
	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: 4/23/19	Governing Body Approval: 9/28/17	Governing Body Revision: 5/23/19
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 and 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 Head Start Grant Recipient 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. If the Education Service Provider requires additional time to complete a work order, they must submit a request in writing to the Head Start Grant Recipient. If an unsafe and/or hazardous risk is identified, the Education Service Provider will address the issue and submit a work order within 24 hours. The Education Service Provider will be monitored routinely to ensure that the work order is completed.

Performance Standard:

1302.47b(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: 5/25/21	Governing Body Approval: 9/28/17	Governing Body Revision: 5/27/21
PAGE: 1 of 1			

Policy:

All Head Start classrooms must be staffed by two paid staff persons: a teacher and an aide/instructional assistant/paraprofessional or two teachers. The program will maintain appropriate staffing during Head Start program hours except for brief absences of a teaching staff member for no more than five minutes to accommodate for a teacher or child’s needs. One teacher or staff member may accompany a small group of children away from the group for a brief period of time, not to exceed a ratio of 1:10, to accommodate for program needs, such as onsite clinics, special events, child restroom breaks, etc.

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.



A class that serves a majority of children who are three years olds, must have no more than 17 children. A class that serves a majority of children who are four and five years old, must have no more than 20 children. 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 or changes to the classroom age group designation must be authorized by the Head Start Grant Recipient.

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 maintain documentation of volunteer training, background checks, and Standards of Conduct.

Performance Standard(s):

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

	DHS Head Start Program Policy		
EnvHS 3			
SUBJECT	Hygiene & Cleaning Practices		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	6/15/2011		
Policy Council Approval: 7/25/17	Policy Council Revision: 5/25/21	Governing Body Approval: 9/28/17	Governing Body Revision: 5/27/21
PAGE: 1 of 1			

Policy:



Education Service Providers must develop and implement procedures to promote safe food preparation, appropriate hand washing hygiene and standard precautions, and sanitation and disinfecting of the classroom, including equipment and materials. Staff must be trained on procedures and documentation of training must be maintained.

Education Service Providers will follow guidance from the Office of Head Start (OHS) or recommendations made by the Centers for Disease Control and Prevention, State of Texas, the Texas Education Agency, the City of San Antonio Metro Health Department, and/or Caring for Our Children National Health and Safety Standards Guidelines for Early Care and Education Programs when establishing procedures for hygiene, cleaning, disinfecting, and sanitation practices.

Performance Standard:

1302.47(b)(6) (i-iii)

Caring for Our Children: National Health and Safety Performance Standards Ch3.3, App. J

	DHS Head Start Program Policy		
EnvHS 4			
SUBJECT	Health & Safety Practices		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/05/2011		
Policy Council Approval: 7/25/17	Policy Council Revision: 1/25/22	Governing Body Approval: 9/28/17	Governing Body Revision: 2/24/22
PAGE: 1 of 1			

Policy:

Education Service Providers will develop and implement procedures for children and staff to ensure protection from contagious disease. Procedures should include:

- Practices to control an infectious disease outbreak
- Notification of any reportable illnesses to include local or state public health agencies
- 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
- Exclusion criteria
- Mask wearing and safety practices

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

Education Service Providers may temporarily exclude a child with an acute injury or illness from program participation for a short-term period when the child’s needs cannot be readily accommodated or if they pose a significant risk to the health and safety to themselves or anyone that may come in contact with them.

The following requirement regarding masks is pending final action and/or court ruling as of December 31, 2021:

The Office of Head Start requires all individuals two (2) years old and older to wear a mask during the following: indoors when Head Start services are provided; when two or

more individuals are in a vehicle owned, leased, or arranged by the Head Start Program. For those not fully vaccinated, masks are required when outdoors in a crowded setting or during activities that involve sustained close contact with other people. A crowded setting or close contact is described as a situation where an individual is within six feet of another individual for 15 minutes or more.

Masks are not required when children and adults are eating or drinking, children are napping, and when children and adults are outdoors in a non-crowded setting or engaged in outdoor activities that do not involve sustained close contact with other people. There are additional exceptions for individuals who cannot wear a mask, or cannot safely wear a mask, because of: a disability as defined by the Americans with Disabilities Act; individuals with special health care needs. The program should follow the advice of the individual's health care provider regarding the best types of face covering.



The Head Start Program will follow guidance from the Office of Head Start (OHS) or recommendations made by the Centers for Disease Control and Prevention, State of Texas, the Texas Education Agency, the City of San Antonio Metro Health Department, School District Health Department, and/or Caring for Our Children National Health and Safety Standards Guidelines for Early Care and Education Programs when establishing procedures related to health and safety practices and the management of illness.

Performance Standard:

1302.47(b)(5)(vi); 1302.47(b)(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: 7/28/20	Governing Body Approval: 9/28/17	Governing Body Revision: 8/13/20
PAGE: 1 of 2			

Policy:

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

Locations and telephone numbers and 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, nurse’s office, gymnasium, restroom facilities located in main hallways, and other central locations on campus. The location, room number, and path to safety must be highlighted on each evacuation route.

Each Head Start site must have a complete first aid kit, available at all times. A first aid kit must also be available during field trips, while transporting children on the bus, and on the playground. Education Service Providers will develop and implement procedures related to the site and contents of each first aid kit. Procedures will include Caring for our Children: National Health and Safety Performance Standards and ensure the following for each first aid kit:

- Kept in clean and sanitary condition
- Easily accessible and available to all employees at all times
- When appropriate, items should be in original packaging
- Stored in a designated location known to all employees
- Kept out of reach of children
- Maintained and restocked
- Schedule of ongoing and regular inventory
- Contain no items that are expired



Performance Standard:

1302.47(b)(1,4,7-8)

Additional Guidance:

Caring for our Children Basics 5.6.0.1

Caring for our Children: National Health and Safety Performance Standards 5.6.0.1

	DHS Head Start Program Policy		
EnvHS 5			
SUBJECT	Emergency Preparedness		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	06/15/2011		
Policy Council Approval: 7/28/20	Policy Council Revision: 7/28/20	Governing Body Approval: 8/13/20	Governing Body Revision: 8/13/20
PAGE: 1 of 2			

Policy:

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

Locations and telephone numbers and 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, nurse's office, gymnasium, restroom facilities located in main hallways, and other central locations on campus. The location, room number, and path to safety must be highlighted on each evacuation route.

Each Head Start site must have a complete first aid kit, available at all times. A first aid kit must also be available during field trips, while transporting children on the bus, and on the playground. Education Service Providers will develop and implement procedures related to the site and contents of each first aid kit. Procedures will include Caring for our Children: National Health and Safety Performance Standards and ensure the following for each first aid kit:

- Kept in clean and sanitary condition
- Easily accessible and available to all employees at all times
- When appropriate, items should be in original packaging
- Stored in a designated location known to all employees

- Kept out of reach of children
- Maintained and restocked
- Schedule of ongoing and regular inventory
- Contain no items that are expired



Performance Standard:

1302.47(b)(1,4,7-8)

Additional Guidance:

Caring for our Children Basics 5.6.0.1

Caring for our Children: National Health and Safety Performance Standards 5.6.0.1

	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: 7/28/20	Governing Body Approval: 9/28/17	Governing Body Revision: 8/13/20
			PAGE: 1 of 1

Policy:



Education Service Providers must develop and implement procedures regarding the administration, handling, storage, training of staff, and record keeping of medication. Education Service Providers must retain documentation of medication administration training.

All medication must be in the original labeled container, not expired, up-to-date, 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: 7/28/20	Governing Body Approval: 9/28/17	Governing Body Revision: 8/13/20
PAGE: 1 of 1			

Policy:

A child cannot be denied enrollment or removed from the program based on toileting needs or the use of diapers and/or pull-ups. 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 a minimum, procedures must include:

- Process to ensure the respect and dignity for children
- How to assist a child when toileting needs occur
- Provision of extra clothing, diapers, and wipes
- Sanitation and hygiene procedures for hand washing, diapering, and changing soiled clothing
- Cleaning and storage of soiled clothing
- Disposal and removal of soiled diapers
- 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(s):

1302.42(e)(i), 1302.47(b)(1), (6)(i)

	DHS Head Start Program Policy		
EnvHS 8			
SUBJECT	Supervision		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	4/21/16		
Policy Council Approval: 7/25/17	Policy Council Revision: 4/23/19	Governing Body Approval: 9/28/17	Governing Body Revision: 5/23/19
PAGE: 1 of 1			

Policy:



Education Service Providers will develop and implement active supervision procedures. No child will be left alone or unsupervised for any period of time.

Performance Standard(s):

1302.90; 1302.47 (b)(2)(iii); 1302.47(b)(5)(i); 1302.47(b) (5)(iii)

Other Resources:

ACF-IM-HS-15-05



	DHS Head Start Program Policy		
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 Health and Human Services Commission/Child Care Licensing Minimum Standards for Child-Care Centers.

Performance Standard(s):

1302.21(d), 1302.47 (b)(1)

	DHS Head Start Program Policy		
EnvHS 10			
SUBJECT	Rest Time Arrangements		
REFERENCE	Environmental Health and Safety		
EFFECTIVE	07/25/2017		
Policy Council Approval: 7/25/17	Policy Council Revision: 5/25/21	Governing Body Approval: 9/28/17	Governing Body Revision: 5/27/21
PAGE: 1 of 1			

Policy:

Education Service Providers will provide the opportunity for children to rest or nap every day. A child is not required to sleep during rest time. Education Service Providers must ensure that quiet learning activities are provided for children who do not want or need to sleep.

All Head Start children are provided 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, Centers for Disease Control and Prevention, Texas Education Agency, Caring for Our Children: National Health and Safety Performance Standards, and Texas Health and Human Services Commission/Child Care Licensing Minimum Standards for Child Care Centers.

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

Performance Standard(s):

1302.21(d)(1), 1302.31(e)(1), 1302.47(a)