
	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 1</b>			
<b>SUBJECT</b>	Safe Environments		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: 7/25/17</b>	<b>Governing Body Approval: 9/19/16</b>	<b>Governing Body Revision: 9/19/16</b>
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**Policy:**

Early Head Start Child Care Partnership (EHS-CCP) Program, Service Providers will maintain indoor/outdoor environments and facilities to ensure they are safe, clean and in quality condition so as to prevent injury to a child. Service Provider will develop a system to maintain safe environments to correct issues identified as unsafe and/or hazardous through the monitoring process.

Service Providers will maintain Head Start group sizes and ratios. Service Providers will also be responsible for safety drills, maintenance of first aid kits, training of staff, and accommodation of children with disabilities, food safety, and sanitation. In addition, Service Providers will maintain compliance with Texas Department of Family and Protective Services Child Care Licensing requirements.



Service Providers will ensure the maintenance log is current and safety concerns are addressed as soon as possible.

**Performance Standard:**

1302.47; 1302.21; 1302.102(d)(ii)

**TDFPS/Child Care Licensing Minimum Standards:**

746.3301(h); 746.3317(1-10); 746.3407; 746.3415; 746.3417; 746.3701; 746.3817; 746.3819; 746.4001; 746.4751; 746.5205

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 2</b>			
<b>SUBJECT</b>	Staffing and Class Size Requirements		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: 7/25/17</b>	<b>Governing Body Approval: 9/19/16</b>	<b>Governing Body Revision: 9/19/16</b>
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**Policy:**

Early Head Start - Child Care Partnership (EHS-CCP) Program, Service Providers will ensure that EHS-CCP classes are staffed by two paid teachers. It is recommended, whenever possible, that a third person be in the classroom, such as a volunteer.

A 1:4 adult to child ratio is required.

- Two paid staff persons (teachers) must be in attendance for 2:8 not to exceed a group size indicated below.

**Class Size**

Ages	Class Size
6 Wks -36 Months	Maximum of 8 children enrolled per class. Two teachers with no more than eight children.

Service Providers (Providers) must ensure that each teacher working exclusively with infants and toddlers has responsibility for no more than four infants and toddlers and that no more than eight infants and toddlers are placed in any one group.

Class sizes are determined based on square footage, with a minimum of 35 square feet/child. Providers must seek prior approval before any change to a classroom age group designation. As children age throughout the program, they may remain in their current classrooms until room becomes available in the next age appropriate classroom.

All EHS-CCP sites must comply with the above stated staffing and class size requirements.

Ratios must be maintained during EHS-CCP hours. Program hours vary by site and are set and approved at the beginning of the program year as part of the EHS-CCP Program Design.

### **Volunteers being counted in classroom ratios**



A volunteer may be used to supplement the required adult/child ratio only for short periods of time, 10-15 minutes to accommodate for unscheduled interruptions/emergencies. Volunteers may be used to supplement for restroom breaks, children's needs and to cover lunch hours as long as a qualified EHS-CCP teacher in the classroom. **A volunteer must never be left alone with a child or group of children and must remain with a qualified EHS-CCP teacher.** All volunteers must sign the Head Start Standards of Conduct, pass a background check, and receive volunteer training. Service Providers must keep documentation of volunteer training and comply with the Texas Department of Family and Protective Services Child Care Licensing.

#### **Performance Standard:**

1302.21(b)(2); 1302.94(a)(b)

#### **TDFPS/Child Care Licensing Minimum Standards:**

746.1401(f)

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 3</b>			
<b>SUBJECT</b>	Hygiene Practices		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: 7/25/17</b>	<b>Governing Body Approval: 9/19/16</b>	<b>Governing Body Revision: 9/19/16</b>
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**Policy:**

Early Head Start-Child Care Partnership (EHS-CCP) Program, Service Providers will develop and implement systems that promote hygiene and hand washing. Service Providers must ensure staff are trained on the procedures and documentation of training must be maintained.

**Handwashing**

- Staff, volunteers, and children must wash their hands with soap and running water at a minimum during the following times:
  - Upon arrival, after diapering or toilet use
  - Before food preparation, handling, or any other food-related activity
  - Before and after eating
  - Whenever hands are contaminated with blood or other bodily fluids
  - After handling pets or other animals
  - After outdoor activities
  - Before and after playing in a water/sand play table
  - Any other time there is reason to believe the child has come in contact with substances that could be harmful to the child
  
- Staff and volunteers must also wash their hands with soap and running water:
  - Before and after giving medication
  - Treating or bandaging a wound
  - After assisting a child with toilet use

**Hygiene**

- Easily accessible nonporous gloves are to be worn by all staff when they are in contact with blood or bodily fluids.
- Bodily fluids should be cleaned and disinfected immediately in keeping with Head Start Performance Standards and Texas Department of Family and Protective Services Child Care Licensing Minimum Standards.

- Any tools and equipment used to clean bodily fluids should be cleaned, disinfected immediately, and blood-contaminated materials must be disposed of properly.
- Hand Sanitizers, pre-moisten wipelets, and waterless hand cleaners are not allowed to replace hand-washing, and should not be accessible or used on children.

**Performance Standard:**

1302.47(a)(6)(i)(ii)(iii)

**TDFPS/Child Care Licensing Minimum Standards:**

746.3415; 746.3417; 746.3419; 746.3421; 746.3425

**Reference:**

Caring for Our Children National Health and Safety Standards for Early Care and Education Programs



**DHS, Early Head Start Childcare  
Partnership Program  
Policy**



**ENVIRONMENTAL HEALTH AND SAFETY 4**

<b>SUBJECT</b>	Management of Illness / Conditions of Short Term Exclusions and Admittance		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: 7/25/17</b>	<b>Governing Body Approval: 9/19/16</b>	<b>Governing Body Revision: 9/19/16</b>
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**Policy:**

Early Head Start-Child Care Partnership (EHS-CCP) Service Providers will develop and implement procedures for children and staff who are ill. Procedures should include:

- Practices to control an infectious disease outbreak
- Notification of any reportable illnesses
- Training on accommodations that must be made for children with specific health and safety needs
- Practices to ensure confidentiality of children’s health and safety needs

A child cannot be denied enrollment based on a disability or chronic health condition or its severity.

Early Head Start-Child Care Partnership (EHS-CCP) Program, Service Providers must temporarily exclude a child with a short-term injury or an acute or short-term contagious illness that cannot be readily accommodated, from program participation for a short-term period when keeping the child in care poses a significant risk to the health or safety of the child or anyone in contact with the child.

Service Providers will create and implement procedures to ensure that appropriate staff is informed and trained on any accommodations that must be made for children with specific health and safety needs. Information about any child’s health or safety needs should be kept confidential.

**Performance Standard:**



1302.47 (7)(iii)

**TDFPS/Child Care Licensing Minimum Standards:**

746.3601; 746.3603; 746.3605; 746.3607; 746.3815; 746.3817; 746.3819

**References:**

Texas Department of State Health Services Communicable Disease Chart for Schools and Child-Care Centers

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 5</b>			
<b>SUBJECT</b>	Emergency Preparedness / Emergency Procedures		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
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**Policy:**

The program will develop and implement a system that addresses emergencies including, but not limited to health, fire, food allergies, natural disasters, and the control of infectious/contagious diseases. Staff must be trained in emergency preparedness and the Head Start Program will maintain documentation of such training.

- Early Head Start-Child Care Partnership (EHS-CCP) Program, Service Providers must establish health emergency policies and procedures.
- Service Providers will train staff on Health Emergency Policies and Procedures and retain documentation of training.
- Policies, procedures, and plans of action for emergencies that require rapid response on the part of staff, including choking, dental emergencies, and CPR, must be posted in each area used by children.
- Locations and telephone numbers of emergency response systems must be posted in each room used by children, the main office and central locations and made available to all staff. If a site uses cordless or cell phones, all emergency numbers including police, fire, ambulance, poison control, Child Abuse Hotline, and the Center for Disease Control, must be immediately accessible.
- Up-to-date family contact information and authorization for emergency care for each child, including emergency transportation authorization must be readily available.
- Emergency evacuation routes and other safety procedures for emergencies, including fire, lockdown, and weather-related, must be posted in each room used by children, the main office and central locations, and made available to all staff.
- Emergency evacuation routes and other safety procedures for emergencies are practiced regularly, in keeping with Head Start Performance Standards and Texas Department of

Family and Protective Services Child Care Licensing Minimum Standards. Service Providers must retain documentation of these events and activities.



**Performance Standard:**

1302.47(8)

**TDFPS/Child Care Licensing Minimum Standards:**

746.5201; 746.5202; 746.5205



	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 6</b>			
<b>SUBJECT</b>	Medication Administration		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
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**Policy:**

Early Head Start-Child Care Partnership (EHS-CCP) Program, Service Providers will establish and maintain written procedures regarding the administration, handling, storage, and appropriate disposal of expired medications, for every child, staff, and volunteer.

A physician’s instructions and written parent or guardian authorization is required for all medications administered by staff.

Service Providers will ensure that appropriate staff members can demonstrate proper techniques for administering, handling, and storing medication, including the use of any necessary equipment to administer medication. Service Providers must retain documentation of medication administration training.



All medication must be in the original labeled container and stored under lock and key, and refrigerated, if necessary, including those required for staff and volunteers. Rescue medications, including EpiPens, inhalers, and glucose, do not need to be locked up, however, they must be kept out of the children’s reach and accessible to staff at all times. Any staff person administering rescue medications, whether in the classroom, on the bus, on the playground, or on field trips, must be trained in the administration of such medications.

**Performance Standard:**

1302.47(7)(iv)

**TDFPS/Child Care Licensing Minimum Standards:**

746.3803; 746.3805; 746.3807; 746.3809; 746.3813; 746.3815; 746.3817; 746.3819

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 7</b>			
<b>SUBJECT</b>	Diapering and Toilet Training		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
<b>Policy Council Approval: 7/25/17</b>	<b>Policy Council Revision: 7/25/17</b>	<b>Governing Body Approval: 9/19/16</b>	<b>Governing Body Revision: 9/19/16</b>
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**Policy:**

A child cannot be denied enrollment or removed from the program based on diaper use or toilet training. Early Head Start-Child Care Partnership Program, Service Providers must develop and implement a system to address diapering and toilet training. Procedures must be provided to all Head Start staff and post in areas used for diapering and toileting.

At a minimum the system will include the following:

- Respect and dignity for the child
- Provision of diapers
- Sanitation and hygiene procedures for hand washing, diapering, and toilet training for children and staff
- Proper disposal and removal of soiled diapers
- Proper cleaning and storage of toilet training assistive equipment
- Posted procedures in areas used for diapering and toileting
- Regular internal monitoring of the system



Staff and families will work together according to developmentally appropriate practices regarding toilet training.

**Performance Standard:**

1302.47 (6)(i)

**TDFPS/Child Care Licensing Minimum Standards:**

746.3407; 746.3501; 746.3503; 746.3505

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 8</b>			
<b>SUBJECT</b>	Supervision		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
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**Policy:**



Early Head Start-Child Care Partnership (EHS-CCP) Program, Service Providers will establish procedures that ensure staff actively supervises the outdoor and indoor play areas at all times. No child will be left alone or unsupervised. Infants not yet able to turn over on their own must be placed in a face-up sleeping position, unless the child’s parent presents written documentation from a health-care professional stating that a different sleeping position is allowed or will not harm the infant.

**Performance Standard:**

1302.47(5)(ii)(iii)

**TDFPS/Child Care Licensing Minimum Standards:**

746.1203; 746.1205; 746.2427

	<b>DHS, Early Head Start Childcare Partnership Program Policy</b>		
<b>ENVIRONMENTAL HEALTH AND SAFETY 9</b>			
<b>SUBJECT</b>	Food Sanitation		
<b>REFERENCE</b>	Environmental Health and Safety		
<b>EFFECTIVE</b>	8/1/2016		
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**Policy:**

Early Head Start-Child Care Partnership (EHS-CCP) Program, Service Providers will comply with 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.

**Performance Standards:**

1302.47(1)(viii)(6)(ii)

**TDFPS/Child Care Licensing Minimum Standards:**

746.3301(h); 746.3311(a-d); 746.3317(1-10)

**Reference:**

Caring for Our Children National Health and Safety Performance Standards Guidelines for Early Care and Education Programs, 3<sup>rd</sup> Edition- Chapter 4: Nutrition and Food Service