

Facilities Monitor

Head Start facilities must meet certain program, legal and public access requirements. The Head Start Program Performance Standards set the basic requirements. These are explained to the Team Leader (on-site supervisor) at each center at the beginning of each school year, as the Operations Directors, or other designated staff, complete the Checklist for Quality Head Start Facilities.

Walk Through Monitors:

1. Walk through monitors are completed according to the matrix prior to the start of each school year, using the Checklist for Quality Head Start Facilities. Classrooms, playgrounds, building and grounds, parent and staff space are monitored for overall health, safety and maintenance issues. Matrix staff are responsible to see that unsafe situations and maintenance problems are brought to Maintenance personnel's attention for correction prior to the start of classes.

2. Walk through monitors are completed by the Administrative Team mid-year (December/January) to complete a comprehensive assessment of each site. Each Administrative Team member is assigned one site and is responsible for assisting the site team in reviewing the overall assessment and ensuring program and performance standards are being met. Maintenance problems are brought to the attention of the Operations Director for correction.

3. Walk through monitors are completed according to the matrix at the end of each program year to assess needs in all areas of general maintenance in preparation for the coming program year, as well as safety and health issues that need attention. A list is generated and given to the Maintenance personnel who are responsible for completing all tasks before classes resume in the fall.

Health and Safety Monitors:

1. Health and Safety monitors are completed monthly in each center according to the Matrix. Team Leaders are responsible for any corrective action that needs to happen.

2. Accident Reports are reviewed at Safety Committee meetings. Facility issues related to accidents and/or injury are noted for immediate attention.

3. Sanitation Inspections are completed annually by the Office of Environmental Health. The USDA Center Manager and CCR&R Director are responsible for ensuring each inspection is scheduled and that any areas of noncompliance are abated in a timely manner. All Sanitation Inspections will be filed at the agency's central office.

4. Fire Inspections are completed annually by the State Fire Marshall. The Operations Directors and CCR&R Director are responsible for ensuring each inspection is scheduled and that any deficiencies are abated and documented in a timely manner. All Fire Inspections will be filed at the agency's central office.

Day to Day Monitors:

Each center has a Team Leader who is responsible for day-to-day monitoring of safety, health and maintenance needs at their site. Team Leaders are to report to the Operations Directors when repairs are needed on site or if faulty equipment poses a health and/or safety issue in the center or outdoor environment. Reporting can be done using the Memo form or the Work Request form. Completion of all needed repairs will be coordinated by the Operations Directors with the Maintenance personnel.