

Program Postings and Availability Protocol

| Activity | Steps |
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| <p>CLASSROOM INFORMATION BOARD : (This heading is laminated with blank lettering on white paper. Use a font size that is in proportion to the size of your bulletin board and other postings. This is created by classroom staff.) Located centered on top of bulletin board</p> | <p>(This heading is laminated with blank lettering on white paper. Use a font size that is in proportion to the size of your bulletin board and other postings. This is created by classroom staff.) Located centered on top of bulletin board</p> |
| <p>The following items need to be on the Classroom Information Board</p> | <p>1. Education (laminated with black lettering on orange-provided by ESD) a. Classroom daily schedule (printed on white) b. Current lesson plan (printed on white) c. "Safe As Can Be" Transportation Booklet (printed on white) d. Six Strategies of Active Supervision (printed on white) e. Zoning Maps for all indoor and outdoor areas (printed on white) f. Zoning for Teachers (printed on white) g. Classroom Sign In- Out Sheets Cover Sheet on clip board and printed on orange paper.</p> |
| | <p>2. Special Services(laminated with black lettering on lilac – provided by ESD) a. Special Services Log Cover Sheet on clipboard (laminated with black lettering on lilac-provided by ESD) b. Special Services ADA Poster (laminated with black lettering on white – provided by ESD)</p> |
| | <p>3. Emergencies(laminated with black lettering on red– provided by ESD) a. Health Care Plan, First Aid Protocol, Medical Alert Cover Sheet on clip board (laminated with black lettering on red- provided by ESD). Staff place these forms under this red cover sheet for children in their classroom. b. Allergies Cover Sheet on clip board (laminated with black lettering on red-provided by ESD). Staff complete the form found on shared drive with all classroom children listed, even if they don't have allergy. c. "How To Respond: Injury and Illness at School" spiral booklet – English and Spanish (Provided by ESD) d. EPIC's "Staff Quick Reference for Emergencies." (Provided by EPIC) e. EPIC'S Disaster Plan (Provided by EPIC) f. CPR/First Aid cards for all team members. (Cards placed on CPR/ First Aid Cards sheet that is printed from the form on the shared drive. Print on white and laminate the sheet, so cards can be easily removed/ added during the year.)</p> |

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| | <p>4. Health & Safety(laminated with black lettering on blue – provided by ESD)</p> <p>a. Current, approved and signed EPIC Licensing Health Care Plan (Placed in a blue report cover with clear cover sheet – Provided by ESD)</p> <p>b. Safety and Sanitation Checklist Cover Sheet on clipboard (Cover sheet laminated and printed on pastel blue – provided by ESD.) Checklists printed off by staff on white paper from shared drive and placed under blue cover sheet.</p> <p>c. “Health Information” booklet. (Placed in blue report cover with clear cover sheet-provided by ESD.)</p> <p>d. Monthly Classroom Safety and Sanitation Checklist Cover Sheet on clip board. (Cover sheet laminated and printed on pastel blue – provided by ESD.) Checklist is printed off by staff on white paper from shared drive and placed under blue cover sheet.</p> |
| | <p>5. Standard of Conduct Policies(laminated with black lettering on yellow-provided by ESD)</p> <p>a. EPIC Employee Standards of Conduct</p> <p>b. Active Supervision Policy</p> <p>c. Safe, Nurturing & Responsive Environment Policy</p> <p>d. Child Guidance & Support Policy</p> |
| In Classroom Food Preparation Area: | <p>1. Cover sheet entitles “Food Substitutions” with Disabling and Non-Disabling forms for individual children behind cover sheet (EPIC prints the yellow cover sheet and laminates)</p> <p>2. USDA nondiscrimination poster. EPIC prints on white and laminates</p> <p>3. USDA Food Chart that shows portions-EPIC prints on white and laminates</p> <p>4. Food Handler Cards for all team staff. Laminated.</p> <p>5. Menus: EPIC prints on white, laminates and dates are identified for current week and one or more weeks in advance.</p> <p>6. Sink used for infant room bottle & food preparation – EPIC labels “Food Prep Sink” prints on yellow paper and laminates</p> |
| On Medication Cabinet | <p>1. Medication EPIC staff makes sign on red paper with black lettering and laminated. This is placed on the door where medication is kept. EPIC staff can adjust the size of font and size of sign to fit the size of cabinet door, yet be easily visible. Use Comic Sans MS Font</p> <p>2. For the medication refridgerator it must be labled on red paper with black lettering and laminated. It will be placed on the refrigerator door when the medication is kept. If the medication refridgerator is kept behind a door then the door must be labled the same way.</p> |
| Outside Classroom Door | <p>1. Staff first names with their work hours listed. (Only use pictures of staff taken from pre-service or ID badge.)</p> |

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| Inside Classroom by Main Classroom Entrance Door | <ol style="list-style-type: none"> 1. White Board 2. In-Out System |
| By ALL Classroom Evacuation Exits | <ol style="list-style-type: none"> 1. Specific evacuation plan for each particular exit. ESD will get plans to Center Manager, who will distribute for each classroom and other areas. These plans are printed on white paper and laminated by EPIC |
| Emergency Exit Window | <ol style="list-style-type: none"> 1. Window is labeled as: Emergency Exit. Black lettering on white laminated paper – EPIC |
| In Bathrooms or Other Areas Where Children Will Be Changed | <ol style="list-style-type: none"> 1. Stand Up Diaper Changing Poster found on shared drive under Health Forms. Printed from ESD 105 website on white paper and laminated – ESD 105 provides. 2. Diapering Poster printed on white paper and laminted from the ESD 105 website under the Health and Safety section on white paper and laminated. – ESD 105 provides. |
| Any Where Children Wash Their Hands | <ol style="list-style-type: none"> 1. Hand Washing Poster in English and Spanish.printed on white paper and laminted from the ESD 105 website under the Health and Safety section on white paper and laminated. – EPIC provides. Posted at children’s eye level |
| Sinks in the Classroom | <ol style="list-style-type: none"> 1. Hand Washing Poster in English and Spanish. Found on the ESD 105 website under the Health and Safety section on white paper and laminated– EPIC provides. Posted at children’s eye level. 2. Hand Washing sign next to every sink that staff, volunteers, visitors and children wash their hands in the classroom(Laminated and Provided by the ESD Health Program) 3. Any sink that is used for food including gathering drinking water needs a food sink label. (Laminated and Provided by the ESD Health Program) |

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| <p>By Classroom Telephone</p> | <p>1. Site Emergency Information – found on the ESD 105 website under the Health and Safety section on white paper and laminated – EPIC provides. Staff type in information before printing.</p> |
| <p>Center Parent Bulletin Board Located in Main Entrance/ Reception Area. CM/ACM responsible for maintaining this area.</p> | <ol style="list-style-type: none"> 1. Non-Discrimination poster (USDA) (Provided by EPIC) 2. ESD 105 Pesticide Policy (ESD Provides) 3. Child Care Center License. (Provided by EPIC) 4. ESD 105/ EPIC Licensing Health Care Plan: current, approved by DEL and signed. Placed in a blue report cover with clean cover. (ESD Provides) 5. Site Operation Hours listed. (EPIC Provides) 6. Parent Handbook (EPIC prints out from the ESD 105 website and posts) 7. EPIC’s Disaster Plan (Provided by EPIC) 8. Menu’s: (EPIC laminates and dates are identified for current week and one or more weeks in advance.) 9. Notice to parents that copies of recent licensing checklists, monitoring checklists and compliance agreements for any deficiencies are available for review. (Provided by EPIC) 10. ESD Emergencies, Illness and Accidents Policy (Provided by ESD) |
| <p>“See Something, Say Something” Sign Laminated and provided by ESD 105</p> | <ol style="list-style-type: none"> 1. Posting need to be posted in the following areas: <ol style="list-style-type: none"> a. Parent Bulletin Board (if not directly next to the front desk) b. Near the front desk (if not directly next to the parent bulletin board) c. Staff lounge/ break room d. Additional postings may be required based on the center |