
		DHS, Head Start Program Policy			
EnvHS 1					
SUBJECT		Safe Environments			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		9/13/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

Education 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. Education Service Providers will develop and implement procedures to maintain safe environments to correct issues identified as unsafe and/or hazardous through the monitoring process.

Education Service Providers will also create an inventory replacement plan that ensures all furniture is routinely inspected and replaced.

Education Service Providers will submit all work orders from all sites as requested by the Grantee with the current status and timeline of completion for each work order.

The Education Service Provider will ensure that work orders are completed within 20 business days of creation. For work orders that need additional time, the Education Service Provider will work with Grantee staff for permission for the extension. For work orders requiring immediate completion the Education Service Provider must complete immediately. The Education Service Provider will be routinely monitored to ensure work order tracking is being completed.

Performance Standard:

1302.47(1)(2)



**DHS, Head Start Program
Policy**



EnvHS 2

SUBJECT	Staffing and Class Size Requirements		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	3/13/2012		
Policy Council Approval: 7/25/17	Policy Council Revision: 7/25/17	Governing Body Approval: 9/28/17	Governing Body Revision: 9/28/17
PAGE: 1 of 2			

Policy:

All Head Start Program sites must comply with the following staffing and class size requirements.

Head Start classes must be staffed by two paid staff persons: a teacher and an aide/instructional assistant/paraprofessional or two teachers.

A 1:10 adult to child ratio is required and must be maintained during Head Start Program hours except for brief absences of a teaching staff member for no more than five minutes to accommodate for restroom breaks and children’s needs.

Class Size

Ages	Class Size
4 and 5 years old	Program average of 17-20 children enrolled per class. No more than 20 children enrolled in any class.
3 years old	Program average of 15-17 children enrolled per class. No more than 17 children enrolled in any class.

Class sizes are determined based on square footage, with a minimum of 35 square feet/child.

The predominant age of the class must be established at the start of each program year and is based on the age of the majority of the children in the classroom. Intact and separate 3 year-old and 4 year-old classes will be established prior to the beginning of the school year, or by September 1st, in order to create a developmentally appropriate learning environment for all children. The establishment of mixed age group classes can only be authorized by the Head Start Program. The Grantee must approve any change to the classroom age group designation.



Ratios must be maintained during Head Start Program hours. Head Start Program hours vary by site and are set and approved at the beginning of the program year as part of the Education Service Provider’s Program Design.

Volunteers being counted in classroom ratios

A volunteer may be used to maintain the required teacher/student ratio only for short periods of time, 10-15 minutes, to accommodate for unscheduled interruptions/emergencies. A volunteer must never be left alone with children. All volunteers must sign the Head Start Standards of Conduct, pass a background check, and receive volunteer training. Education Service Providers must keep documentation of volunteer training.

Performance Standard(s):

1302.21(b)(1-4); 1302.94(b);

		DHS, Head Start Program Policy			
EnvHS 3					
SUBJECT		Hygiene Practices			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		6/15/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					



Policy:

Education Service Providers must develop and implement procedures to promote safe food preparation, hand hygiene and standard precautions. Staff must be trained on procedures and documentation of training must be maintained.

Education Service Providers will follow Caring for Our Children National Health and Safety Standards Guidelines for Early Care and Education Programs when establishing procedures for hand hygiene.

Performance Standard:

1302.47(a)(6)(i-iii)

		DHS, Head Start Program Policy			
EnvHS 4					
SUBJECT		Management of Illness			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		06/05/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

Education 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.



Education 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.

Performance Standard:

1302.47(7)(iii)

References:

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

		DHS, Head Start Program Policy			
EnvHS 5					
SUBJECT		Emergency Preparedness			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		06/15/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

Education Service Providers will develop and implement procedures that address emergencies including, but not limited to, health, fire, food allergies, natural disasters and the control of infectious/contagious diseases. All staff must be trained in emergency preparedness, and the Head Start Program will maintain documentation of training.



Locations and telephone numbers of emergency response procedures must be posted in each room used by children, including the main office and central locations on campus, and made available to all staff.

All emergency numbers including police, fire, ambulance, poison control, Child Abuse Hotline, and the Center for Disease Control, must be immediately accessible to staff at all times. Up-to-date family contact information and authorization for emergency care for each child, including emergency transportation authorization must be readily available.

Education Service Providers must post evacuation routes in each classroom, as well as every room used by children and staff, including the main office and other central locations on campus. The location, room number, and path to safety must be highlighted on each evacuation route.

Performance Standard:

1302.47(b)(7-8)

		DHS, Head Start Program Policy			
EnvHS 6					
SUBJECT		Medication Administration			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		06/15/2011			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					



Policy:

Education Service Providers must develop and implement procedures regarding the administration, handling, storage, and record keeping of medication administration. Education 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(b)(7)(iv)

		DHS, Head Start Program Policy			
EnvHS 7					
SUBJECT		Diapering and Toilet Training			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		06/18/2014			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

A child cannot be denied enrollment or removed from the program based on diaper use or toilet training. Education Service Providers will develop and implement procedures to address diapering and toilet training. Procedures must be provided to all Head Start staff and posted in areas used for diapering and toileting



At minimum, procedures must include:

- Respect and dignity for the child
- Provision of diapers and wipes
- Sanitation and hygiene procedures for hand washing, diapering, and changing soiled clothing
- Proper disposal and removal of soiled diapers
- Proper cleaning and storage of toilet training assistive equipment
- Toilet training techniques

Staff and families should work together to implement a toilet training plan for any child not toilet trained.

Performance Standard:

1302.47(6)(i)



		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
EnvHS 8					
SUBJECT		Supervision			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		4/21/16			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

Education Service Providers will develop and implement supervision procedures. No child will be left alone or unsupervised.

Performance Standard(s):

1302.90; 1302.47(5)(iii)



		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
EnvHS 9					
SUBJECT		Facilities			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		07/25/2017			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

Education Service Providers must meet Subchapter T, Physical Facilities of the Texas Department of Family and Protective Services Minimum Standards for Child-Care Centers.

Performance Standard:

1302.21(d)(1)

		DHS, Head Start Program Policy		 HEAD START City of San Antonio Department of Human Services	
EnvHS 10					
SUBJECT		Rest Time Sleeping Arrangements			
REFERENCE		Environmental Health and Safety			
EFFECTIVE		07/25/2017			
Policy Council Approval: 7/25/17		Policy Council Revision: 7/25/17		Governing Body Approval: 9/28/17	
				Governing Body Revision: 9/28/17	
PAGE: 1 of 1					

Policy:

All Head Start children must take a nap on an individual mat, cot or bed that is waterproof or washable. Mats, cots or beds must be used in accordance with all appropriate Head Start regulations and performance standards, Caring for Our Children: National Health and Safety Performance Standards, and Texas DFPS Minimum Standards for Child Care Centers.

Education Service Providers will develop and implement procedures on proper sleep arrangements and cleaning/sanitizing, so as to prevent the spread of infectious diseases and illnesses.

Performance Standard:

1302.21(d)(1)