

Program Postings and Availability Protocol

Activity	Steps
<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. Zoning Maps for all indoor and outdoor areas (printed on white) c. Classroom Sign In- Out Sheets Cover Sheet on clip board and printed on orange paper. ESD 105 will provide laminated cover sheet. Staff will need to print Sign In and Sign Out sheet.</p>
<p>Parent Sign In and Sign Out</p>	<p>2. Parent Sign In- Out Sheets Cover Sheet on clip board and printed on orange paper. ESD 105 will provide laminated cover sheet. Staff will need to print the Parent Sign In and Sign Out sheet.</p>
	<p>3. 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>4. Emergencies (laminated with black lettering on red– provided by ESD) a. Health Care Plan, Medical Alert Cover Sheet on clip board (laminated with black lettering on red- provided by ESD). Staff place completed 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. Seedlings Crisis Plan (Provided by Center Manager) e. CPR/First Aid cards for all team members. Provided by ESD 105</p>
<p>The following need to be in the folder hung in the classroom</p>	<p>5. Education (On Orange paper) Provided by ESD 105 a. Six Strategies of Active Supervision in English and Spanish (printed on white) b. Zoning Schedule for Teachers (printed on white) 6. Standard of Conduct Policies (laminated with black lettering on light green-provided by ESD) a. Standard of Conduct Policy 222 (Printed on white. Can be found on the ESD 105 Website under Head Start Policies)</p>

In Classroom Food Preparation Area:	<ol style="list-style-type: none"> 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) 2. USDA Food Chart that shows portions-EPIC prints on white and laminates 3. Food Handler Cards for all team staff. Laminated. (Provided by ESD 105) 4. Menus: EPIC prints on white, laminates and dates are identified for current week and one or more weeks in advance. 5. Sink used for infant room bottle & food preparation – “Food Prep Sink” needs to be labeled. Provided by ESD 105.
On Medication Cabinet	<ol style="list-style-type: none"> 1. Medication EPIC staff makes sign on red paper with black lettering and laminated. This is placed on the door where medication is kept. (Provided by ESD 105) 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. (Provided by ESD 105)
Sunscreen Log	<ol style="list-style-type: none"> 1.Sunscreen log and chart will need to be placed in an area close to where applying sunscreen happens. The chart will have a white laminated cover page. (Provided by ESD 105)
Outside Classroom Door	<ol style="list-style-type: none"> 1. Staff first names with their work hours listed, with picture of staff member. Center Managers will take staff pictures yearly, or as needed. Staff will use this picture to post outside the classroom door. Please no selfies or pictures that have filters.
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. Provided by Center Manager. 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 <p>This is only needed at Castlevale and Bridgeport because they only have one exit.</p>
In Bathrooms or Other Areas Where Children Will Be Changed	<ol style="list-style-type: none"> 1. Stand Up Diaper Changing Poster in English and Spanish. Provided by ESD 105. 2. Diapering Poster in English and Spanish. Provided by ESD 105. 3. Diaper Ointment chart will need to be placed in an area close to where diaper changing happens. The chart will have a white laminated cover page. Provided by ESD 105

Any Where Children Wash Their Hands	1. Hand Washing Poster in English and Spanish.Provided by ESD 105.
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 each sink that staff, volunteers, visitors and children wash their hands that is not located next to a diaper changing table in the classroom (Laminated and provided by ESD 105 3. Any sink that is used for bottle warming must be labeled food sink label. (Laminated and provided by ESD 105 4. Any sink that is next to a diaper changing table must be labeled Diaper Changing sink. (Laminated and provided by ESD 105)
By Classroom Telephone	1. Site Emergency Information –(Provided by Center Manager)
Center Parent Bulletin Board Located in Main Entrance/ Reception Area. CM/ACM responsible for maintaining this area.	<ol style="list-style-type: none"> 1. ESD 105 Pesticide Policy (Printed on white. Can be found on the ESD 105 Website under Head Start Policies) 2. Child Care Center License. (Provided by EPIC) 3. ESD 105/ EPIC Licensing Health Care Plan: current, approved by DEL and signed. Placed in a blue report cover with clean cover. (ESD Provides) 4.Seedlings Crisis Plan (Provided by Center Manager) 5. Menu’s: (EPIC laminates and dates are identified for current week and one or more weeks in advance.) 6. Notice to parents that copies of recent licensing checklists, monitoring checklists and compliance agreements for any deficiencies are available for review. (Provided by EPIC) 7. ESD Emergencies, Illness and Accidents Protocol (Printed on white. Can be found on the ESD 105 Website under Head Start Protocols)
Posted Next to Entrance	<ol style="list-style-type: none"> 1. Non-Discrimination poster (USDA) (Provided by EPIC) 2. Site Operation Hours listed. (EPIC Provides)
“See Something, Say Something” Sign Laminated and provided by ESD 105 Support Specialist	<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

Keeping Confidentiality	Please only post the child's first name and last name initial when labeling in your classroom. If a whole first and last name must be used then it must be covered or hidden.
	Updated 8/20/2024 AS