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| **Active Supervision Form:** |  |
| **General guidance:** |  |
| **Agency EHS Spaces:** | Display in socialization space |
| **Agency Head Start Spaces:** | Displayed by Head Start |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff and Families during socializations.
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| **Child Development Goals** |  |
| **General guidance:** | This form (2 pages) displays our Head Start/Early Head Start School Readiness Goals |
| **Agency EHS Spaces:** | Display in socialization space  |
| **Agency Head Start Spaces:** | Displayed by Head Start |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff and Families during socializations.
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| **Alternate Staff Screening Policy** |  |
| **General guidance:** |  |
| **Agency EHS Spaces:** | Display in socialization space |
| **Agency Head Start Spaces:** | Displayed by Head Start |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff and Families during socializations.
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| **Advanced Notice of Pesticide Treatment** |  |
| **General guidance:** |  Copy stored in County EHS Grab and Go Binder. |
| **Agency EHS Spaces:** | This will be kept at each agency site. If pesticides are sprayed outside an EHS Socialization space, Kelly Stockfisch will notify us. We will then complete this form and place it on the exterior entrance door. |
| **Agency Head Start Spaces:** | This will be kept at each agency site. If pesticides are sprayed outside an EHS Socialization space, Kelly Stockfisch will notify us. We will then complete this form and place it on the exterior entrance door. |
| **Collaborative Sites:** | n/a |

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| **Allergy and Health Monitoring Form (Confidential Red Folder)** |  |
| **General guidance:** | To be stored where it is accessible to ONLY staff. Stored in red folder.* When traveling offsite, the SS and CFS will note current Allergy and Health Monitoring form prior to the event. (Not necessary to take off-site)
 |
| **Agency EHS Spaces:** | Frequently updated. Stored in an accessible location for staff.  |
| **Agency Head Start Spaces:** | Form should be placed in socialization space (accessible to only EHS staff) during the playgroup and removed when over. Form should be stored in county EHS County Grab and Go Binder when socialization is not taking place.  |
| **Collaborative Sites:** | -Stored in an accessible location for EHS staff ONLY. -Accessible to EHS staff during socializations.  |

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| **Cloth Diaper/Training Pants Changing Procedure** |  |
| **General guidance:** |  |
| **Agency EHS Spaces:** | Placed near changing table. |
| **Agency Head Start Spaces:** | Placed near changing table. Displayed by Head Start.  |
| **Collaborative Sites:** | Ideally, displayed near changing table. Can be in EHS County Grab and Go Binder.  |

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| **Diaper Changing Procedure and Maintenance of Changing Table** |  |
| **General guidance:** |  |
| **Agency EHS Spaces:** | Placed near changing table.  |
| **Agency Head Start Spaces:** | Displayed by Head Start |
| **Collaborative Sites:** | Ideally, displayed near changing table. Can be in EHS County Grab and Go Binder. |

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| **Early Head Start and Child Care Drill and Safety Check Log (two sided)** |  |
| **General guidance:** | * It is not necessary to create a second copy if you are offsite. Tasks that were not completed due to being offsite for two playgroups in a month can be completed during the following month.
	+ These tasks include fire drill, Tornado Drill, Batteries replaced, and Safe Environment checklist.
	+ Fire extinguisher and emergency lighting needs to be signed every month. Ask a CFS to check and sign extinguisher if SS isn’t present.
	+ Other drills, lockdown, etc. If not in location for a full month, write “off-site”
	+ Reviewed and initialed in September and January.
	+ Ensure Fire retardant application dates are written on form.
	+ Ensure Fire Extinguisher location is written on form.

**\*For best practice, log is completed on correct months\*** |
| **Agency EHS Spaces:** | Display in socialization space |
| **Agency Head Start Spaces:** | * Talk to Head Start teachers to see if this can always be left out. If you switch Socialization between Head Start locations. Forms should be left onsite and accessible to be easily displayed during EHS Socialization. Can be in EHS County Socialization Binder.
* This form is created to ensure SS are talking to attending families about where to go in case of an emergency. Head Start has their own form to complete.
* Talk to HS teacher about how to proceed with signing fire extinguisher. If teacher doesn’t want EHS Staff to initial the tag on the fire extinguisher, initials on the EHS Child Care Drill and Safety Check Log is still required to acknowledge that it is checked monthly.
 |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff during socializations.
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| **Emergency Procedure Posting** |  |
| **General guidance:** | * Socialization Specialist will be identified under “Staff position”. In the event the SS is not present, one of the staff in attendance would be identified as the SS and will need to know emergency procedure.
* Reviewed and initialed in September and January. (Second page)
 |
| **Agency EHS Spaces:** | Displayed in Socialization space.  |
| **Agency Head Start Spaces:** | * EHS form needs to be completed and kept in County EHS Socialization binder on site.
* The HS form is sufficient for display and information.
 |
| **Collaborative Sites:** | * Stored on site in an accessible location for EHS staff.
* Accessible to EHS staff during socializations.
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| **Emergency Telephone Numbers** |  |
| **General guidance:** | -Posted near telephone. -Copy in Grab and Go Binder. |
| **Agency EHS Spaces:** | Displayed near telephone.  |
| **Agency Head Start Spaces:** | EHS Form needs to be completed and placed in Grab and Go Binder |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff during socializations.
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| **NMCAA Civil Rights Complaint Procedure** |  |
| **General guidance:** |  |
| **Agency EHS Spaces:** | Displayed in Socialization space.  |
| **Agency Head Start Spaces:** | Displayed by Head Start |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff during socializations.
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| **NMCAA Is Now Hiring Substitutes**  |  |
| **General guidance:** |  |
| **Agency Rented EHS Spaces:** | Displayed in socialization space.  |
| **Agency Head Start Spaces:** | Displayed by Head Start |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff during socializations.
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| **No Smoking, No Vaping** |  |
| **General guidance:** |  |
| **Agency EHS Spaces:** | Displayed in socialization space. |
| **Agency Head Start Spaces:** | Displayed by Head Start |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff during socializations.
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| **Routine Center Cleaning** |  |
| **General guidance:** |  |
| **Agency EHS Spaces:** | Displayed in socialization space. Near sink.  |
| **Agency Head Start Spaces:** | Displayed by Head Start |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff during socializations.
* Ideally displayed if collaborative site allows.
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| **Cleaning, Sanitizing, and Disinfecting Guidance** |  |
| **General guidance:** |  |
| **Agency EHS Spaces:** | Displayed in socialization space. Near sink. |
| **Agency Head Start Spaces:** | Displayed by Head Start |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff during socializations.
* Ideally displayed if collaborative site allows.
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| **Volunteer Screening and Supervision Policy** |  |
| **General guidance:** |  |
| **Agency EHS Spaces:** | Displayed in socialization space. |
| **Agency Head Start Spaces:** | Displayed by Head Start |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff during socializations.
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| **We Welcome All Families**  |  |
| **General guidance:** |  |
| **Agency EHS Spaces:** | Displayed in socialization space. |
| **Agency Head Start Spaces:** | Displayed by Head Start |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff during socializations.
* Ideally displayed if collaborative site allows.
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| **Staff and Volunteer Required Paperwork**  |  |
| **General guidance:** |  |
| **Agency EHS Spaces:** | Displayed in socialization space. |
| **Agency Head Start Spaces:** | Displayed by Head Start |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff during socializations.
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| **Handwashing** |  |
| **General guidance:** |  |
| **Agency EHS Spaces:** | Displayed in socialization space. Displayed near any sinks being used to wash hands.  |
| **Agency Head Start Spaces:** | Displayed by Head Start. \*EHS Handwashing form has additional guidelines. Okay if not displayed. -In County Grab and Go Binder  |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff during socializations.
* Ideally displayed if collaborative site allows.
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| **NMCAA Mission Statements** |  |
| **General guidance:** |  |
| **Agency EHS Spaces:** | Displayed in socialization space. |
| **Agency Head Start Spaces:** | Displayed by Head Start |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff and families during socializations.
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| **NMCAA Program Complaint Forms (In manila folder and pre-addressed envelopes)** |  |
| **General guidance:** |  |
| **Agency EHS Spaces:** | Displayed in socialization space. |
| **Agency Head Start Spaces:** | Displayed by Head Start |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff and Families during socializations.
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| **NMCAA What do you think of our program? (In manila folder and pre-addressed envelopes)** |  |
| **General guidance:** |  |
| **Agency EHS Spaces:** | Displayed in socialization space. |
| **Agency Head Start Spaces:** | Displayed by Head Start |
| **Collaborative Sites:** | * Stored on site in EHS County Grab and Go Binder.
* Binder Accessible to EHS staff and Families during socializations.
 |

**To Go Bag/Tote Requirements:**

* First aid bag-
	+ An EHS bag should be in every location labeled strictly as EHS. This applies to all sites, EHS Socialization, HS collaborative, and outside-agency collaboration locations.
* Emergency Telephone Numbers
* Lockdown and Safety and Emergency Preparedness plan located in the Grab and Go (Tote or bag)
* Additional safety plans provided by the rental space.
* Flashlight
* \*Take **Attendance Sheet** in the event of an emergency or practice drill\*