

FACILITIES, MATERIALS, AND EQUIPMENT

Performance Target (Goals)	Milestones (Activities)	Evaluation Tool/Method	Person(s) Responsible	Timetable for Completion
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<p>1304.53 Facilities, materials, and equipment</p> <p>(a) Head Start Physical Environment and Facilities</p> <p>(b) Head Start Equipment, Toys, Materials and Furniture</p>				
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<p>1304.53 (a)(1)</p> <p>(a) Head Start physical environment and facilities.</p> <p>(1) Grantee and delegate agencies must provide a physical environment and facilities conducive to learning and reflective of the different stages of development of each child.</p>	<ul style="list-style-type: none"> ✓ rugs and soft cushions available ✓ classroom divided into learning areas: blocks, dramatic play, art, reading, writing, computer, music, sand/water, listening and science ✓ separate open areas on floor provided for infants and toddlers to permit freedom of movement (roll, reach, creep and crawl, stand, walk, climb, push and pull) ✓ materials are accessible to all children 	<p>Observation, Creative Curriculum, NYS Day Care Licensing Regulations</p> <p>Observation, Creative Curriculum, NYS Day Care Licensing Regulations</p> <p>Observation, Creative Curriculum</p> <p>Observation</p>	<p>Education Department, classroom staff</p> <p>Education Staff</p> <p>Education Staff</p> <p>Education Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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<p>1304.53(a)(2)</p> <p>(2) Grantee and delegate agencies must provide appropriate space for the conduct of al program activities (see 45 CFR 1308.4 for specific access requirements for children with disabilities).</p>	<ul style="list-style-type: none"> ✓ appropriate space for activities for children of different ages ✓ Food preparation areas are separated from areas used for other activities. ✓ Cribs and cots for infants and toddlers are kept at least 3 feet apart ✓ Space for the care of children who become ill during the day and cannot be sent home 	<p>Observation, Creative Curriculum, NYS Day Care Licensing</p> <p>Observation, NYS Day Care Licensing Regulations</p> <p>Observation, NYS Day Care Licensing Regulations</p> <p>Observation, NYS Day Care Licensing Regulations</p>	<p>Education Department, Classroom staff</p> <p>Education Department, Classroom staff</p> <p>Education Department, Classroom staff</p> <p>Education Department, Classroom staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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<p>1304.53(a)(3)</p> <p>(3) The center space provided by grantee and delegate agencies must be organized into functional areas that can be recognized by the children and that allow for individual activities and social interactions</p>	<ul style="list-style-type: none"> ✓ Designed indoor traffic patterns which prevent children from running, yet enable them to move easily from one area to another 	<p>Creative Curriculum, observation</p>	<p>Education Department, classroom staff</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> ✓ Classroom learning centers are arranged to separate noisy centers from quiet centers 	<p>Creative Curriculum, observation</p>	<p>Education Department, classroom staff</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> ✓ Activity areas are placed near necessary resources 	<p>Creative Curriculum, observation</p>	<p>Education Department, classroom staff</p>	<p>Ongoing</p>

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<p>1304.53(a)(4)</p> <p>(4) The indoor and outdoor space in Early Head Start or Head Start centers in use by mobile infants and toddlers must be separated from general walkways and from areas in use by preschoolers.</p>	<ul style="list-style-type: none"> ✓ Divided areas with age appropriate equipment is available to infants/toddlers and preschoolers ✓ Separate classrooms are provided for infants, toddlers and preschoolers ✓ Linoleum covered floor space provided for walk ways ✓ Floors are covered with carpet 	<p>Creative Curriculum, observation, Classroom Checklist</p>	<p>Education Department, Education staff, Site Supervisor</p>	<p>Ongoing</p>

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<p>1304.53.(a)(5)</p> <p>(5) Centers must have at least 35 square feet of usable indoor space per child available for the care and uses of children (i.e., exclusive of bathrooms, halls, kitchen, staff rooms, and storage places) and at least 75 square feet of usable outdoor play space per child.</p>	<p>✓ Facility is licensed and inspected every two years</p> <p>✓ If less than 75 feet per child for outdoor space , arrangements for the use of an adjoining or nearby yard, park or playground are made</p>	<p>NYS Day Care Licensing Regulations</p> <p>Lesson plans, MOU's</p>	<p>Facilities Manager, Education Department, Site Supervisor, Education staff</p> <p>Education Staff</p>	<p>Ongoing</p> <p>Ongoing</p>

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<p>1304.53(a)(7)</p> <p>(7) Grantee and delegate agencies must provide for the maintenance, repair, safety and security of all Early Head Start and Head Start Facilities, materials and equipment.</p>	<ul style="list-style-type: none"> ✓ Adherence to OSHA guidelines ✓ Complete Daily Classroom Checklist ✓ System implemented to monitor entry into facilities ✓ Complete Bathroom Checklist ✓ Staff complete Facility Work Orders, as needed 	<p>OSHA Regulations</p> <p>Classroom Checklist</p> <p>Sign In/Out Sheets, Security Systems</p> <p>Bathroom Checklist</p> <p>Facilities Work Order</p>	<p>Facilities Manager</p> <p>Education staff</p> <p>Classroom staff</p> <p>Classroom staff</p> <p>Education Department, Classroom staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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<p>1304.53(a)(8)</p> <p>(8) Grantee and delegate agencies must provide a center-based environment free of toxins, such as cigarette smoke, lead, pesticides, herbicides, and other air pollutants as well as soil and water contaminants. Agencies must ensure that no child is present during the spraying of pesticides or herbicides. Children must not return to the affected area until it is safe to do so.</p>	<ul style="list-style-type: none"> ✓ Smoke –free centers. Smoking is prohibited on center property. ✓ Educate parents on harm to body of toxins ✓ Use of pesticides only when children are not present ✓ Parents receive notification of pesticide and/or herbicide usage in the classroom environment 	<p>M.V.C.A.A. Smoking Policy</p> <p>Parent Meeting Agenda., Handouts</p> <p>NYS Day Care Licensing Regulations</p> <p>Notification Letters</p>	<p>CDD Director</p> <p>Classroom staff</p> <p>Facilities Manager, Classroom staff</p> <p>Health Department</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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<p>1304.53(a)(9)</p> <p>(9) Outdoor play areas at center-based programs must be arranged so as to prevent any child from leaving the premises and getting into unsafe and unsupervised areas. En route to play areas children must not be exposed to vehicular traffic without supervision.</p>	<ul style="list-style-type: none"> ✓ Establish safety and supervision procedures for escorting children through traffic areas 	<p>NYS Day Care Regulations</p>	<p>Education Department, Classroom Staff</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> ✓ Child /adult ratio followed for supervision 	<p>NYS Day Care Regulations</p>	<p>Education Staff</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> ✓ Follow NYS bus regulations for safety in loading and unloading buses 	<p>NYS Day Care Regulations, HS Performance Standards, NYSDOT</p>	<p>Transportation Manager, Classroom Staff</p>	<p>Ongoing</p>
	<ul style="list-style-type: none"> ✓ If the outdoor play area is not fenced in, cones will be used to designate play area. 	<p>NYS Day Care Regulations</p>	<p>Classroom Staff</p>	<p>Ongoing</p>

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<p>1304.53(a)(10)(i)</p> <p>(i) In climates where such systems are necessary, there is a safe and effective heating and cooling system that is insulated to protect children and staff from potential burns;</p>	<p>✓ Heating and cooling systems are inspected annually and maintained throughout the year</p>	<p>Heating Inspections, NYS Day Care Regulations</p>	<p>Facilities Manager</p>	<p>Ongoing</p>
	<p>✓ Hot water pipes and heaters are covered to prevent injury</p>	<p>HS Performance Standards, NYS Day Care Regulations</p>	<p>Facilities Manager</p>	<p>Ongoing</p>
	<p>✓ Space heaters are not used</p>	<p>“</p>	<p>Classroom Staff</p>	<p>Ongoing</p>
	<p>✓ Electrical fans are inaccessible to children</p>	<p>“</p>	<p>Classroom Staff</p>	<p>Ongoing</p>

<p>1304.53(10)(ii)</p> <p>(ii) No highly flammable furnishings, decorations, or materials that emit highly toxic fumes when burned are used:</p>	<p>✓ Provide adequate space for storage of paper products</p>	<p>Observation</p>	<p>Education Department, Education Staff</p>	<p>Ongoing</p>
	<p>✓ Purchase equipment and furnishings that follow the U.S. Consumer Product Safety Commission</p>	<p>Purchase Orders</p>	<p>Education Department</p>	<p>Ongoing</p>

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<p>1304.53(a)(10)(iii)</p> <p>(iii) Flammable and other dangerous materials and potential poisons are stored in locked cabinets or storage facilities separate from stored medications and food are accessible only to authorized persons. All medications, including those required for staff and volunteers, are labeled, stored under lock and key,</p>	<ul style="list-style-type: none"> ✓ Cleaning materials, aerosol cans and any toxic materials are stored in a cabinet out of reach of children ✓ All materials are labeled ✓ All medications are in own container, labeled and locked in a cabinet out of reach of children 	<p>NYS Day Care Licensing Regulations, Classroom Checklist</p>	<p>Classroom Staff</p> <p>Classroom Staff</p> <p>Classroom Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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refrigerated if necessary, and kept out of the reach of children;				
1304.53(a)(10)(iv) (iv) Rooms are well lit and provide emergency lighting in the case of power failure;	<ul style="list-style-type: none"> ✓ Emergency lighting present at all centers and checked regularly ✓ Each classroom has a working flashlight checked monthly 	NYS Day Care Regulations, Classroom Checklist “	Education Department, Classroom Staff “	Ongoing Ongoing
1304.53(a)(10)(v) (v) Approved, working fire extinguishers are readily available;	<ul style="list-style-type: none"> ✓ Fire extinguishers are inspected annually ✓ Staff training is completed annually on the use of extinguishers ✓ Fire safety training given to staff 	NYS Day Care Regulations, HS Performance Standards Fire extinguisher inspections CDD Training Tracking Record CDD Training Tracking Record	Facilities Manager Special Projects Coordinator Special Projects Coordinator	Annually Annually Annually

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1304.53(a)(10)(vi) (vi) An appropriate number of smoke detectors are installed and tested regularly	<ul style="list-style-type: none"> ✓ All centers have an installed fire alarm system ✓ Alarm system is used monthly and inspected annually 	NYS Day Care Regulations NYS Day Care Regulations	Facilities Manager Facilities Manager, Education Department	Ongoing Ongoing
1304.53(a)(10)(vii) (vii) Exits are clearly visible and evacuation routes are clearly marked and posted so that the path to safety outside is unmistakable (see 45 CFR 1304.22 for additional emergency procedures):	<ul style="list-style-type: none"> ✓ Each classroom has two exits clearly marked ✓ Exits are unobstructed ✓ No doors are chained or locked shut ✓ Monthly fire drills are conducted ✓ Evacuation cribs available for infant and 	NYS Day Care Regulations, observation “ “ Record of Fire Drills NYS Day Care	Education Department and staff “ “ Teacher, Assistant Teacher Education	Ongoing Ongoing Ongoing Monthly Ongoing

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	children with disabilities	Regulations	Department and staff	

<p>1304.53(a)(10)(vii)</p> <p>(vii) Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions;</p>	<ul style="list-style-type: none"> ✓ Vacuum and/or sweep and mop floors in center daily, two times for double session ✓ Rugs shampooed regularly ✓ Cleaning/sanitizing toilet rooms daily/two times for double session ✓ Potties – see 1304.22(e)(6) ✓ Screens provided on windows if windows are to 	<p>NYS Day Care Regulations</p> <p>“</p> <p>“</p> <p>HS Performance Standards</p> <p>NYS Day Care</p>	<p>Classroom Staff</p> <p>Facilities Manager</p> <p>Classroom Staff</p> <p>Classroom Staff</p> <p>Facilities Manager</p>	<p>Daily</p> <p>Ongoing</p> <p>Daily</p> <p>Daily</p> <p>Ongoing</p>
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	be opened ✓ Trash and garbage containers have covers ✓ Indoor/Outdoor areas are inspected prior to children’s arrival for safety and hygiene	Regulation “ “	Education Department Classroom Staff	Ongoing Daily
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1304.53(a)(10)(ix) (ix) Paint coatings on both interior and exterior premises used for the care of children do not contain hazardous quantities of lead;	✓ Classrooms have been tested for lead paint ✓ Lead training given to parents ✓ Children are tested for lead upon entrance to Head Start	NYS Day Care Regulations Parent Meeting Agenda Health Profile	Facilities Manager Parent Involvement Manager, Family Advocate Health/Nutrition Department	Ongoing Ongoing Annually
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1304.53(a)(10)(x)				
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(x) The selection, layout, and maintenance of playground equipment and surfaces minimize the possibility of injury to children	✓ Equipment is inspected daily	Classroom Checklist	Education Department, Classroom Staff	Ongoing
	✓ Ground surfaces added to annually, at a minimum	NYS Day Care Regulations	Facilities Manager	Ongoing
	✓ Playground equipment installed by certified installers	NYS Day Care Regulations	Facilities Manager	As needed
1304.53(a)(10)(xi) (xi) Electrical outlets accessible to children prevent shock through the use of child-resistant covers, the installation of child-protection outlets, or the use of safety plugs;	✓ All electrical outlets are grounded and child resistant covers installed	NYS Day Care Regulations, Observation, Classroom Checklist	Education Department and Education Staff	Ongoing
1304.53(a)(10)(xii) (xii) Windows and glass	✓ Windows are constructed of safety grade glass	NYS Day Care	Facilities Manager	Ongoing

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doors are constructed, adapted or adjusted to prevent injury to children;	✓ Windows that are opened are screened	Regulations “	Facilities Manager	Ongoing
	✓ All glass doors are clearly marked to avoid accidents	“	Education Department	Ongoing
1304.53(a)(10)(xiii) (xiii) Only sources of water approved by the local or State health authority are used;	✓ Source of water at all centers is approved by local/state authorities	NYS Day Care Regulations	Facilities Manager	Ongoing
1304.53(a)(10)(xiv) (xiv) Toilets and hand washing facilities are adequate, clean, in good repair, and easily reached by children. Toileting and diapering areas must be separated from areas used for cooking, eating, or children’s activities;	✓ Child size toilets provided at all sites – 1 per 15 children	NYS Day Care Regulations	Facilities Manager, Education Department	Ongoing
	✓ Toilets and sinks are adequate height	“	“	Ongoing
	✓ Step stools provided when necessary	“	Classroom Staff	Ongoing
	✓ Separate diapering areas that are sturdy and have storage area for diapers	“	“	Ongoing

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	✓ Sink for hand washing provided – 1 per 10 children	“	Facilities Manager	Ongoing
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1304.53(a)(10)(xv) (xv) Toilet training equipment is provided for children being toilet trained;	✓ Child size toilets provided at all centers	NYS Day Care Regulations	Facilities Manager, Education Department	Ongoing
	✓ Sinks for hand washing provided – 1 per 5 children	“	“	Ongoing
	✓ Hand washing sinks adjacent to the diaper changing table	“	Education Department	Ongoing
	✓ Diapering and bathroom areas separate from adult areas	“	Education Department	Ongoing

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<p>1304.53(a)(10)(xvi)</p> <p>(xvi) All sewage and liquid waste is disposed of through a locally approved sewer system, and garbage and trash are stored in a safe and sanitary manner; and</p>	<p>✓ Public sewage disposal system at all locations</p>	<p>NYS Day Care Regulations</p>	<p>Facilities Manager</p>	<p>Ongoing</p>
	<p>✓ Garbage and trash removal daily from classroom</p>	<p>“</p>	<p>Classroom Staff</p>	<p>Ongoing</p>
	<p>✓ Garbage pick up weekly</p>	<p>“</p>	<p>Classroom Staff</p>	<p>Ongoing</p>
	<p>✓ Soiled diapers put in separate containers</p>	<p>Diapering Policy</p>	<p>Health/Nutrition Department</p>	<p>Ongoing</p>
	<p>✓ Separately labeled containers provided for diapers and linens</p>	<p>Diapering Policy</p>	<p>Health/Nutrition Department</p>	<p>Ongoing</p>

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<p>1304.53(a)(10)(xvii)</p> <p>(xvii) Adequate provisions are made for children with disabilities to ensure their safety, comfort, and participation.</p>	<ul style="list-style-type: none"> ✓ All facilities accessible to people with disabilities ✓ Provide special feeding needs when necessary (see 1304.23(a)(2)) ✓ When necessary, provisions are made for children with visual or hearing impairment 	<p>HS Performance Standards, ADA</p> <p>IHP, Dietary Modification Form</p> <p>IEP,IFSP</p>	<p>Facilities Manager</p> <p>Health/Nutrition Department</p> <p>Special Services Department, Education Department</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
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	✓ Adequate space provided for children who need physical therapy	IEP,IFSP	“	Ongoing
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1304.53(b)(1)				
(b)Head Start equipment, toys, materials, and furniture.	✓ Provide equipment, toys, materials and furniture that compliments the developmental levels, interest, temperament, languages, cultural backgrounds and learning styles of children	Creative Curriculum, observation	Education Department and staff	Ongoing
(1) Grantee and delegate agencies must provide and arrange sufficient equipment, toys, materials, and furniture to met the needs sand facilitate the participation of children and adults.	✓ Assist families in identifying safe materials for activities that can be done in the home to facilitate learning	Teaching Home Visit Plans, Parent Teacher Conferences	Education Staff	Ongoing
	✓ Infant/toddler classrooms are equipped with diaper changing tables	Observation	Education Department and staff	Ongoing

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<p>1304.53(b)(1)(i)</p> <p>(i) Supportive of the specific educational objectives of the local program;</p>	<p>✓ Provide toys and materials that are age appropriate and of interest to child and their ability</p>	<p>Observation, Creative Curriculum, Lesson Plans</p>	<p>Education Department, Education Staff</p>	<p>Ongoing</p>
	<p>✓ Provide materials and equipment that supports the development of children’s cognitive, emotional, social and physical skills</p>	<p>Observation, Creative Curriculum, Lesson Plans</p>	<p>Education Department, Education Staff</p>	<p>Ongoing</p>
	<p>✓ Provide indoor and outdoor climbing, riding, pushing, pulling and digging toys</p>	<p>Observation, Creative Curriculum,</p>	<p>Education Department,</p>	<p>Ongoing</p>

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	<ul style="list-style-type: none"> ✓ Infants/toddlers- provide a variety of toys and duplicate toys 	Lesson Plans Observation, Creative Curriculum, Lesson Plans	Education Staff Education Department, Education Staff	Ongoing
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1304.53(b)(1)(ii) (ii)Supportive of the cultural and ethnic backgrounds of the children;	<ul style="list-style-type: none"> ✓ Provide pictures, books, stories, toys and equipment that children use in their home and community ✓ Materials labeled in English as well as primary language of the children in the classroom 	Observation, STEP Literacy, Lesson Plans, Resource Materials STEP Literacy	Education Staff Education Staff	Ongoing Ongoing
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1304.53(b)(1)(iii) (iii) Age-appropriate, safe and supportive of abilities and developmental level of each child served, with adaptations, if necessary, for children with disabilities;	✓ Classroom environment supports individual needs	Creative Curriculum, Lesson Plans, Individual Child Outcome Summary	Education Staff	Ongoing
	✓ Provide for the individual pattern of learning of each child in the center	Creative Curriculum, Lesson Plans, Individual Child Outcome Summary	Education Staff	Ongoing
1304.53(b)(1)(iv) (iv) Accessible, attractive, and inviting to children;	✓ Provide child size furniture	Observation	Education Department	Education Department
	✓ Provide an enriched environment to support each child's motor and sensory experiences	Lesson Plans, Creative Curriculum	Education Staff	Education Staff
	✓ Provide age appropriate shelving for toys to be accessible	Observation	Education Department	Education Department
	✓ Provide many choices for children	Lesson Plans	Education Staff	Education Staff

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	✓ Provide a bright environment	Creative Curriculum	Education Staff	Education Staff
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1304.53(b)(1)(v) (v) Designed to provide a variety of learning experiences and to encourage each child to experiment and explore;	✓ Provide equipment, materials, and toys in classroom to encourage experimentation and exploration and to develop social, emotional, intellectual and physical skills	Lesson Plans, Creative Curriculum	Education Department, Education Staff	Ongoing
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1304.53(b)(1)(vi) (vi) Safe, durable, and kept in good condition; and	✓ Daily inspection is done in each classroom and outdoor play area	Classroom Checklist	Education Staff	Ongoing
	✓ Any unsafe toys or equipment are removed	Observation, Classroom Checklist	Education Staff	Ongoing
	✓ All children are supervised at all times both indoors and outdoors	NYS Day Care Regulations	Education Staff	Ongoing
	✓ Each child is provided his or her own crib	NYS Day Care Regulations	Education Department	Ongoing

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1304.53(b)(vii) (vii) Stored in a safe and orderly fashion when not in use	<ul style="list-style-type: none"> ✓ Each learning center has storage area ✓ Adult materials are kept out of reach of children ✓ When possible, outdoor equipment is stored in a locked storage shed 	Observation Observation Observation	Education Staff Education Staff Education Staff, Facilities Manager	Ongoing Ongoing Ongoing
1304.53(b)(2) (2) Infant and toddler toys must be made of non-toxic materials and must be sanitized regularly.	<ul style="list-style-type: none"> ✓ Infant and toddler toys are placed in a soap solution and then disinfected before another child handles it 	Cleaning and Sanitizing Toys and Equipment Procedure	Health/Nutrition Department, Classroom Staff	Ongoing
1304.53(b)(3) (3) To reduce the risk of Sudden Infant Death	<ul style="list-style-type: none"> ✓ All infants placed on back to sleep 	Observation, NYS Day Care	Classroom Staff	Ongoing

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Syndrome (SIDS), all sleeping arrangements for infants must use firm mattresses and avoid soft bedding materials such as comforters, pillows, fluffy blankets or stuffed toys.	✓ Cribs meet NYSOCF requirements	Regulations NYS Day Care Regulations	Education Department	Ongoing
	✓ Infants receive regular well-baby health visits	Health Running Record	Health/Nutrition Department	Ongoing