

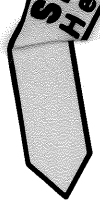
## Certification of Health and Safety Screening

Grant Number: 04CH012676  
 Grantee Name: Bourbon County Preschool Head Start

The signatures below attest that our agency has completed a health and safety screening of each site where children receive Head Start/Early Head Start services, consistent with the terms and conditions of the Notice of Award (NoA).

Our agency commits to maintaining compliance with local, state, and federal health and safety requirements.

_____	_____
<b>Board Chair/Tribal Chair</b>	<b>Date</b>
<i>Kayla Weir</i>	<u>9/12/24</u>
_____	_____
<b>Policy Council Chair</b>	<b>Date</b>
<i>Melissa Hamilton</i>	<u>9/12/24</u>
_____	_____
<b>Head Start Director</b>	<b>Date</b>
_____	_____
<b>Early Head Start Director</b>	<b>Date</b>





# OFFICE OF HEAD START

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## Health and Safety Screener: Policies and Procedures for Head Start Programs

### **Introduction**

Organizations that serve young children have an obligation to ensure that children in their care are in healthy and safe environments, and that policies and procedures that protect children are in place.

This screener will help organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care. It contains best practices as well as requirements found in the Head Start Program Performance Standards.\*

### **Suggestions for Use**

1. Complete a health and safety screening for each site where children receive services.
2. Mark each item in the screening form “yes” or “no.” Provide descriptions for items marked “no.”
3. Determine issues, priorities, and staff responsible for actions and improvements within each site and across the program.
4. Follow up to assure improvements are made in a timely fashion.

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*\* This screener does not include all applicable Head Start Program Performance Standards, nor does it cover every possible health and safety concern or replace each grantee’s responsibility to ensure ongoing compliance with local, state, and federal health and safety requirements. Requirements related to healthy and safe environments can be found throughout the Head Start Program Performance Standards. Programs should also consult Caring for Our Children Basics, for additional information to develop and implement adequate safety policies and practices.*



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Date: 8/28/24

Completed by: Deanna Berry

Health/Safety Factors	Yes	No	Description of Conditions
<b>Facilities</b>			
All areas are safe, clean, and free from pests.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exits are clearly marked, and emergency evacuation routes and other safety procedures are posted in the classroom and in appropriate locations throughout the site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	* Therapy room needs secondary route posted (corrected)
Lighting is sufficient and adequate for all classroom activities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	* 2 lights out in Cleaver's room (work order)
Emergency lighting is available in case of a power failure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are available, accessible, tested, and serviced regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Smoke, carbon monoxide, and as necessary, radon detectors are installed, properly located, and tested regularly.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Current child care, health, fire, and other applicable licenses and inspection certificates are present on site.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All indoor and outdoor spaces meet minimum square footage requirements per local, state, tribal, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All playground areas are visible to supervising adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Necessary accommodations and modifications are made to ensure the safety, comfort, and full participation of all children including those with disabilities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children are protected from potential hazards including choking, strangulation, electrical and drowning hazards, contagious diseases, and those presented by windows and glass doors, including falls and breakage.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	* lamp cord in therapy room (corrected)

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Health/Safety Factors	Yes	No	Description of Conditions
Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use. Supplies including toilet paper, hand soap, and towels are available and accessible.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Toileting and diapering areas are separated from areas used for food preparation, service and eating, and equipped with sanitizing supplies for exclusive use in the area.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Garbage is stored in a safe and sanitary manner to prevent contamination.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children and staff are protected from potential injuries from heating and cooling systems, including burns from hot water (water should not exceed 120 degrees).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Indoor and outdoor environments are free of mold and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Child-accessible electrical outlets have covers, are tamper-resistant, or have safety plugs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	* Missing one in childcare 3 therapy room (corrected)
Sleeping arrangements for infants follow safe practices as recommended by the American Academy of Pediatrics (AAP) and are free of soft bedding materials (e.g., soft mattress, crib bumpers, pillows, stuffed animals, fluffy blankets, and comforters). No drop-side cribs are in use.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Age-appropriate rest and nap opportunities are available for preschool age children if the program operates six hours or longer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children are protected from any hazards posed by classroom or family child care pets.	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Clean, sanitary drinking water should be readily accessible in indoor and outdoor areas throughout the day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Health/Safety Factors	Yes	No	Description of Conditions
<b>Equipment and Materials</b>			
Equipment, toys, materials, supplies, and furniture are safe, age, and developmentally appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Medication is properly stored and labeled and is not accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Cleaning supplies and other potentially dangerous materials and toxins are not accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All indoor and outdoor equipment, materials and furnishings meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Emergency supplies, including parent and emergency contact information, first aid kits, and fire safety supplies are readily accessible to staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
No firearms or other weapons are accessible to children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Policies and Procedures</b>			
A sign-in/sign-out system is used to track those who enter and exit the facility.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Policies and procedures ensure children are released only to authorized adults.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to ensure children are safe when they are unexpectedly absent and the parent has not contacted the program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency policies and procedures protect children with allergies from known allergens.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	* New allergies for childcare not posted + no allergies listed - Letter to Emerich & Daniels (Corrected)
Agency has all-hazards emergency management/disaster preparedness and response plans for events including natural and man-made disasters and emergencies, and violence in or near programs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Agency maintains current parent or guardian and emergency contact list. Staff carry list on field trips and during evacuations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Health/Safety Factors	Yes	No	Description of Conditions
Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff are trained and implement policies that ensure children are released only to a parent, legal guardian, or other formally designated individual.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Policies for health emergencies that require rapid response or immediate medical attention are shared with parents.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Staff notify parents when children are sick or injured.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Premises are kept free of undesirable and hazardous materials and conditions. Indoor and outdoor premises are inspected prior to each use by children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
A routine schedule of cleaning, sanitizing, and disinfecting is followed. Infant toys are cleaned and sanitized by staff as needed between each use by individual children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to protect the confidentiality of any personally identifiable information in child records, including references to (a) disclosure with parental consent, (b) disclosure without parental consent but with parental notice and opportunity to refuse, and (C) disclosure without parental consent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Active Supervision</b>			
Children, including sleeping children, are supervised by staff at all times and never left alone with volunteers.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children in outdoor areas do not have access to unsafe or unsupervised areas (e.g. body of water, roads or parking lots, or other hazards).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Health/Safety Factors	Yes	No	Description of Conditions
Constant and active supervision is maintained when any child is in or around water.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Redundant procedures are in place to ensure that no child is left alone, i.e. a second staff person is designated to check classroom, outdoor play areas, sleeping areas, and vehicles during transitions and prior to departure.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Required group sizes are maintained at all times per local, state, and Head Start regulations, whichever is more stringent.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Human Resources</b>			
All staff abide by the program's standards of conduct which must support children's well-being, prevent and address challenging behaviors, and prevent maltreatment of children or endangerment to children's health or safety.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff have background checks, sex offender registry checks, criminal history checks including fingerprint checks, and initial health exams.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Complete background checks are conducted for all staff at least once every five years unless there is a more stringent system to ensure child safety; health exams must be periodically completed as recommended and required by state, tribal, or local requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All regular volunteers have been screened for appropriate communicable diseases as required by law, or in absence of a related law, as recommended by the Health Services Advisory Committee.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff are trained in mandated reporter responsibilities, including recognizing suspected child abuse and neglect and following mandated reporting requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>* All staff trained 8/23/24</i>





Health/Safety Factors	Yes	No	Description of Conditions
Direct service staff are trained in first aid, CPR, prevention and control of infection diseases, use of safe sleeping practices, preventing and identifying Shaken Baby Syndrome, abusive head trauma, sun safety and medication administration (including the special needs of children with health issues), and to respond to specific medical emergencies, including asthma and allergies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All staff are trained in and implement hygiene practices related to toileting, hand washing, diapering, safe food preparation, and exposure to blood and body fluids.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Transportation (if applicable)</b>			
Program vehicles are properly equipped (e.g. two-way communication system, labeled and charged fire extinguisher, labeled first aid kit, seat belt cutter, reverse beeper, adaptations for children with disabilities as needed).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Program carries out systematic preventive maintenance and each driver implements daily pre-trip vehicle inspections to ensure that vehicles used to transport children are in safe operating condition.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Vehicles used for child transportation are inspected annually by an inspection program licensed or operated by the state.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
All auxiliary seating is built into the vehicle by the manufacturer, maintained, and included in the annual inspection.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children are seated using age, height and weight appropriate child passenger safety systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Vehicle aisles and exits remain unobstructed at all times, and items in the passenger compartment are properly stored and secured.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Health/Safety Factors	Yes	No	Description of Conditions
Drivers receive training prior to transporting any enrolled child, and refresher training each year. Topics include first aid, emergency response, operation of any special equipment, routine maintenance and vehicle safety checks, and recordkeeping.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bus monitors participate in annual training including child boarding and exiting procedures, use of child passenger safety systems, emergency response, evacuation procedures, pre- and post-trip vehicle checks, and child pick-up and release procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Trip routing minimizes the time a child is in transit, prevents vehicles from exceeding maximum passenger capacity, and assures child safety during pick-up and drop-off.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bus monitors and drivers have current information about individuals authorized to pick up the children.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Bus monitors and drivers complete pre- and post-trip vehicle checks, including second or third complete interior inspections to ensure no child is ever left on a vehicle.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Children receiving transportation services are taught safety procedures and participate in an initial emergency evacuation drill and at least two additional evacuation drills during the program year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

