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Subject: Facilities, Materials and Equipment Policy and Procedures  
Source: Head Start Performance Standards 1304.53

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### **Policy**

Assures that all North Texas Parent and Child Development, Inc. Early Head Start classrooms and centers support the delivery of high quality services to all children and families. Facilities, materials and equipment are chosen and maintained to create a learning environment that is safe, accessible, welcoming, comfortable, age-appropriate, culturally sensitive, and in keeping with the individual needs of children and families and the particular features of local programs and communities.

### **Procedure**

To provide for the maintenance, repair, safety and security of the facilities, materials and equipment owned by Early Head Start. In doing so, the following must be done:

1. Adhere to safety standards, city & state inspections
2. Follow checklist of playground, center and classroom procedures
3. Classrooms must have at least 35 square feet of usable indoor space per child for the care of children. There must be at least 75 square feet of usable outdoor play space per child.
4. Facilities operated by Head Start must meet the licensing requirements of 45 CFR 1306.30.
5. Maintenance, repair, safety, and security of all NTPCDI Early Head Start facilities, materials and equipment will be provided. Facility, classroom, and transportation will have safety checklists completed on a scheduled basis.