

# 1304 Operations - Module Eight

This Head Start Standards Training Module includes part of Appendix  
A  
Pages 142 - 145



## 45 CFR Ch. XIII (10–1–05 Edition)

§ 1304.53

### (i) *Staff performance appraisals.*

Grantee and delegate agencies must, at a minimum, perform annual performance reviews of each Early Head Start and Head Start staff member and use the results of these reviews to identify staff training and professional development needs, modify staff performance agreements, as necessary, and assist each staff member in improving his or her skills and professional competencies.

### (j) *Staff and volunteer health.*

- (1) Grantee and delegate agencies must assure that each staff member has an initial health examination (that includes screening for tuberculosis) and a periodic reexamination (as recommended by their health care provider or as mandated by State, Tribal, or local laws) so as to assure that they do not, because of communicable diseases, pose a significant risk to the health or safety of others in the Early Head Start or Head Start program that cannot be eliminated or reduced by reasonable accommodation. This requirement

must be implemented consistent with the requirements of the Americans with Disabilities Act and section 504 of the Rehabilitation Act.

- (2) Regular volunteers must be screened for tuberculosis in accordance with State, Tribal or local laws. In the absence of State, Tribal or local law, the Health Services Advisory Committee must be consulted regarding the need for such screenings (see 45 CFR 1304.3(20) for a definition of volunteer).
- (3) Grantee and delegate agencies must make mental health and wellness information available to staff with concerns that may affect their job performance.

"Regular volunteers must be screened for tuberculosis in accordance with State, Tribal or local laws."

### (k) *Training and development.*

- (1) Grantee and delegate agencies must provide an orientation to all new

staff, consultants, and volunteers that includes, at a minimum, the goals and underlying philosophy of Early Head Start and/or Head Start and the ways in which they are implemented by the program.

- (2) Grantee and delegate agencies must establish and implement a structured approach to staff training and development, attaching academic credit whenever possible. This system should be designed to help build relationships among staff and to assist staff in acquiring or increasing the knowledge and skills needed to fulfill their job responsibilities, in accordance with the requirements of 45 CFR 1306.23.

- (3) At a minimum, this system must include ongoing opportunities for staff to acquire the knowledge and skills necessary to implement the content of the Head Start Program Performance Standards. This program must also include:

- (i) Methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers; and
- (ii) Methods for planning for successful child and family transitions to and from the Early Head Start or Head Start program.

- (4) Grantee and delegate agencies must provide training or orientation to Early Head Start and Head Start governing body members. Agencies must also provide orientation and ongoing training to Early Head Start and Head Start Policy Council and Policy Committee members to enable them to carry out their program governance responsibilities effectively.

"Methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws using, so far as possible, a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers; ..."

(Approved by the Office of Management and Budget under control number 0970-0148 for paragraph (j))

[61 FR 57210, Nov. 5, 1996, as amended at 63 FR 2314, Jan. 15, 1998]

### **§ 1304.53 Facilities, materials, and equipment.**

#### ***(a) Head Start physical environment and facilities.***

- (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.

(2) Grantee and delegate agencies must provide appropriate space for the conduct of all program activities (see 45 CFR 1308.4 for specific access requirements for children with disabilities).

(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.

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Test Questions:

**Select the correct "True" or "False" option.**

1. **Grantee and delegate agencies must assure that each staff member has an initial health examination and a periodic reexamination.** (1304.52)

True  False

2. **Grantee and delegate agencies must include ongoing opportunities for staff to acquire the knowledge and skills necessary to implement the content of the Head Start Program Performance Standards.** (1304.52)

True  False

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**Office of Human Development Services,  
HHS**

**§ 1304.53**

(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 walk-ways and from areas in use by preschoolers.

(5) Centers must have at least 35 square feet of usable indoor space per child available for the care and use 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.

(6) Facilities owned or operated by Early Head Start and Head Start grantee or delegate agencies must meet the licensing requirements of 45 CFR 1306.30.

- (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.
- (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.

"Facilities owned or operated by Early Head Start and Head Start grantee or delegate agencies must meet the licensing requirements ..."

- (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. Enroute to play areas, children must not be exposed to vehicular traffic without supervision.
- (10) Grantee and delegate agencies must conduct a safety inspection, at least annually, to ensure that each facility's space, light, ventilation, heat, and other physical arrangements are consistent with the health, safety and developmental needs of children. At a minimum, agencies must ensure that:

- (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;
- (ii) No highly flammable furnishings, decorations, or materials that emit highly toxic fumes when burned are used;
- (iii) Flammable and other dangerous materials and potential poisons are stored in locked cabinets or storage facilities separate from stored medications and food and are accessible only to authorized persons. All medications, including those required for staff and volunteers, are labeled, stored under lock and key, refrigerated if necessary, and kept out of the reach of children;
- (iv) Rooms are well lit and provide emergency lighting in the case of power failure;
- (v) Approved, working fire extinguishers are readily available;
- (vi) An appropriate number of smoke detectors are installed and tested regularly;
- (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);

- (viii) Indoor and outdoor premises are cleaned daily and kept free of undesirable and hazardous materials and conditions;
- (ix) Paint coatings on both interior and exterior premises used for the care of children do not contain hazardous quantities of lead;
- (x) The selection, layout, and maintenance of playground equipment and surfaces minimize the possibility of injury to children;
- (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;
- (xii) Windows and glass doors are constructed, adapted, or adjusted to prevent injury to children;
- (xiii) Only sources of water approved by the local or State health authority are used;
- (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;
- (xv) Toilet training equipment is provided for children being toilet trained;
- (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

"Approved, working fire extinguishers are readily available; ..."

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Test Questions:

**Select the correct "True" or "False" option.**

3. **Centers must have at least 75 square feet of usable outdoor play space per child.** (1304.53)

- True                       False

4. **Rooms are well lit and provide emergency lighting in the case of power failure.** (1304.53)

- True                       False

- (xvii) Adequate provisions are made for children with disabilities to ensure their safety, comfort, and participation.

***(b) Head Start equipment, toys, materials, and furniture.***

- (1) Grantee and delegate agencies must provide and arrange sufficient equipment, toys, materials, and furniture to meet the needs and facilitate the participation of children and adults. Equipment, toys, materials, and furniture owned or operated by the grantee or delegate agency must be:
  - (i) Supportive of the specific educational objectives of the local program;
  - (ii) Supportive of the cultural and ethnic backgrounds of the children;
  - (iii) Age-appropriate, safe, and supportive of the abilities and developmental level of each child served, with adaptations, if necessary, for children with disabilities;
  - (iv) Accessible, attractive, and inviting to children;
  - (v) Designed to provide a variety of learning experiences and to encourage each child to experiment and explore;
  - (vi) Safe, durable, and kept in good condition; and
  - (vii) Stored in a safe and orderly fashion when not in use.

- (2) Infant and toddler toys must be made of non-toxic materials and must be sanitized regularly.
- (3) To reduce the risk of Sudden Infant Death 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.

"Equipment, toys, materials, and furniture owned or operated by the grantee or delegate agency must be ... Designed to provide a variety of learning experiences and to encourage each child to experiment and explore; ..."

**Subpart E—Implementation and Enforcement**

**§ 1304.60 Deficiencies and quality improvement plans.**

- (a) Early Head Start and Head Start grantee and delegate agencies must comply with the requirements of this part in accordance with the effective date set forth in 45 CFR 1304.2.
- (b) If the responsible HHS official, as a result of information obtained from a review of an Early Head Start or a Head Start grantee, determines that the grantee has one or more deficiencies, as defined in § 1304.3(a)(6) of this part, and therefore also is in violation of the minimum requirements as defined in § 1304.3(a)(14) of this part, he or she will notify the

grantee promptly, in writing, of the finding, identifying the deficiencies to be corrected and, with respect to each identified deficiency, will inform the grantee that it must correct the deficiency either immediately or pursuant to a Quality Improvement Plan.

(c) An Early Head Start or Head Start grantee with one or more deficiencies to be corrected under a Quality Improvement Plan must submit to the responsible HHS official a Quality Improvement Plan specifying, for each identified deficiency, the actions that the grantee will take to correct the deficiency and the timeframe within which it will be corrected. In no case can the timeframes proposed in the Quality Improvement Plan exceed one year from the date that the grantee received official notification of the deficiencies to be corrected.

(d) Within 30 days of the receipt of the Quality Improvement Plan, the responsible HHS official will notify the Early Head Start or Head Start grantee, in writing, of the Plan's approval or specify the reasons why the Plan is disapproved.

(e) If the Quality Improvement Plan is disapproved, the Early Head Start or Head Start grantee must submit a revised Quality Improvement Plan, making the changes

necessary to address the reasons that the initial Plan was disapproved.

(f) If an Early Head Start or Head Start grantee fails to correct a deficiency, either immediately, or within the timeframe specified in the approved Quality Improvement Plan, the responsible HHS official will issue a letter of termination or denial of refunding. Head Start grantees may appeal terminations and denials of refunding under 45 CFR part 1303, while Early Head Start grantees may appeal terminations and denials of refunding only under 45 CFR part 74 or part 92. A deficiency that is not timely corrected shall be a material failure of a grantee to comply with the terms and conditions of an award within the meaning of 45 CFR 74.61(a)(1), 45 CFR 74.62 and 45 CFR 92.43(a).

"Within 30 days of the receipt of the Quality Improvement Plan, the responsible HHS official will notify the Early Head Start or Head Start grantee, in writing, of the Plan's approval or specify the reasons why the Plan is disapproved."

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Test Questions:

**Select the correct "True" or "False" option.**

5. **Grantee and delegate agencies must provide and arrange sufficient equipment, toys, materials, and furniture regardless of the cultural and ethnic backgrounds of the children.** (1304.53)

True  False

6. *Within 3 months of the receipt of the Quality Improvement Plan, the responsible HHS official will notify the Early Head Start or Head Start grantee, in writing, of the Plan's approval or specify the reasons why the Plan is disapproved.* (1304.60)

True

False

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**Office of Human Development Services,  
HHS**

**§ 1305.2**

(The information and collection requirements are approved by the Office of Management and Budget (OMB) under OMB Control Number 0970-0148 for paragraphs (b) and (c).)

[61 FR 57210, Nov. 5, 1996, as amended at 63 FR 2314, Jan. 15, 1998]

**§ Noncompliance.**

(a) If the responsible HHS official, as a result of information obtained from a review of an Early Head Start or Head Start grantee, determines that the grantee is not in compliance with Federal or State requirements (including, but not limited to, the Head Start Act or one or more of the regulations under parts 1301, 1304, 1305,

1306 or 1308 of this title) in ways that do not constitute a deficiency, he or she will notify the grantee promptly, in writing, of the finding, identifying the area or areas of noncompliance to be corrected and specifying the period in which they must corrected.

(b) Early Head Start or Head Start grantees which have received written notification of an area of noncompliance to be corrected must correct the area of noncompliance within the time period specified by the responsible HHS official. A grantee which is unable or unwilling to correct the specified areas of noncompliance within the prescribed time period will be judged to have a deficiency which must be corrected, either immediately or pursuant to a Quality Improvement Plan (see 45 CFR 1304.3(a)(6)(iii) and 45 CFR 1304.60).

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Test Questions:

*Select the correct "True" or "False" option.*

7. *All findings of noncompliance will constitute a deficiency, and will be treated as such.* (1304.61)

True

False

8. *Only the criteria set forth in the Head Start and Early Head Standards can be the source of noncompliance findings.* (1304.61)

True  False

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Last Name \_\_\_\_\_

First \_\_\_\_\_ Initial \_\_\_\_\_

Location \_\_\_\_\_