects and keep Director informed.
- Center Directors are to complete a daily playground checklist and a daily indoor/outdoor facility safety inspection. Outdoor areas are inspected daily by center directors or designated teacher to ensure they are free of broken glass, stones, sharp objects, standing water, poisonous plants, animal or insect pests, brush or high grass, and ice and snow accumulations. Playground equipment is inspected daily by center director or designated teacher to ensure equipment is in safe working order and good repair.
- Playgrounds are designed and installed in a manner so that the equipment does not pose the threat of serious falls and will not pinch, crush, or entrap the head or any part of a child's body or clothing. Playground equipment is installed over shock absorbing surfacing materials.
- Center directors and classroom teachers are to receive training in safety issues relating to the classroom and playground.
- Evaluation of playground surface is completed annually to determine need of resurfacing with shock absorbing materials. Coordinators and Specialist conduct center health and safety checklists on a bi-monthly basis.
- Security surveillance and security access systems are operational at four Head Start centers. Systems installed include closed circuit TV systems with monitoring and recording equipment and a buzzer access via monitors. Generally, the cameras have been placed at the entrances/exits of each building. These taped-videos are to assist the program with child and staff safety issues, such as incidents involving an unauthorized person taking a child from the center or staff/parent/community altercations. The center director or designee can call Dan Graff at 618.687.3469, if any questions should arise.
- Facility leases denote party that is responsible for maintenance, repair and safety of facilities.

- Classroom observations using the ECERS are conducted two times per year by the Early Childhood Development Service area staff. Any issues identified with maintenance, repair, security and safety of facilities, materials and equipment is to be handled through the established reporting procedures, i.e., center director, program system operation coordinator and business manager, supply/maintenance request, etc. using the supply request and/or building maintenance request forms. *For additional information see General Agency Policies, Supply/Equipment Request A.00.11*
- Facilities maintenance schedule is to be reviewed and updated yearly by the Business Manager and Program Director.
- Forms are provided to staff to request maintenance service for facilities and equipment. Staff are to submit the request to the appropriate supervisor who forwards to the Business Manager.
- Schedules and procedures are included for:
 - Fire Extinguishers are inspected and tested annually generally in July. Business Manager is responsible to coordinator and schedule inspections with Plant and Services Operations.
 - Smoke detectors are inspected annually in August. Center Directors are responsible to schedule the inspections with the following:
 - Carbondale Center-Plant and Services Operations
 - Murphysboro and Marion Centers with Security Alarms
 - Johnston City Center is to contact landlord to initiate inspection.
 - Emergency lighting is tested monthly by each Center director in conjunction with monthly fire drills.
 - Inspection of equipment, furnishings, educational materials, toys and to check for damage or other conditions that present hazards to children (e.g. plumbing, electrical, structural problems) is conducted by Center Directors completing a daily checklist, by assigned staff completing quarterly health and safety inspections, by Child Development Coordinator completing the semi-annual classroom observations-ECERS, by teachers completing the annual classroom inventory.

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| Subject: Toxins, Clean Air, Drug-Free & Pollutants | Number: D.53.4 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 12/2008 |

REGULATION REFERENCE: 1304.53(a)(8)

POLICY: SIUC Head Start must provide an 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 and must not return to the affected area until it is safe to do so.

PROCEDURE:

Biohazard (Updated 8/01)

- There is a covered trash can in each center director's office that contains a biohazard bag. In addition, each center will have a biohazard bag stored in the traveling and center director first aid kits.
- Any potentially infectious material should be placed in the biohazard bag. Potentially infectious material is material that is or may be reasonably anticipated to be contaminated with human blood or bloody fluids, semen, vaginal secretions, or fluids from the major body cavities.
- When biohazard bags need to be disposed of, center directors should contact SIU Environmental Control.
- Properly trained personnel will come to the center to remove and replace the biohazard bags.
- Due to the size of the biohazard bags, maximum fullness should be ¼ full.
- SIUC Environmental Control: 453-7180.

Drug-Free Facilities:

- Head Start employees must adhere to a code of conduct that recognizes that the unlawful manufacture, sale, delivery, possession or use of any illicit drug is prohibited on property owned or controlled by the SIU Board of Trustees.
- The use, including the sale, delivery, possession and consumption of alcoholic beverages in or on property owned or controlled by the university is also prohibited.

Clean Air Policy:

- Smoking is prohibited in all indoor areas of property owned or controlled by the university.
- No smoking will be permitted in indoor areas, except where use of tobacco products is required in connection with approved research activities, when authorized by the Provost and Vice Chancellor.

- Smoking in outdoor areas may be restricted or prohibited based on impact of smoke entering the building through infiltration on indoor air quality.
- The Head Start Program follows the State of Illinois smoking ban which states that smoking is not allowed within 15 feet of doorways and windows. The program must post signage notifying staff and public of the regulation.

Chemicals:

- Staff are to ensure chemicals and cleaning supplies are kept in locked cabinets or closets so children cannot access.

Pesticides:

- Pesticides are applied on a regular schedule when children are not in attendance by a licensed exterminator and complies with DCFS Licensing rules.
- SIUC Head Start uses only insecticide and rodenticide baits.
- Center Directors are to ensure that a notice is posted regarding the use of pesticides.
- Below is the SIUC Head Start Integrated Pest Management Plan

SIUC Head Start
Integrated Pest Management Policy Statement

(225 ILCS 235/1 et seq. Structural Pest Control Act. Sections Pertaining to IPM—Administered by the Illinois Department of Public Health -source: P.A. 82-725. Structural Pest Control and the Illinois Department of Children and Family Services Daycare Licensing Regulation)

Structural and landscape pests can pose significant problems to people, property, and certain environmental risks. SIUC Head Start’s policy is to protect children, staff and the environment from the harmful effects of pesticides by implementing an Integrated Pest Management Plan

Pests are populations of living organisms (animals, plants or microorganisms) that interfere with the use of the center sites for human purposes. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people, property or the environment.

Pest Management Procedures

Historically, SIUC Head Start has treated to control roaches, ants, mice, spiders. Inspection and monitoring by both staff at the center locations and the pest management contractor are to occur. Actions for treatment of pests are based on combination of pest sightings by both staff and the pest control technician. In addition to the procedures provided in this plan, each pest control contractor is to provide an IPM manual to be kept at each respective center location.

| Center | Pest Control Contractor |
|---------------|--------------------------------|
| Murphysboro | Terminex |
| Carbondale | Terminex |
| Marion | Terminex |
| Johnston City | Enviro-Tech |

Co-Locations

Eurma C. Hayes Childcare Center
John A. Logan Pre-school Lab
Malone's Early Learning Center

SIUC Head Start and the respective co-location written contract is to ensure that an integrated pest management plan is developed and implemented in accordance with the Structural Pest Control Act. These partnerships will be monitored for compliance as agreed to in the co-location contract agreements.

It is the responsibility of SIUC Head Start Director's office to ensure that pest control contractors are established and necessary paperwork is processed annually for each center location. The Center Director is the designated person responsible for the oversight of pest management practices and record keeping requirements.

An IPM manual will be provided by each pest control contractor. Manuals will include recording documents (sighting logs, treatment logs) along with other information as required by law and will include SIUC Head Start IPM policy and procedures. The manuals will be at each center location.

Annual inspections:

Each Center Director will perform a thorough inspection annually prior to the start of the school year to identify problems and corrective actions needed to prevent and/or manage pest infestations. Monitoring facilities will include inspecting areas for pest evidence, entry points, food, water and harborage sites and estimating pest population levels. This information will be recorded and provided to the PSO Coordinator for facility repairs and to the Contractor for population levels.

Regular Pest Monitoring:

Center Directors will complete daily and monthly facility/playground checklists that monitors for problems regarding pest issues. These monthly reports are to be generated, filed and submitted to the PSOC by the Center Director.

Service Area Coordinators/Specialists (per annual assigned schedule) will complete quarterly Health and Safety checklists that inspects and monitors for identifying problems and corrective actions needed to prevent and manage pest infestations. These checklist reports are to be submitted to the PSOC for filing and follow-up with each Center Director to ensure corrective measures have been taken.

Pest Control Contractor will inspect all centers monthly during months of August through May looking for signs of pest in the buildings during non-center operations. An IPM Inspection Checklist will be completed and maintained in the IPM manual located at each center.

Pest Sighting Logs (provided by the pest contractor) will be available for center staff and janitorial contract service staff on which they may report pest activity sightings, including

the identification of the pest (if known), number seen, date and location. The completed sighting logs is to be provided to the Center Director who will place the log in the IPM manual for the pest control contractor to review during the regularly schedule monthly inspections by the pest control contractor.

Tolerance of Pest Activity

Integrated Pest Management recognizes that not all bugs are bad and need to be killed immediately. However, some insects and rodents can be very dangerous to the health or safety of the occupants of the facilities and must be eliminated as quickly as possible. Determining a response time to a pest problem must be both timely and effective. An **action threshold** is the level at which action is initiated for each pest. It is determined by deciding how many pests can be tolerated by facility occupants. These action thresholds are to be set by the Center Director and staff and the pest contractor. In general, Response by Pest Control Staff to Pest Problems (Table 1) will be implemented.

Table 1 – Response by Pest Control Staff to Pest Problems

| Response Time | Condition | Pest |
|-------------------------|--|--|
| Not over four hours | Potential physical harm to students or staff | Rodents where students or staff are likely contact them |
| Not over four hours | Potential physical harm to students or staff | Wildlife (raccoons, opossums, bats, etc.) where students or staff are likely to contact them |
| Not over four hours | Potential physical harm to students or staff | Stinging or biting insects |
| One working day | Potential medical harm to students or staff | Fleas, lice, bed/bat bugs and poisonous spiders |
| One working day | Potential for food contamination | Cereal pests, Roaches, Rodents, Ants in kitchen or food storage areas and flies around food |
| One to two working days | Sighting of large numbers of nonthreatening bugs | Ant or Termite colonies in the building; movement into the building of Millipedes, Crickets, Boxelder bugs, etc. |

Pesticide use and storage

The pest control contractor will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. The pesticide control contract has sole responsibility for storage and disposal of in accordance with USEPA-registered label directions and state regulations. ***No pesticide applicators or pesticides will be stored at SIUC Head Start Centers.***

The pest control contractor will provide a service report at each visit that provides site of application, expected results, pest, and method of treatment, material, active ingredient, percent of amount used and EPA regulatory number. The report is to remain on file in the IPM manual located at each center.

Non-Chemical Pest Prevention and Management

As practical, the SIUC Head Start program will use non-chemical means to control or limit pests and to minimize use of pesticides. Sanitation measure and maintenance actions will be taken to eliminate food, water, shelter and entryways for pests.

Postings and Notification

It is recognized that pests can best be controlled through an integrated pest management program that combines preventive techniques, nonchemical pest control methods and the appropriate use of pesticides with preference for products that are the least harmful to human health and the environment.

Parents/guardians of children completing an enrollment application packet will receive a copy of written notification that SIUC Head Start implements an Integrated Pest Management Plan. In addition, each parent/guardian is to receive a parent handbook that contains program information including IPM notification. In general, the SIUC Head Start Centers located in Carbondale, Johnston City, Marion and Murphysboro use pesticide applications involving antimicrobial agents and baits. Anti-microbial agents such as disinfectants, sanitizers, deodorizers and insecticide baits and rodenticide baits are NOT SUBJECT to notification requirements. (Source: P.A. 93-381, eff. 7-1-04 integrated Pest Management in Licensed Day Care Centers). In addition, the following will be posted at each center location:

PUBLIC ACT 93-381 Integrated Pest Management in Licensed Day Care Centers (effective July 1, 2004)

Please be advised that the SIUC Head Start Centers located in Carbondale, Johnston City, Marion and Murphysboro use pesticide applications involving antimicrobial agents and baits. Anti-microbial agents such as disinfectants, sanitizers, deodorizers and insecticide baits and rodenticide baits are NOT SUBJECT to notification requirements.

It is recognized that pests can best be controlled through an integrated pest management program that combines preventive techniques, nonchemical pest control methods and the appropriate use of pesticides with preference for products that are the least harmful to human health and the environment. If a different pesticide application approach is determined necessary, written notification will be provided to enrolled children's parents and staff at least two business days before application along with the Center contact information.

If it is determined through an integrated pest management approach that identified pest sightings, require a different pesticide treatment from what is generally used; it will be the responsibility of Center Director to notify in writing students' parents and/or guardians and the Center staff along with the Program Systems Operations Coordinator of upcoming pesticide treatments. The written notification must be given at least two business days before application of the pesticide application and should identify the intended date of the application of the pesticide and the name and telephone contact

number of the center personnel responsible for the pesticide application program (Center Director). Prior written notice shall not be required if there is an imminent threat to health or property. If such a situation arises, the appropriate center director must sign a statement that written notice is provided as soon as practicable.

Such applications will require coordination between the Center Director and the Pest Control Technician in order to comply with the Department of Children and Families Services Daycare Licensing requirements that “any extensive extermination of pest or rodents be conducted by a licensed pest control operator under the direct observation of a staff member.” The Center Director or a trained center staff designee must directly observe the extensive extermination.

Education/Communication

Staff of SIUC Head Start Program will receive initial training to ensure that the basic concepts of the Integrated Pest Management Plan have been communicated and the role each staff person plays. It will be the responsibility of the Center director to maintain on-going communication regarding each center’s IPM among center level staff and Program Systems Operation Coordinator (PSOC) and to ensure training to newly hired staff regarding the IPM plan and procedures at the respective Center. .

Evaluation and Reporting/Recording Keeping

It is the responsibility of the Center Director to ensure records are maintained in the IPM manual on site and to submit necessary records and/or reports to the PSOC. The PSOC will evaluate various Health and Safety Reports, IPM sightings and Service Reports on an annual basis with each Center Director for the effectiveness of the IPM program to develop needed improvements. Recommendations will be submitted to the Program Director or designee to approve modifications and IPM plan of Pest Control Contractor.

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|---|---|
| Subject: Outdoor Play Areas - Supervision | Number: D.53.5 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(9)

POLICY: SIUC Head Start ensures outdoor play areas are fenced in and supervises children enroute to and from outdoor play areas.

PROCEDURE:

- Supervising Teachers are responsible to instruct teachers of their supervisory duties regarding children going to and from outdoors and while on field trips.
- Once the supervisory teacher has made supervision assignments of all children, both the teacher and the supervising teacher are responsible to keep children safe and supervised at all times.
- The supervising teacher is to ensure that one adult is at the beginning of the line and the other at the end of the line.
- The supervising teacher is responsible to see that a count is done before leaving the classroom, when arriving at the playground or designated area, when leaving the playground or designated area, and when arriving back to the classroom.
- Attendance must be recorded on the field trip attendance form before departing for a field trip and before departure from the field trip site.
- Supervising teachers are to ensure classroom first aid kit is taken to playground daily and travelling first aid kit is taken on all field trips.

**SIUC HEAD START
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|---|---|
| Subject: Facilities - Safety Inspections | Number: D.53.6 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(10)

POLICY: Facilities and equipment are to be maintained and cleaned and must comply with requirements and best practices as set forth by the following agencies in facility management and maintenance:

- Illinois Department of Public Health
- Illinois State Fire Marshal
- Illinois Department of Children & Family Services
- Head Start Performance Standards
- SIUC Center for Environmental Health & Safety
- SIUC Health & Safety Checklist

PROCEDURE: N/A

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|---|---|
| Subject: Facilities - Inspection of Heating & Cooling System | Number: D.53.7 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(10)(i)

POLICY: The program must conduct a safety inspection, at least annually, to ensure that each facility's space, light, ventilation, heat and other physical arrangements are consistent with the health, safety and developmental needs of children. The program is to conduct such safety inspections per the procedures listed below to ensure:

PROCEDURE:

Safe & Effective Heating & Cooling System

- Center Directors are to complete daily facility checks to ensure facility and playground can be occupied on a daily basis.
- The completed checklist is submitted to the Program Systems Operations Coordinator each Friday.
- Health and safety checklists are to be completed 3 times per year as follows to ensure that heating and cooling systems are insulated to protect children from burns
 - Coordinators and specialists complete a quarterly Health and Safety Checklist at each facility
 - Complete the health safety checklist by visually inspection of equipment
 - Indicate compliance or noncompliance; if non-compliance complete facility/building maintenance request and submit to Business Manager and PSO Coordinator
- Carbon Monoxide detectors are to be installed at each center and co-locations. These are to be tested monthly and documented on the Center Director monthly report.
- Air conditioning and heating systems are checked annually by PSO and/or landlords.
- Filters are checked and replaced twice a year. Business manager makes the necessary contacts.

**SIUC HEAD START
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|--|---|
| Subject: Facilities - Flammable Furnishings, Decorations or Materials That Emit Toxic Fumes & Inspections | Number: D.53.8 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(10)(ii)

POLICY: The program must not use flammable furnishings, decorations or materials that emit toxic fumes and must conduct a safety inspection, at least annually, to ensure that each facility's does not use any highly flammable items. Center staff must not make use of highly flammable materials, furnishings or decorations. The program must conduct safety inspections per the procedures listed below.

PROCEDURE:

- Center Directors are to complete daily facility checks to ensure that classrooms do not have any flammable furnishings, decorations or materials; compliances and non-compliances are to be marked..
- Center Directors are to complete the compliance/ non-compliance corrective action form by identifying issues; any non-compliance should be correct immediately if possible; corrective action plan is to be written for any other noncompliance.
- Forms are to be submitted to the PSO Coordinator for follow-up based on the date of correction.
- Health and safety checklists are to be completed 3 times per year as follows to ensure that heating and cooling systems are insulated to protect children from burns
 - Who/when Complete the health safety checklist by visually inspection of equipment
 - Indicate compliance or noncompliance; if non-compliance complete facility/building maintenance request and submit to Business Manager and PSO Coordinator
- Department of Children and Family Services (DCFS) Daycare Licensing unannounced spot check visits occur one time per year at each of the facilities to inspect that flammable, furnishings, decorations and materials that emit toxic fumes are not being used.
- DCFS Daycare Licensing representatives completes a report, signs and provides copy to the Center Director indicating compliances and non-compliances with corrective action plan and date to correct.
- Purchase requests—all supply requests are to be reviewed and approved by the next level supervisor continuing to receive approval by Director prior to purchase to ensure that no flammable furnishings, decorations or materials that emit toxic fumes are purchased by program staff.

**SIUC HEAD START
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| Subject: Facilities - Flammable & Other Dangerous Materials And Potential Poisons & Medication Storage & Inspection | Number: D.53.9 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: Revised 08/2008 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(10)(iii)

POLICY: The program must conduct a safety inspection, at least annually, to ensure that 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. The program is to conduct such safety inspections per the procedures listed below to ensure:

PROCEDURE:

- Center Directors are to ensure that cleaning materials, detergents, aerosol cans, pesticides, poisons, chemicals and other toxic materials are stored in their original labeled containers, are kept entirely separated from food and are out of the children’s reach.
- Center Directors are to ensure that all medications whether refrigerated or not refrigerated, including those required for staff and volunteers, are labeled and are kept in locked cabinets or containers which are out of the reach of children.
- Health/Safety Checklists conducted 3 times per year are completed by coordinators per a set schedule and marked compliance or noncompliance with storage requirements of all the above items. Non-compliance is to be corrected immediately and corrective action plan for non-compliance completed and submitted to the PSO Coordinator.
- Daily facility inspections checklist are to be completed by the Center Director.
- Compliance or noncompliance is to be marked on the form. Non-compliance is to be corrected immediately and corrective action plan for non-compliance completed and submitted to the PSO Coordinator.
- Daily safety inspections are submitted to the PSO Coordinator each Friday.

**SIUC HEAD START
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| Subject: Facilities - Emergency Lighting, Well Lit Rooms & Inspection | Number: D.53.10 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(10)(iv)

POLICY: The program must conduct a safety inspection, at least annually, to ensure that each facility's rooms are well lit and provide emergency lighting in the case of power failure. The program is to conduct such safety inspections per the procedures listed below to ensure:

PROCEDURE:

- Center Directors are responsible to test emergency lighting each month as part of the required monthly fire drill
- Center Directors are required to report any needed repairs by completing a maintenance request and submit to the PSO Coordinator and Business Manger
- Center Directors are required to follow-up by informing the PSO Coordinator and Business Manager on the status of the repairs and when the repairs have been completed.
- Business Manager is responsible to make necessary contacts for maintenance and repairs or to instruct the Center Director on the necessary steps to take to correct the issue.
- Maintenance/janitorial staff and/or landlord maintenance personnel are required to use light fixtures containing shielded or shatter proof bulbs.

**SIUC HEAD START
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|---|---|
| Subject: Facilities - Fire Extinguishers and Smoke & Carbon Monoxide Detectors & Inspections | Number: D.53.11 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: 1304.53(a)(10)(v &vi)

POLICY: The program must ensure the size, type; placement and number of fire extinguishers, smoke detectors and carbon monoxide detectors are installed at each facility by consulting with the state fire marshal, DCFS licensing representative and the manufacturer's instructions; fire extinguishers must be available and working on **all (or buses only)** vehicles . The program must ensure procedures are in place for scheduled servicing of fire extinguishers and testing of smoke and carbon monoxide detectors.

PROCEDURE: The following procedures must be followed to ensure working and available fire extinguishers and smoke and carbon monoxide detectors:

- Business Manager is responsible to schedule annual inspections and servicing of all fire extinguishers annually in June. Schedule is established by contacting Plant and Services Operations one month prior to the inspections.
- At the end of the program year, Center Directors are responsible for the fire extinguishers on the buses to be placed in the center at a easily accessible location.
- Smoke detectors are to be inspected annually by the State Fire Marshal.
- Center Directors are responsible to ensure carbon monoxide detectors are tested each month and documented on the monthly facility checklist.
- Center Directors are responsible to report any issues regarding available and working extinguishers and detectors to the PSO Coordinator and the Business Manager at the time the issue is identified.
- Business Manager is responsible to make necessary contacts for maintenance and repairs or to instruct the Center Director on the necessary steps to take to correct the issue
- Center Directors are required to follow-up by informing the PSO Coordinator and Business Manager that the repairs have been made and the fire extinguishers and smoke, carbon monoxide detectors are available and working.

**SIUC HEAD START
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|---|---|
| Subject: Emergencies - Exits & Evacuation Routes | Number: D.53.12 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(10)(vi)

POLICY: The program must have all exits clearly visible and evacuation routes are marked and posted. All SIUC centers and/or co-location partners must be single story facilities with at least two exits that have doors with panic bars.

PROCEDURE: The following procedures must be followed to ensure exits are marked and evacuation routes are posted and exit doors have working panic doors and facilities are single story:

- Center Directors are required to conduct monthly health & safety checklists to document all exits clearly visible and evacuation routes are marked and posted
- Center Directors are required to complete a daily facility checklist to document panic door bars are working.
- Center Directors are responsible to report any issues regarding exit routes, panic bars on doors to the PSO Coordinator and the Business Manager; corrective action is to be taken by the Center Director to ensure evacuation routes are marked and posted.
- Business Manager is responsible to make necessary contacts for maintenance and repairs or to instruct the Center Director on the necessary steps to take to correct the issue
- Center Directors are required to follow-up by informing the PSO Coordinator and Business Manager on status of the repairs/corrections weekly and when the repairs/corrections have been made.
- The completed facility checklists are to be submitted to the PSO coordinator at the end of each week.
- Prior to the program occupying a facility, the Head Start Director must contact the DCFS Licensing Representative for review and inspection to identify requirements that must be met before a facility could be licensed for occupancy. The licensing representative will contact and work with the State Fire Marshall on safety requirements.

**SIUC HEAD START
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|---|---|
| Subject: Facilities - Indoor & Outdoor Premises | Number: D.53.13 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(10)(viii)

POLICY: The program must conduct a daily safety inspection to ensure that indoor and outdoor premises are cleaned and kept free of undesirable and hazardous materials and conditions. The program must ensure daily cleaning of indoor facilities.

PROCEDURE: The program is to conduct daily safety inspections per the procedures listed below:

- Center Directors are required to ensure that the playground checklist and indoor facility checklist is completed daily.
- Center Directors are required to correct any items that are identified and denote on inspection checklists.
- Center Directors are required to report any issues that required repair/maintained service to the PSO Coordinator and the Business Manager by completing a maintenance request form on the same day of the checklist completion.
- Center Directors are required to follow-up by informing the PSO Coordinator and Business Manager on status of repairs each week and when the repairs/corrections have been made.
- Business Manager is responsible to make necessary contacts for maintenance and repairs or to instruct the Center Director on the necessary steps to take to correct the issue.
- Business Manager is responsible to ensure paperwork (usually in May) is in place for all needed janitorial services to begin each August and continue throughout the year.
- Generally, janitorial services are provided at SIUC Head Start facilities by both SIUC Plant and Services Operations and contracted services.
- Center Directors must communicate with janitors to ensure that the following daily cleaning requirements are met:
 - Sweeping and mopping floors
 - Vacuuming carpeted areas
 - Shampooing soiled carpets
 - Cleaning and sanitizing toilets and bathroom fixtures
 - Disposal of all trash from facilities
- Business manager coordinates with Center Directors to schedule floor stripping and waxing and carpet shampooing is generally scheduled on a semi-annual basis.

- Teachers are to clean toys and equipment with a sanitizing solution monthly and as needed.
- Classroom teachers are to ensure that tables are washed before and after each meal with a sanitizing solution; water play tables are to be emptied and sanitized daily.
- Trash removal from the facilities' premises is done on a regularly scheduled basis by a professional service. The Business Manager is to ensure necessary paperwork is in place for the service to begin and continue each program year.
- Lawn mowing for the Carbondale Center and Administrative Offices is to be conducted on a regular basis by the SIUC Plant and Services Operations. Marion Facility has lawn mowing conducted by an area professional lawn service. Murphysboro and Johnston City Centers lawn mowing is handled by the lessor per the lease agreement. The Business Manager is to ensure necessary paperwork is in place for the service to begin and continue each program year.
- Center Director is responsible to contact the Business Manager regarding issues and/or completed lawn mowing services.

**SIUC HEAD START
Operating Policies and Procedures Manual**

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|---|---|
| Subject: Facilities - Interior & Exterior Paint | Number: D.53.14 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(10)(ix)

POLICY: The program must ensure that paint coatings on both interior and exterior premises used for the care of children do not contain hazardous quantities of lead.

PROCEDURE:

- Prior to the program occupying a facility, the Head Start Director must contact the DCFS Licensing Representative for review and inspection to identify requirements that must be met before a facility could be licensed for occupancy.
- Business manager is responsible to contact SIUC Environmental Health & Safety and Plant & Services Operations (PSO) to address the removal of any identified interior or exterior paint that contains hazardous levels of lead.
- PSO is required to ensure that routine painting of both interior and exteriors do not contain hazardous quantities of lead.
- PSO is required in conjunction with Director/Business Manager review dates of facility construction and installation of equipment, flooring, etc to determine whether sanding, scraping or burning is to be prohibited and if removable is required, adherence to procedures are strictly followed.

**SIUC HEAD START
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|---|---|
| Subject: Facilities - Playground Design & Inspections | Number: D.53.15 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(10)(x)

POLICY: The program must ensure selection, layout and maintenance of playground equipment and surfaces minimize the possibility of injury to children. U.S. Consumer Product Safety Commission's Public Playground Safety handbook is to be utilized and followed accordingly. Other available material provided/published regarding playground design by the OHS is to be reviewed.

PROCEDURE:

- Playground design and selected equipment must be approved by the Program Director and/or designee.
- Program Director must work with an assigned University architect regarding playground layouts and playground equipment.
- Program director should consult with DCFS Daycare Licensing Representative regarding playground layouts and playground equipment.
- Center Directors are to ensure that daily playground checks are conducted to inspect for needed repairs, potential hazards, corrosion and deterioration along with checking playground surfaces, for broken glass, poisonous plant, dangerous insects, snakes and other wildlife.
- To minimize the possibility of injury, monthly and quarterly health & safety checklists are conducted by assigned staff per a set schedule developed by PSO Coordinator in coordination with Program Director and to be distributed to service area staff each July. .

**SIUC HEAD START
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|---|---|
| Subject: Facilities - Electrical Outlets | Number: D.53.16 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(10)(xi)

POLICY: The program must prevent electrical shocks by ensuring that all electrical equipment and appliances are properly grounded and that all electrical cords are in good condition and placed out of the reach of children. All electrical outlets must be covered with child-resistant safety covers.

PROCEDURE: The program uses only electrical equipment and appliances that are purchased from a reputable vendor to ensure they are properly grounded.

- Any purchases of electrical equipment and/or appliances must be submitted on a supply request form which includes the name of recommended vendor; the immediate supervisor must provide approval signature and submit to Program Director for approvals.
- Major kitchen appliances require purchasing department oversight and require vendors' compliance with university purchasing requirements.
- Small electrical equipment is purchased at outlets that meet grounded electric requirements,
- Center Directors are to inspect all electrical cords to ensure they are in good condition and placed out of the reach of children by completing daily facility checklist; monthly and quarterly health & safety checklists completed by assigned staff per schedule are to reflect compliance or noncompliance with electrical cord and outlet requirements. Corrective action is to follow the non-compliance corrective action process.
- Center Directors must ensure all electrical outlets are covered with child resistant safety covers.
- Center directors are to complete supply request and submit to supervisor for approval.
- Health/Nutrition coordinator must keep on hand an adequate supply of child resistant safety covers to distribute to centers as start-up materials and per supply request.

**SIUC HEAD START
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|---|---|
| Subject: Facilities - Windows & Glass Doors | Number: D.53.17 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(10)(xii)

POLICY: SIUC Head Start operated centers are to have windows and glass door panels with safety guards or made of safety grade glass.

PROCEDURE: In management with DFCS Daycare Licensure and PSO construction management/engineers/architects, Program Director ensures the following are in place to prevent harm and injury from windows and glass doors:

- Program facilities are upgraded (as required) with window and glass door panels with safety guards or are constructed of safety grade glass or polymer.
- Windows are screened when opened
- Center directors mark all glass doors with opaque tape or other materials to help avoid accidents.

**SIUC HEAD START
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|---|---|
| Subject Facilities - Water Sources | Number: D.53.18 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(10)(xiii)

POLICY: All SIUC Head Start Centers and administrative offices must be supplied with local municipalities approved water sources. In compliance with DFCS Daycare Licensure and PSO construction management/engineers/architects and general counsel, Program Director is to ensure all facilities to be occupied by Head Start operations are supplied with local municipalities approved water source.

PROCEDURE: N/A

**SIUC HEAD START
Operating Policies and Procedures Manual**

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|---|---|
| Subject: Facilities - Toilets & Hand Washing | Number: D.53.19 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: 1 Performance Standard 304.53(a)(10)(xiv & xv)

POLICY: All SIUC head Start Centers are to be equipped with toilets and hand washing facilities that are adequate, clean, in good shape and easily reached by children. Toileting and diapering areas must be separated from areas used for cooking, eating or children's activities. Any upgrades to the facilities must ensure the above is met. Toilet training equipment must be provided for children being toilet trained.

PROCEDURE:

- FCS worker is responsible to inform the Center Director upon review of child's application whether the child is being potty trained.
- Center Director is to ensure appropriate toileting equipment is provided for children being toilet trained.
- Need items are to be submitted on a supply request to the PSO Coordinator for required approvals and signatures.

**SIUC HEAD START
Operating Policies and Procedures Manual**

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|---|---|
| Subject Sewage & Liquid Waste Disposal | Number: D.53.20 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(10)(xvi)

POLICY: The program must ensure all sewage and liquid waste is disposed of through locally approved sewer system and garbage and trash are stored in a safe and sanitary manner. In compliance with DFCS Daycare Licensure and PSO construction management/engineers/architects and general counsel, Program Director is to ensure all facilities to be occupied by Head Start operations dispose of sewage and liquid waste through a locally approved sewer system.

PROCEDURE:

- Health/nutrition coordinator is to ensure each center is supplied with fire-retardant trash containers and trash bags; these should be supplied in August of each program year.
- Center Directors are responsible to request replacement trash containers and monitor and report trash bag supply usage throughout the year. Supply requests are to be submitted to the immediate supervisor and routed to the Program Director for purchase approval.
- Business Manager is responsible to ensure necessary paperwork is in place by August of each year for professional trash storage and pick-up.
- Center Directors are responsible to communicate any items of concern with trash storage and/or pick-up with the Business Manager.

**SIUC HEAD START
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| Subject: Accessible Facilities for Children with Disabilities | Number: D.53.21 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Physical Environment & Facilities |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(10)(xvii)

POLICY: In compliance with DFCS Daycare Licensure and PSO construction management/engineers/architects and general counsel, Program Director is to ensure all facilities to be occupied by Head Start operations are accessible by making needed accommodations including any needed accommodations necessary for safety when evacuating facility, providing a consistent and stable physical environment for children with visual or hearing impairments and ensuring appropriate space is provided for children who may require individual therapy or activities.

PROCEDURE: N/A

**SIUC HEAD START
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|---|---|
| Subject: Equipment, Toys, Materials, Furniture | Number: D.53.22 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Equipment, Toys, Material & Furniture |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(b)(1)

POLICY: The program must provide and arrange sufficient equipment, toys, material and furniture to meet the needs and facilitate the participation of children and adults.

PROCEDURE: See *ECDHS, Classroom Learning Environment Procedure B.21.1*

**SIUC HEAD START
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| Subject: Head Start Equipment, Toys, Materials & Furniture Purchases | Number: D.53.23 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Equipment, Toys, Materials & Furniture |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(a)(10)(xvii), 1304.53(b)(1)(i-v)

POLICY: SIUC Head Start provides safe, durable, culturally appropriate equipment, materials, toys, and furniture within the physical environment and facilities conducive to learning and reflective of the developmental abilities and stages of preschool aged children while supporting indicators from the Head Start Child Outcomes Framework and Illinois DCFS guidelines. Classrooms materials are organized into accessible functional areas that are responsive to children’s interests and abilities. Necessary accommodations and additional materials are provided for children with disabilities to ensure their safety and participation. Supplies, materials, classroom and kitchen equipment needs must be requested as scheduled using the supply request form, including quantity of items and estimated costs, vendor and then submitted to the appropriate staff.

PROCEDURE:

- Classroom equipment, toys, materials, and furniture are to be purchased by the program and distributed to all classrooms.
- Purchasing decisions are made by the program director in consultation with child development staff with input from center staff.

Requests should be submitted as follows:

- Coordinators & Central Office Staff-Large start-up order and mid-year order. Additional supplies required in between these two orders on an as needed basis.
- Classrooms/teachers have a designated amount per year to spend and are to make requests following set forth procedures.
- Requests should be submitted on a Head Start Supply Request. Personnel requesting supplies should submit a separate form for each supply category, estimated costs and budget balance. Supply requests should be complete and accurate before submission to avoid the return of the request and delays.

Categories:

- Educational Supplies
- Health Supplies
- Janitorial Supplies
- Kitchen Supplies

- Miscellaneous Supplies
 - Office Supplies
 - Supplies with printed SIUC logos
- Center staff (teachers, cooks, bus drivers, community workers) submit to center director for approval.
 - Center directors submit to program systems operation coordinator
 - Specialist submit to coordinators for approval
 - Coordinators/fiscal staff to director for approval.

Supply representatives are as follows:

- Child Development Coordinator-Educational Supplies
 - Health/Nutrition Coordinator-Health Supplies
 - Health/Nutrition Coordinator-Kitchen/Janitorial Supplies
 - Family & Community Services Partnership Coordinator-Family Involvement Supplies
 - Secretary- Office Supplies
 - Business Manager-Computer, Miscellaneous Supplies
 - Secretary to the Director – Supplies with printed SIUC logos
- Supply representatives approve requests for ordering, notifying accountant of any unusual requests, Indicate recommended source and indicate estimated cost
Supply representative submits requests to business manager who dates the request and submits to accountant
 - Accountant submits all requests to the Head Start Director for approval, indicating any irregular or costly requests.
 - The accountant will determine the procedure and appropriate purchasing method required to acquire the items on the requests.
 - The approved University vendors must be utilized if items are available. In cases where approved vendors cannot supply a particular item, an outside vendor will be used.
 - The accountant distributes requests to the appropriate supply representatives. Supply requests are compiled and ordered by the respective staff.
 - The accountant submits **ALL** completed forms (purchase requisitions, etc.) to the Head Start Director for fiscal approval. *Only the accountant has the authority to recommend committing SIUC funds.*
 - The Head Start director approves and returns the requests to the accountant.
 - The accountant distributes a copy of the signed request to the appropriate designated personnel.
 - After the designated personnel purchases the requested supplies, they **MUST** submit the original receipt to the accountant for payment.

NOTE: *Certification on the Head Start Supply Request states personnel committing funds without prior supervisor approval will be held accountable for the charges. Failure to follow procedures and appropriate approvals prior to purchase will result in the Head Start employee being held accountable for the charges.*

**SIUC HEAD START
Operating Policies and Procedures Manual**

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|---|--|
| Subject: Storage of Classroom Equipment, Toys, Materials & Furniture | Number: D.53.24 |
| Service Area: PDM-Facilities, Materials, and Equipment | Section: Equipment, Toys, Materials & Furniture |
| Relevant Forms: Located on P:/common drive | Date Effective: 08/2003 |

REGULATION REFERENCE: Performance Standard 1304.53(b)(1)(vi) (vii)

POLICY: Safe storage of classroom equipment, toys, materials, and furniture is accomplished by ensuring:

- The availability of sturdy, stable, child sized furnishing such as shelving, tables, chairs, and cubbies.
- Making the majority of classroom space available for children's items.
- Adult materials such as sharp scissors, staplers, permanent markers, plastic bags, cleaning supplies, etc. are inaccessible to children.
- Indoor/Outdoor areas are monitored using a daily playground checklist and a daily indoor/outdoor facility safety inspection.

PROCEDURE:

- Center Directors are responsible to complete a daily indoor/outdoor facility inspection and submit form to PSO Coordinator for review and follow-up.
- Teachers are responsible to ensure classroom equipment and materials not in use are stored in cabinets, leaving classroom surfaces free of clutter.
- Monitoring of classroom toys, equipment and material occurs by completing daily indoor/outdoor facility inspection, regularly scheduled health and safety observation checklists, education classroom observations conducted semi-annually and annual classroom inventories.