POSTINGS AT YOUR HEAD START CENTER

ON PARENT BOARD
*(All following items are in a
3-ring holder in plastic sleeves
on hook).*
___ ERSEA Policy
___ Child Abuse Policy
___ Complaints Policy
___ Confidentiality/Records Policy
___ Guidance/Discipline Policy
___ Medication Policy
___ Notification of Pest Control
___ Immunization Schedule (Current)
___ Notifiable Diseases Listing (Current)
___ Universal Precautions
___ EPSDT Periodicity Schedule
___ Fire Drill Sheet
___ Fire Safety Inspection Report
　　　 (most current)

(Posted on Parent Board)
___ Parent Notices
___ Volunteer Information
___ Small Daily Schedule
___ Employment Opportunities Available
　　'""""'@F ACHS 　'"""'
___ "Justice For All" CACFP
　　　　　　Non-Discriminatory Notice
___ Menus
___ Lesson Plans (current week)
___ Child Care Center Operator's License
　　　 with Center Capacity 　'""""""'
___ Licensing Survey Report
　　　 (most current folder)

IN OFFICE (not in classroom):
___ NMSU Affirmative Action Policy
___ NMSU Sexual Harassment Policy
___ Worker's Comp/Inside & Outside
　　　 Las Cruces
___ "911" Sign
___ Employment Opportunities Available
　　　 @ DACHS (for all staff to view)

THROUGHOUT CLASSROOM
WHERE APPROPRIATE:
___ Weekly Playground Inspection/
　　　 Maintenance Checklist
___ Childhood Emergencies Cascade
　　　 (Colorful Flip Chart) E&S
___ CPR Poster
___ First Aid Sign (w/First Aid Kit)
___ Poison Control Number (by phone)
___ "For Hand Washing Only" (by
　　　 appropriate sink(s)
___ Daily Activity Schedule w/Pictures
___ Classroom Rules
___ Playground Rules
___ Duties Assigned to Staff during
　　　 Emergency
___ List of Emergency Phone Numbers
　　　 (1520 Report)
___ Evacuation Plan Routes (by doors)
___ Exit Signs
___ Fire Extinguisher Sign
___ Manual Fire Alarm Sign
___ Student/Staff Rosters complete and
　　　 up-to-date
___ Visitor/Staff Sign In Sheet
___ Environment Dept. Inspection
___ Food Permit