

Webb County Head Start Local Self-Assessment  
February 5-12, 2015  
Schedule of Activities

DATE	TIME	ACTIVITY	PLACE	RESPONSIBLE PERSONS
February 5 <sup>th</sup>	11:00 a.m. - 12:00 p.m.	Local Assessment Overview / Training Coordinators meet with team members to discuss and assign protocol questions.	Head Start Main Office 5904 W Drive	All Team Members
February 5-12	8:00 a.m. - 4:00 p.m.	Classroom Observations and Interviews	Center Level / Administration and Coordinators' Offices	All Team Members
February 12	Between 8:00-5:00	Team members meet to finalize report. Turn in reports to Ms Zavala	Head Start Main Office	Coordinators
February	10:00 a.m.	Report Results to the Policy Council	Head Start Main Office	Parent Committee and Administration
February	9:00 a.m.	Report Results to the Commissioner's Court	1000 Houston Street.	HS / EHS Director

- ❖ Only Head Start Staff and Consultants may review children's folders.
- ❖ Head Start Parents may review their own child's folder.
- ❖ Team members must visit a minimum of three centers - one per day.
- ❖ Please set appointments with staff for interviews. Many times we have to leave the office, and we want to make ourselves available to answer questions.
- ❖ All written documentation (notes, report, etc.) must be submitted to Ms Zavala.
- ❖ Head Start staff needs to notify Ms Toni Cobos when leaving your assigned center to monitor.

**Webb County Head Start Local Assessment Team Members  
2014 - 2015**

February 5-12, 2015		
Content Area	Monitor	Key Indicators
<b>Program Governance</b>	(Staff) Belen Cisneros P Eng Asst	#1-5
	(Parent) Martiza Perez, PC Chairman	
	(Parent) Mary J Garcia, Larga Vista	
<b>Management Systems</b>	(Staff) Margie Gonzalez, Accts Payable	#6-11
	(Adm) Aliza Oliveros, HS Director	
<b>Fiscal Integrity</b>	(Consultant) Jake Sanchez, CPA	#12-16
	(County) Carlos Guerra, County Auditor	
	(Administrator) Aliza Oliveros, HS Director	
<b>Comprehensive Services and School Readiness</b>	(parent) Karla Ramos - V. Alegre	<b>Child Health &amp; Safety</b> <b>Family &amp; Community Engagement</b> <b>Child Development &amp; Education</b> #17-27
	(staff) Diana Rodriguez, FSW	
	(staff) Ruby Negrete, Health Asst	
	(staff) Yvette Flores, FSW	
	(staff) Dolores Dominguez, ASM	
	(staff) Belinda Magaña, Ed. Asst.	
	(staff) Gloria Flores, Ed. Asst.	
	(staff) Karla Brewster, FSW	
	(staff) Nora Rodriguez, Sp. Serv. Asst.	
	(staff) Norma Jolomna, Sp. Serv. Asst.	
	(staff) Claudia Alejandro, FSW	
(consultant) Ana Ma Peña, RD		
<b>ERSEA</b>	(parent) Adelaida Rodriguez, Villa Alegre	#1-3
	(staff) Maria E Hernandez, FCE Coord	
	(staff) Luz Muñoz, Asst Dir	
	(staff) Maria C Jalomo, FSW	
	(staff) Veronica Madrigal, TMC	
<b>Environmental Health &amp; Safety</b>		<b>Center Based-Observation</b> <b>Home Based Socialization</b> <b>Transportation Guide</b>
	ASMs / Staff	
	Per Center	

**HISK-C**



**Webb County Head Start Program  
February 5, 2015  
Local Assessment Entrance**

Name	Signature	Center	Phone or email address
1. Aliza Oliveros, HS / EHS Director	<i>Aliza Oliveros</i>	m-01670	795-1515
2. Luz Munoz, HS Asst Director	<i>Luz Munoz</i>	Don. Off.	LI
3. Estela Salazar, HS Asst Director	<i>Estela Salazar</i>	M Ofc	LI
4. Belen Cisneros, Parent Eng Asst	<i>Belen Cisneros</i>	Annex	251-9954
5. Maritza Perez, PC Chairman			
6. Mary J Garcia, Parent			
7. Margie Gonzalez, Accts Payable	<i>Margie Gonzalez</i>	Annex	<i>mgonzalez@webbcountytx.gov</i>
8. Karla Ramos, Parent			
9. Diana Rodriguez, FSW	<i>Diana Rodriguez</i>	JCMartin	278-4128
10. Ruby Negrete, Health Asst	<i>Ruby Negrete</i>	Annex	
11. Yvette Flores, FSW			
12. Dolores Dominguez, ASM	<i>D. Dominguez</i>	S. Ochoa	<i>asm.sanchezochoa@webbcountytx.gov</i>
13. Belinda Magana, Ed Asst	<i>B. Magana</i>	Annex	<i>bmagana@webbcountytx.gov</i>
14. Gloria Flores, Ed Asst			
15. Karla Brewster, FSW	<i>Karla Brewster</i>	Heights	273-3612
16. Nora Rodriguez, Sp Serv Asst	<i>Nora Rodriguez</i>	Annex	
17. Norma Jolomna, Sp Serv Asst	<i>Norma Jolomna</i>	Annex	
18. Claudia Alejandro, FSW	<i>C. Alejandro</i>	El Cenizo/Prada	<i>elcenizohs@sbcglobal.net</i>
19. Ana Maria Pena, RD	<i>A. Pena</i>		
20. Adelaida Rodriguez, Parent			
21. Veronica Madrigal, TMC			
22. Maria E Hernandez, FCE Coord	<i>Maria E Hernandez</i>	APT	<i>mehernandez@webbcountytx.gov</i>
23. Leticia Mendoza, Nutrition Coord	<i>Leticia Mendoza</i>	Flora	722-6871
24. Linda Payle, Parent Eng Coord	<i>Linda M. Payle</i>	Annex	
25. Juanita Pena, Disability Coord	<i>J. Pena</i>	Annex	<i>juanita@webbcountytx.gov</i>

Name	Signature	Center	Phone or email address
23. Lucila Ruiz, Mental Health Coord	<i>[Signature]</i>	Annex	
24. Lucy Trejo, Education Director			
25. Ana M Huerta, Health/Safety Dir	<i>[Signature]</i>	Annex	
29 Maria Madril	<i>[Signature]</i>	Annex	
30 Lorena Diaz	<i>[Signature]</i>	Villa Alegre.	
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**SECTION II: SUMMARY**

642 (d)(3) Ex Director, Aliza Oliveros Interview. Trainings are documented in PC for Bi-laws, November for Child Abuse and Finance in December. Program Governance took place on September 19, 2014 for Parent Volunteers; other trainings were provided October Fall Parent Conference .

HSKI-C (#3) Compliance in all areas. Information documented of 1st meeting and sign-Establishing procedures and criteria for recruiting, selecting, and enrolling children presented to Policy Council in October's meeting. Reviewing applications for funding to applications for funding by Policy Council members and Commissioners' Court.

HSKI-C (#4) All information is presented to Policy Council members to approve and to Commissioners Court as scheduled. Interviewing parents confirmed that financial on a monthly basis to Policy Council members' meetings.

Program Information Summaries on program activities are presented to Policy Council Commissioners Court on a monthly basis.

Director's Report: The Community-wide, strategic planning, and needs assessment. be done 2016. Every year it is updated. Documentation shows it was done February be presented this month to PC members.

**SECTION III: POTENTIAL AREA(S) OF NONCOMPLIANCE**

**Performance Standard:** No potential areas of Non-Compliance

**Potential Non-Compliance:** \_\_\_\_\_

**Recommendation:** \_\_\_\_\_

**Webb County Head Start  
Local Self-Assessment Report  
February 12, 2015**

**Content Area Reviewed:** Child Health & Safety Family & Community Engagement. Child & Education

**Prepared by:** Ana Maria Peña, Diana Rodriguez                      Nora Rodriguez, Karla Brewster,  
Ruby Negrete, Yvette Flores, Gloria FI                      Claudia Alejandro, Norma Jolomná.  
Belinda Magaña, Dolores Dominguez,                      \_\_\_\_\_

**Instrument:** EY 2013-14 2015 OFFICE OF HEAD START EHSI C PROTOCOL

**SECTION I: BACKGROUND**

**The following people were interviewed:**

Maria Madrid (Ed. Asst.), Lucila Ruiz (MH Coord.), Elizabeth Flores (P-HS), Susan Gonzalez (T-HS), Irma Cruz (LVN)  
Mirella Carrillo (T-HS), Maria Hernandez (FCE Coord), Maria Jalomo (FSW-HS), Teresa Rodriguez (FSW-HS),  
Rosa Treviño (T-EHS), Alejandra Rodriguez (P-HS), Manuela Estrada (HV-EHS), Leticia Zavala (Records-HS),  
Carolina Terrazas (P-HS), Cristina Rodriguez (T-TMC), Felix Gaona (P-HS), Melva Garza (T-HS),  
Mary Martinez (CA-HS), Monica Farias (T-HS), Juanita Peña (Dis. Coord), Ana Huerta (Health Coord),  
Sara Gonzalez (T-HS), Cynthia Guantos (HV-EHS), Edith Gonzalez (T-HS), Wendy Palomo (T-HS),  
Luis Morales (P-EHS), Diana Escobedo (T-HS), Maria Chamberlain (CA-HS), Patricia Guardiola (ASM-HS)  
Soraya Mohamed (T-HS), Pilar Gonzalez (T-HS), Veronica Madrigal (CD-TMC)

**The following centers were monitored:**

Sierra Vista, Little Folks, Springfield, TMC,                      El Cenizo, Main Office, Larga Vista,  
Prada, Floyd, Jesus Garcia, Villa Alegre,  
Palominos, Sanchez Ochoa, Tatangelo II, Finley.

**The following reports, documents, instruments, etc. were reviewed:**

EHS- Home Visitor Plan, Home Visit Report, Individual Child Report, Daily Activity report, providers list,  
Referral form for Outer Agency (Project Hope), Folders.  
HS- Individual Child Report, Special diets/ underweight/ over weight forms, LEA Folders, IEP'S,  
Teaching Strategies GOLD, Creative Curriculum, Home visit form, partnership agreement form, Training  
consultants and parents, Positive Guidance Plan, Consultant agreement, flash light logs, fire extinguisher log  
TMC Tracking form, Kitchen logs, home language surveys, school readiness goals, outcomes report, MH  
memos in corners, grouping sign in, MH individual assessment, Scope and sequence C.C., ICP  
Individualization, and Behavior Tracking.

**SECTION II: SUMMARY**

At this time we did NOT find any non-compliance items. As we visited the centers and interviewed

the staff, we were very pleased with the responses given by the staff; Good job to all staff interviewed!  
The centers looked well maintained, clean and the environment felt good. Good Job Teachers. One observation done in one center was a branch with thorns coming through the fence, when advised, the teacher said a work order would be done immediately, so the branch would be cut.

**SECTION III: POTENTIAL AREA(S) OF NONCOMPLIANCE**

**Performance Standard:** \_\_\_\_\_

**Potential Non-Compliance:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Recommendation:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Performance Standard:** \_\_\_\_\_

**Potential Non-Compliance:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Recommendation:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Performance Standard:** \_\_\_\_\_

**Potential Non-Compliance:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Webb County Head Start  
Local Self-Assessment Report  
February 12, 2015**

**Content Area Reviewed:** ERSEA

**Prepared by:** Luz Muñoz, Ma Elena Hernandez, FCE Coord  
Ma Concepcion Jalomo, FSW Veronica Madrigal, TMC

**Instrument:** 2015 Webb County Head Start FSW Self-Assessment

**SECTION I: BACKGROUND**

**The following people were interviewed:**

<u>Carmen Garcia, FSW</u>	<u>Claudia Rubio, FSW</u>
<u>Veronica Madrigal, TMC</u>	<u>Luz Muñoz</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

**The following centers were monitored:**

<u>Floyd</u>	<u>TMC</u>
<u>Sierra Vista HS / EHS</u>	<u>Roosevelt</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

**The following reports, documents, instruments, etc. were reviewed:**

23 Children's Folders were reviewed



# Quarterly Licensing & Safety Report

Center: A.T. Doualina

Date: 2/27/15

Annual Inspection (Date/s)

Fire: 3-21-14 Environmental: 7-24-14

Gas: Memo 8-18-14 Fire Alarm: 1-15-14

Person Responsible	Non-Compliance Items	Work Order Date/Completion Date
		/
		/
		/
		/
		/
		/
		/
		/

Comments:

None @ this time!

Identify new enrollees for this month:

Mia Roman C-4

ASM/Head Teacher Signature:

M. V. Roman

Date:

2/27/15

**Minimum Standard  
Licensing Monitoring Checklist**

Center: Dovalina

To Be Posted:	Compliance	Non-Compliance
<b>1. Emergencies:</b>		
A. Emergency telephone numbers (posted in each classroom)	✓	
B. Children's phone numbers (covered)	✓	
C. Release form (place a form w/easy access to staff)	✓	
D. Incident illness report/Morning inspection (available)	✓	
E. Disaster Relocation Plan posted in each classroom	✓	
F. Fire Evacuation (Floor Plan) posted in each classroom	✓	
<b>2. Inspections/Certificates to be posted in Licensing Corner:</b>		
A. The Child-Care Center's License	✓	
B. Center Director's Certificate	✓	
C. Most recent Licensing Inspections	✓	
D. Insurance	✓	
E. Fire Inspection	✓	
F. Fire Alarm Inspection	✓	
G. Gas Inspection annual basis	N/A	
H. Sanitation w/Environmental forms	✓	
I. A list titled "Current Employees" must be 8½" x 11"	✓	
J. Organizational Chart	✓	
K. Consumer Product Certification Log	✓	
L. Justice for all form (posted visible to parents)	✓	
M. Poster (Keeping Children Safe) posted visible to parents	✓	
N. Poster (ATTENTION PARENTS) posted visible to parents	✓	
O. Emergency Preparedness Plan (posted)	✓	
<b>3. To Be Filed:</b>		
A. Texas Department of Family Protective Services Minimum Standard	✓	
B. Medication Policy ( Health Corner )	✓	
<b>4. Staff or Volunteers handling Food:</b>		
A. Must wear hair nets	✓	
B. Must wear enclosed shoes	✓	
C. Must wear sanitation gloves	✓	
D. Kitchen area must Post CPR/First Aid and Hand Washing Poster	N/A	
<b>5. Staff:</b>		
Additional Binder: Licensing Requirement Forms	✓	
Maintenance	✓	
Disability Aide(s)	N/A	
Bus Driver (s)	✓	
Kitchen Staff	N/A	

	Compliance	Non-Compliance
<b>6. Parent Volunteer:</b>		
Refer to Licensing Requirement Forms		
<b>7. Occasional Volunteers (once a month):</b>		
A. Licensing Requirement Forms	✓	
B. Head Start Volunteer Application	✓	
<b>8. Items to Monitor:</b>		
A. Child Caregiver/Ratio	✓	
B. Children's Folders	✓	
C. Adult belongings/ teacher materials out of the reach of children	✓	
D. All exits are clearly marked and free from clutter ( exits signs)	✓	
E. Files under lock & key (at all times)	✓	
<b>9. Check for cracked, broken, rusted, or peeling paint:</b>		
A. Doors/Door Knobs	✓	
B. Door Frames	✓	
C. Windows (look for a seal on the safety glass)	✓	
D. Floors	✓	
E. Ceilings	✓	
F. A/C vents clean and free from rust	✓	
G. Hand rails, ramps, stairs	✓	
H. Walls	✓	
I. Other	—	
<b>10. Monitoring Forms:</b>		
A. Monthly Inspection Form for Classrooms	N/A	
B. Fire Drills Schedule Form	✓	
C. Bathroom Sanitation Schedule	N/A	
D. Disinfecting Solution Log	N/A	
E. Daily Playground Inspection	✓	
F. Mat/Toys Sanitation Schedule	✓	
G. Children's List for Designated Mats	✓	
H. First Aid Kit Log	✓	
<b>11. Other Items Monitored:</b>		
A. Personal Bags for Children's Personal Items	✓	
B. Classroom and Bathroom Doors should not be locked	✓	
C. Adequate Classroom & Bathroom Lighting	✓	
D. Adequate Classroom Ventilation	✓	
E. Adequate Classroom Temperature	✓	
F. Electric Outlets Covered (safety Caps)	✓	
<b>12. Inspect the Following Fire Hazards:</b>		
A. Breaker Box 3 ft. clearance in all directions	N/A	

	Compliance	Non-Compliance
B. Proper Clearance from ceiling-24" (closet)	✓	
C. Outlets should not be hidden or covered by (Pictures, posters, signs, Papers etc...)	✓	
D. Space Heaters and Air Conditioners (should have safeguards)	N/A	
<b>13. Inspect Bathroom(s) for:</b>		
A. Stairs/Steps (Slip Proof)	✓	
B. Step Stools are clean & sturdy	✓	
C. Bathroom Sinks at child's level (if not-must have a slip resistant mat under step stool)	✓	
D. Wastebasket (garbage is stored in a safe & sanitary manner)	✓	
E. Paper Towels Available	✓	
F. Proper Toilet with a tank & cover, seat lid, and hardware is complete (screw caps), and without deterioration	✓	
G. Soap Dispenser	✓	
H. No Leaky Faucets	✓	
I. Latex Gloves Available	✓	
J. No Rust	✓	
<b>14. Inspect the Following:</b>		
A. Combustible/Flammable/Toxic/Cleaning/Materials should be kept out of children's reach and stored in their original containers	✓	
B. Medicine should not be in the classroom or child's reach <i>School nurse</i>	N/A	
<b>15. Playground Area should be clear of:</b>		
A. The entire playground is free from debris or litter such as branches and animal waste	✓	
B. Sharp objects (broken glass, knives garden tools, etc.)	✓	
C. Grass mowed and trimmed around the fence, A/C units, ramps, and around the playground	✓	
D. Surfacing is maintained within each fall zone	✓	
E. Sand Box covered	✓	
E. No ants, anthills or beehives	✓	
F. Gates secure from opening when the weight of an adult is put against it	✓	
G. No holes or ditches	✓	
H. Mops out of children's reach	✓	
I. The playground is fenced	✓	

*Venerica J Rangel*

ASM's Signature

*2/27/15*

Date

# Quarterly Licensing & Safety Report

Center: St Martin

Date: 2/5/15

Annual Inspection (Date/s)

Fire: 04/04/14 Environmental: 07/21/14  
Gas: N/A Fire Alarm: LISD

Person Responsible	Non-Compliance Items	Work Order Date/Completion Date
		/
		/
		/
		/
		/
		/
		/

Comments:

N/A

Identify new enrollees for this month:

NO new enrollees for this month.

ASM/Head Teacher Signature: Diana

Date: 2/5/15

## Minimum Standard Licensing Monitoring Checklist

Center:     JC Martin    

To Be Posted:	Compliance	Non-Compliance
<b>1. Emergencies:</b>		
A. Emergency telephone numbers (posted in each classroom)	✓	
B. Children's phone numbers (covered)	✓	
C. Release form (place a form w/easy access to staff)	✓	
D. Incident illness report/Morning inspection (available)	✓	
E. Disaster Relocation Plan posted in each classroom	✓	
F. Fire Evacuation (Floor Plan) posted in each classroom	✓	
<b>2. Inspections/Certificates to be posted in Licensing Corner:</b>		
A. The Child-Care Center's License	✓	
B. Center Director's Certificate	✓	
C. Most recent Licensing Inspections	✓	
D. Insurance	✓	
E. Fire Inspection	LISD	
F. Fire Alarm Inspection	LISD	
G. Gas Inspection annual basis	P/A	
H. Sanitation w/Environmental forms	✓	
I. A list titled "Current Employees" must be 8½" x 11"	✓	
J. Organizational Chart	✓	
K. Consumer Product Certification Log	✓	
L. Justice for all form (posted visible to parents)	✓	
M. Poster (Keeping Children Safe) posted visible to parents	✓	
N. Poster (ATTENTION PARENTS) posted visible to parents	✓	
O. Emergency Preparedness Plan (posted)	✓	
<b>3. To Be Filed:</b>		
A. Texas Department of Family Protective Services Minimum Standard	✓	
B. Medication Policy ( Health Corner )	✓	
<b>4. Staff or Volunteers handling Food:</b>		
A. Must wear hair nets	✓	
B. Must wear enclosed shoes	✓	
C. Must wear sanitation/latex gloves	✓	
D. Kitchen area must Post CPR/First Aid and Hand Washing Poster	N/A	
<b>5. Staff:</b>		
Additional Binder: Licensing Requirement Forms	✓	
Maintenance	✓	
Disability Aide(s)	N/A	
Bus Driver (s)	✓	
Kitchen Staff	P/A	



	Compliance	Non-Compliance
<b>6. Parent Volunteer:</b>		
Refer to Licensing Requirement Forms	N/A	
<b>7. Occasional Volunteers (once a month):</b>		
A. Licensing Requirement Forms	N/A	
B. Head Start Volunteer Application	N/A	
<b>8. Items to Monitor:</b>		
A. Child Caregiver/Ratio	✓	
B. Children's Folders	✓	
C. Adult belongings/ teacher materials out of the reach of children	✓	
D. All exits are clearly marked and free from clutter ( exits signs)	✓	
E. Files under lock & key (at all times)	✓	
<b>9. Check for cracked, broken, rusted, or peeling paint:</b>		
A. Doors/Door Knobs	✓	
B. Door Frames	✓	
C. Windows (look for a seal on the safety glass)	✓	
D. Floors	✓	
E. Ceilings	✓	
F. A/C vents clean and free from rust	LISD	
G. Hand rails, ramps, stairs	N/A	
H. Walls	✓	
I. Other	N/A	
<b>10. Monitoring Forms:</b>		
A. Monthly Inspection Form for Classrooms	✓	
B. Fire Drills Schedule Form	✓	
C. Bathroom Sanitation Schedule	✓	
D. Disinfecting Solution Log	✓ LISD	
E. Daily Playground Inspection	✓	
F. Mat/Toys Sanitation Schedule	✓	
G. Children's List for Designated Mats	✓	
H. First Aid Kit Log	✓	
<b>11. Other Items Monitored:</b>		
A. Personal Bags for Children's Personal Items	✓	
B. Classroom and Bathroom Doors should not be locked	✓	
C. Adequate Classroom & Bathroom Lighting	✓	
D. Adequate Classroom Ventilation	✓	
E. Adequate Classroom Temperature	✓	
F. Electric Outlets Covered (safety Caps)	✓	
<b>12. Inspect the Following Fire Hazards:</b>		
A. Breaker Box 3 ft. clearance in all directions	LISD	

	Compliance	Non-Compliance
B. Proper Clearance from ceiling-24" (closet)	✓	
C. Outlets should not be hidden or covered by (Pictures, posters, signs, Papers etc...)	✓	
D. Space Heaters and Air Conditioners (should have safeguards)	LISD	
<b>13. Inspect Bathroom(s) for:</b>		
A. Stairs/Steps (Slip Proof)	N/A	
B. Step Stools are clean & sturdy	✓	
C. Bathroom Sinks at child's level (if not-must have a slip resistant mat under step stool)	✓	
D. Wastebasket (garbage is stored in a safe & sanitary manner)	✓	
E. Paper Towels Available	✓	
F. Proper Toilet with a tank & cover, seat lid, and hardware is complete (screw caps), and without deterioration	Do <del>not</del>	customization not fixed. Some tubes are uncolored from under the sink (boys)
G. Soap Dispenser	✓	
H. No Leaky Faucets	✓	
I. Latex Gloves Available	✓	
J. No Rust	✓	
<b>14. Inspect the Following:</b>		
A. Combustible/Flammable/Toxic/Cleaning/Materials should be kept out of children's reach and stored in their original containers	✓	
B. Medicine should not be in the classroom or child's reach	✓	
<b>15. Playground Area should be clear of:</b>		
A. The entire playground is free from debris or litter such as branches and animal waste	✓	
B. Sharp objects (broken glass, knives garden tools, etc.)	✓	
C. Grass mowed and trimmed around the fence, A/C units, ramps, and around the playground	✓	
D. Surfacing is maintained within each fall zone	✓	
E. Sand Box covered	✓	
E. No ants, anthills or beehives	✓	
F. Gates secure from opening when the weight of an adult is put against it	✓	
G. No holes or ditches	✓	
H. Mops out of children's reach	✓	
I. The playground is fenced	✓	

*J. Leancia*

ASM's Signature

2/5/15

Date

# Quarterly Licensing & Safety Report

Center: Jesus Garcia

Date: 2/27/2015

<b>Annual Inspection (Date/s)</b>
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Fire: <u>7/28/2014</u>	Environmental: <u>7/21/2014</u>
Gas: <u>8/18/2014</u>	Fire Alarm: <u>7/28/2014</u>

Person Responsible	Non-Compliance Items	Work Order Date/Completion Date
		/
	None	/
		/
		/
		/
		/
		/

Comments:

None

Identify new enrollees for this month:

None

ASM/Head Teacher Signature:

Ms. A. Ruiz

MSA.13

Date:

2/27/2015

## Minimum Standard Licensing Monitoring Checklist

Center: Jesus Garcia

To Be Posted:	Compliance	Non-Compliance
<b>1. Emergencies:</b>		
A. Emergency telephone numbers (posted in each classroom)	√	
B. Children's phone numbers (covered)	√	
C. Release form (place a form w/easy access to staff)	√	
D. Incident illness report/Morning inspection (available)	√	
E. Disaster Relocation Plan posted in each classroom	√	
F. Fire Evacuation (Floor Plan) posted in each classroom	√	
<b>2. Inspections/Certificates to be posted in Licensing Corner:</b>		
A. The Child-Care Center's License	√	
B. Center Director's Certificate	√	
C. Most recent Licensing Inspections	√	
D. Insurance	√	
E. Fire Inspection	√	
F. Fire Alarm Inspection	√	
G. Gas Inspection annual basis	√	
H. Sanitation w/Environmental forms	√	
I. A list titled "Current Employees" must be 8½" x 11"	√	
J. Organizational Chart	√	
K. Consumer Product Certification Log	√	
L. Justice for all form (posted visible to parents)	√	
M. Poster (Keeping Children Safe) posted visible to parents	√	
N. Poster (ATTENTION PARENTS) posted visible to parents	√	
O. Emergency Preparedness Plan (posted)	√	
<b>3. To Be Filed:</b>		
A. Texas Department of Family Protective Services Minimum Standard	√	
B. Medication Policy ( Health Corner )	√	
<b>4. Staff or Volunteers handling Food:</b>		
A. Must wear hair nets	√	
B. Must wear enclosed shoes	√	
C. Must wear sanitation gloves	√	
D. Kitchen area must Post CPR/First Aid and Hand Washing Poster	√	
<b>5. Staff:</b>		
Additional Binder: Licensing Requirement Forms	√	
Maintenance	√	
Disability Aide(s)	√	
Bus Driver (s)	√	
Kitchen Staff	√	

	Compliance	Non-Compliance
<b>6. Parent Volunteer:</b>		
Refer to Licensing Requirement Forms	√	
<b>7. Occasional Volunteers (once a month):</b>		
A. Licensing Requirement Forms	√	
B. Head Start Volunteer Application	√	
<b>8. Items to Monitor:</b>		
A. Child Caregiver/Ratio	√	
B. Children's Folders	√	
C. Adult belongings/ teacher materials out of the reach of children	√	
D. All exits are clearly marked and free from clutter ( exits signs)	√	
E. Files under lock & key (at all times)	√	
<b>9. Check for cracked, broken, rusted, or peeling paint:</b>		
A. Doors/Door Knobs	√	
B. Door Frames	√	
C. Windows (look for a seal on the safety glass)	√	
D. Floors	√	
E. Ceilings	√	
F. A/C vents clean and free from rust	√	
G. Hand rails, ramps, stairs	√	
H. Walls	√	
I. Other	√	
<b>10. Monitoring Forms:</b>		
A. Monthly Inspection Form for Classrooms	√	
B. Fire Drills Schedule Form	√	
C. Bathroom Sanitation Schedule	√	
D. Disinfecting Solution Log	√	
E. Daily Playground Inspection	√	
F. Mat/Toys Sanitation Schedule	√	
G. Children's List for Designated Mats	√	
H. First Aid Kit Log	√	
<b>11. Other Items Monitored:</b>		
A. Personal Bags for Children's Personal Items	√	
B. Classroom and Bathroom Doors should not be locked	√	
C. Adequate Classroom & Bathroom Lighting	√	
D. Adequate Classroom Ventilation	√	
E. Adequate Classroom Temperature	√	
F. Electric Outlets Covered (safety Caps)	√	
<b>12. Inspect the Following Fire Hazards:</b>		
A. Breaker Box 3 ft. clearance in all directions		

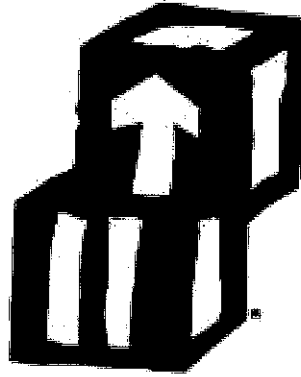
	Compliance	Non-Compliance
B. Proper Clearance from ceiling-24" (closet)	√	
C. Outlets should not be hidden or covered by (Pictures, posters, signs, Papers etc...)	√	
D. Space Heaters and Air Conditioners (should have safeguards)	√	
<b>13. Inspect Bathroom(s) for:</b>		
A. Stairs/Steps (Slip Proof)	√	
B. Step Stools are clean & sturdy	√	
C. Bathroom Sinks at child's level (if not-must have a slip resistant mat under step stool)	√	
D. Wastebasket (garbage is stored in a safe & sanitary manner)	√	
E. Paper Towels Available	√	
F. Proper Toilet with a tank & cover, seat lid, and hardware is complete (screw caps), and without deterioration	√	
G. Soap Dispenser	√	
H. No Leaky Faucets	√	
I. Latex Gloves Available	√	
J. No Rust		
<b>14. Inspect the Following:</b>		
A. Combustible/Flammable/Toxic/Cleaning/Materials should be kept out of children's reach and stored in their original containers	√	
B. Medicine should not be in the classroom or child's reach	√	
<b>15. Playground Area should be clear of:</b>		
A. The entire playground is free from debris or litter such as branches and animal waste	√	
B. Sharp objects (broken glass, knives garden tools, etc.)	√	
C. Grass mowed and trimmed around the fence, A/C units, ramps, and around the playground	√	
D. Surfacing is maintained within each fall zone	√	
E. Sand Box covered	√	
E. No ants, anthills or beehives	√	
F. Gates secure from opening when the weight of an adult is put against	√	
G. No holes or ditches	√	
H. Mops out of children's reach	√	
I. The playground is fenced	√	

MS. A. Ruiz

MS.A.13  
ASM's Signature

2/27/2015

Date



Webb  
County  
Head  
Start

February 18

2014

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**FY2014 Self Assessment  
Office of Head Start  
Monitoring Protocol  
Fiscal Integrity**

**WEBB COUNTY HEAD START  
FY2012 SELF ASSESSMENT  
Office of Head Start Monitoring Protocol  
Fiscal Management  
February 4 – 6, 2014**

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Jake Sanchez, C.P.A.

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Rafael Perez, CPA – Assistant County Auditor

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Delia Perales – County Treasurer

Webb County Head Start is strong in all six subsections of fiscal management.

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CORPUS CHRISTI, TX**



**WEBB COUNTY HEAD START  
FY2012 SELF ASSESSMENT  
Office of Head Start Monitoring Protocol  
Fiscal Management  
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Page 2**

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D. Cost

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E. Location

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Area of non-compliance

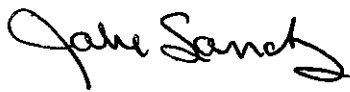
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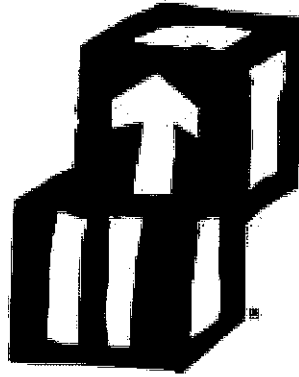
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Webb  
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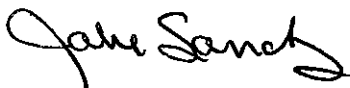
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**Program Improvement Plan  
For the  
2014 – 2015 Program Year**

<b>Content Area/Results of Self-Assessment / Related Performance Standard</b>	<b>Plan of Corrective Action</b>	<b>Required Resources</b>	<b>Person(s) Responsible</b>	<b>Desired Outcome / Goal for Improvement</b>	<b>Projected / Actual Date of Completion</b>
<p><u>Health and Safety</u> At Finley Head Start Center, the grass was tall and need to be cut.</p> <p>§1304.53(a)(7) § 1304.53 Facilities, materials, and equipment.</p> <p>(a) Head Start physical environment and facilities.</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>	<p>The Area Service Manager will ensure that the grass is cut regularly and as needed.</p>	<p>Safety Playground Checklist</p>	<p>HS / EHS Director  Head Start Assistant Dir. II  Health &amp; Safety Director  Area Service Manager  Bus Driver Supervisor  Bus Driver</p>	<p>The program will be in compliance at all times with all Health and Safety requirements.</p>	<p>Immediately &amp; On-going</p>

**Policy Council Chair / Date Approved**

**Webb County Judge / Date Approved**