

Highland Rim Head Start Required Postings Monitoring

Required Postings	Locations	Initials Verifying Posting
Menus	Complexes: In the kitchen and outside the kitchen (easily identified) Stand Alone Site: In the kitchen and Parent Board	
Allergies	Kitchen Emergency Board in Classroom and face down on Sign In/Out Clipboard	
Listing of Policy Council Members	Parent Board	
Policy Council Meeting Minutes	Parent Board	
Parent Committee Meeting Minutes	Parent Board	
Sign indicating Parent Handbook and Resource Manuals are available upon request	Parent Board	
Day Care Licensing Ratios	All Classrooms	
Job Postings	Parent Board	
Organizational Chart	Parent Board	
Justice for All Poster	Conspicuous Location easily visible to all visitors	
USDA Spanish Assistance Poster	Conspicuous Location easily visible to all visitors	
Building the Future (Eng/Span)	Conspicuous Location easily visible to all visitors	
Comptroller Hotline #	Conspicuous Location easily visible to all visitors	
Federal Regulation Labor Law Poster	Conspicuous Location	
Notice of Federal Interest	Complexes ONLY located in a conspicuous location easily visible to all visitors	
Building/purchase/facilities Info.	Standalone ONLY located in a conspicuous location easily visible to all visitors and outside/exterior	
Emergency Response Plan	Near employee sign-in/out book in each center/classroom	
SDS Notebook	Kitchen and easily accessible	
No Smoking Signs	Outside all building exits	
Emergency Evacuation Routes	Easily located at all building exits	
Current Health Inspections	Conspicuous Location in the kitchen	
Food Permit	Conspicuous Location in the kitchen	
Infectious Disease Cook Sign Off	Conspicuous Location in the kitchen	
Child Abuse Reporting	Parent Board	
Emergency Contact Information	Near Phone in each classroom	
Center Information	Near Phone in each classroom	
Emergency Quick Reference	Emergency Board in each classroom	
Drills (bus, fire, tornado, earthquake, intruder)	Emergency Board in each classroom	
Emergency Staff Assignments	Emergency Board in each classroom	
Staff and child emergency cards	Child sign-in/out clipboard	

Site: _____ Monitor's Signature: _____ Date: _____