

CHECKLIST FOR QUALITY HEAD START FACILITIES

Worksheet 43

Purpose: This checklist is a self-assessment tool for Head Start grantees and delegate agencies. It is organized around the following facilities categories:

- Classrooms
- Administrative
- Parent and staff space
- Playgrounds
- Building and grounds

Instructions: Rate each applicable category by checking the "Yes, No," or "Needing Improvement" column in answer to each item in the category. If a particular item is not applicable to the facility you are assessing, note "N/A" in the "Comments" column. Comments should highlight aspects of the facility that are outstanding or exemplary and note areas that need improvement, along with the corrective action required. In particular, comments should identify any areas that pose immediate or potential hazards to the children or that may constitute a safety or health risk for parents, staff, or volunteers.

This checklist is designed to be filled out for a Head Start facility at one location or site. Assess each classroom in the facility separately, duplicating Part A. Classrooms of the Checklist as necessary.

Program _____

Review Date: _____

Name of Facility: _____

Location: _____

Facility Director: _____

Telephone No _____

Reviewer(s):

Telephone No(s):

Over -

(See Worksheet #3, page 95)

Worksheet #3 Continued

SUMMARY RATING

Category	# Yes	# No	# Needing Improvement	Comments
Classroom 1				
Classroom 2				
Classroom 3				
Classroom 4				
Classroom 5				
Playground				
Parent/Staff Space				
Administrative Space				
Building and Grounds				
Total				
Action Recommended:				

	Yes	No	Comments
A. CLASSROOMS			
All classrooms:			
1. Is there space for one-to-one, small group, and large group activities?			
2. Does the layout support developmentally appropriate learning?			

Continued -

(See Worksheet #3, page 96)

Worksheet #3 Continued

	Yes	No	Comments
3. Is there at least 35 square feet of space per child?			
4. Is the furniture child sized?			
5. Are toilets and basins child sized and accessible to children?			
6. Is drinking water accessible to children?			
7. Do children have space to hang up their coats, and cubbies for their belongings?			
8. Is there space for children to play quietly alone?			
9. Does the classroom meet the requirements of the Americans with Disabilities Act?			
10. Does the setting promote mainstreaming of children with disabilities?			
11. Does the layout encourage children to rearrange space for their own activities?			
12. Is space organized into functional areas recognized by the children?			
13. Does the layout permit children to move freely from one area to another, without disruption?			
14. Can children's artwork be displayed at a child's eye level?			
15. Have sound absorbing materials been used?			
16. Are there separate quiet and active areas?			
17. Are there soft elements, such as carpeting and pillows?			

Over -

(See Worksheet #3, page 97)

Worksheet #3 Continued

	Yes	No	Comments
18. Can children be seen and supervised at all times? For example, are there view panels on all doors to rooms in which children play? Can children be observed while they are in bathroom areas?			
19. Can children move about easily and play safely in the classroom?			
20. Do space, light, ventilation, and physical arrangements meet the children's health, safety, and developmental needs?			
21. Is there an outside door from the classroom or other safe ways to exit in a fire or other emergency?			
22. Does the layout support nutritional activities?			
23. Is there adequate space for indoor play and for gross motor activities, especially in bad weather?			
24. Are shelves and storage for toys and materials accessible to children?			
Infant/toddler rooms			
25. Is the furniture and equipment sized for children under age 3?			
26. Are the toys suitable for infants and toddlers?			
27. Is there an area where infants can crawl safely?			
28. Are there quiet rest and sleeping areas with adjustable lighting?			
29. Are there safe, sturdy cribs for infants?			
30. Is there a separate diaper bag area?			

Continued -

(See Worksheet #3, page 98)

Worksheet #3 Continued

	Yes	No	Comments
31. Is there a diapering cable about 36" high?			
32. Is there a separate sink for washing up after diapering?			
33. Are there toilets in or near the toddlers' rooms?			
34. Is the food preparation area separate from the diapering and toileting areas?			
35. Is there a refrigerator to store infant formula, milk, and baby food?			
36. Are there bottle warmers or other ways to heat milk and food?			
37. Is there a dishwasher or other means of sterilizing bottles and eating utensils?			
38. Is there a sink for washing up eating utensils which is separate from the sink for washing up after diapering?			
39. Are there storage cabinets out of reach of children?			
B. PLAYGROUND			
1. Is there a minimum of 75 square feet per child of usable outdoor play space?			
2. Are there shock absorbing surfacing materials under and around the equipment? Do these materials meet Consumer Product Safety Commission guidelines?			
3. Is the equipment free of rust, rot, cracks, splinters, or protrusions?			
4. Is the playground free of dangerous debris?			
5. Has the equipment been installed according to the manufacturer's specifications, and is it securely anchored?			

Over -

(See Worksheet #3, page 99)

Worksheet #3 Continued

	Yes	No	Comments
6. Is there a barrier around the playground to keep children from running into the street?			
7. Are the playground and the equipment appropriate to the children's size, age, and developmental levels?			
8. Are the playground and equipment accessible to children with disabilities?			
9. Are there distinct play areas with a variety of surfaces for different purposes?			
10. Can children move freely and safely about the playground?			
11. Is there a hard surface area for wheeled toys?			
12. Are there areas and structures that invite balancing, jumping, and climbing?			
13. Are there safe and healthy places for sand and water play?			
14. Is there convenient storage for outdoor equipment and materials?			
15. Is the playground close to the facility?			
16. Are outdoor water fountains available?			
C. PARENT AND STAFF SPACE			
1. Is there a designated space for parents to meet and engage in program activities?			
2. Does the layout encourage all types of parent involvement, including training in child development and literacy?			
3. Is there an area where staff and parents can talk privately?			

Continued -

(See Worksheet #3, page 100)

Worksheet #3 Continued

	Yes	No	Comments
4. Is there space for staff to go for breaks?			
5. Is there adequate space for staff meetings and training sessions?			
6. Are there separate designated bathrooms for adults available to staff and parents, including a bathroom accessible to adults with disabilities?			
7. Is there a convenient bulletin board where notices for parents can be posted and easily seen?			
<i>D. ADMINISTRATIVE SPACE</i>			
1. Is there adequate space to conduct child health and developmental screening and assessment?			
2. Is there secure space to store confidential child and family records?			
3. Is there secure space to store old records for at least three years?			
4. Is there adequate storage for coats for children, staff, and parents?			
S. If needed, is there adequate space for co-locating staff from other agencies serving Head Start children and families?			
6. Are property records and property and equipment inventories maintained and up-to-date?			
<i>E. BUILDING AND GROUNDS</i>			
1. Is the facility accessible to parents, staff, and children with disabilities?			
2. Does the layout make it easy to greet children and parents when they arrive and leave?			
3. Does the kitchen meet health and safety requirements?			

Over -

(See Worksheet #3, page 101)

Worksheet #3 Continued

	Yes	No	Comments
4. Do bathrooms meet health and safety requirements?			
5. Are there child abuse safeguards, such as low walls, vision panels, and reflective security mirrors?			
6. Is there safe, locked storage for cleaning supplies and other toxic products?			
7. Are heating units and electrical outlets safe, covered, and/or inaccessible to children?			
8. Is emergency lighting available in case of power failure?			
9. Is all paint lead-free?			
10. Is the building free of asbestos?			
11. Are the building entrances and the parking area well-lighted?			
12. Is the landscaping trimmed and free of hazards?			
13. Can staff, parents, and visitors enter the reception area without breaching the security of the! playground?			

(See Worksheet #3, page 102)