Required Classroom Display for BSACAP Head Start

Title	Item Decription	Required Location	Where to Find Information
Nutrition			
"And Justice for All"	A grantee distributed poster	Displayed either inside the classroom or outside the classroom door	Sent by Health Mngr.
Breakfast, Lunch, and Snack Menus	Menu of meals for the current week/month	Displayed either inside the classroom or outside the classroom door	School Food Service
Health & Safety			
Location of Nearest Fire Extinguisher	A sign that tells where to find the nearest fire extinguisher *(Either inside or outside the classroom)*	Emergency Board	Created by Staff
Location of Nearest Fire Alarm	A sign that tells where to find the nearest fire alarm *(Either inside or outside the classroom)*	Emergency Board	Created by Staff
First Aid Kit	A sign or "Red Cross" that shows the location of the First Aid Kit	Displayed in the classroom	Created by Staff
Classroom Emergency Plan	A document that describes what to do when there is an emergency involving a child. This form also has the required emergency numbers	Emergency Board	BSACAP Website
Choking & CPR Procedures	A grantee distributed poster	Emergency Board	Sent by Health Mngr.
First Aid Instructions	A grantee distributed poster	Emergency Board	Sent by Health Mngr.
Evacuation Route(s)	A diagram of the building that shows a clearly marked path that will be used to exit the building in case of an emergency	Emergency Board or near the door	Created by Staff
Tornado Procedure	A description of what to do in case of a tornado	Below Emergency Board, at the child's eye level, written for a child	Created by Staff
Earthquake Procedure	A description of what to do in case of a earthquake	Below Emergency Board, at the child's eye level, written for a child	Created by Staff
Fire Procedure	A description of what to do in case of a fire	Below Emergency Board, at the child's eye level, written for a child	Created by Staff
Record of Drills	A list of emergency drills that have been completed including fire, earthquake, tornado, and bus evacuations	Emergency Board	BSACAP Website
Flame(s)	A picture of flames posted on the door to direct children in case of fire	On the inside of the door at the child's eye level	Created by Staff
Classroom Occupancy	A notice that shows how many children can be enrolled in a classroom based on 35 sq. ft. per child	Displayed in the classroom near the door	Request from Grantee
Child Allergies	A list that identifies which children have allergies *(must obtain parent permission before posting)*	Emergency Board	Created by Staff
Diapering Policy	BSACAP Policy	Displayed in the designated diapering location	BSACAP Website

Toothbrushing Procedure	Picture references for children to understand how to appropriately brush teeth	Displayed in the classroom wherever toothbrushing takes place	Sent by Health Mngr.
Toileting Procedure	Picture references for children to understand appropriate toileting procedures	Bathroom	Sent by Health Mngr.
Handwashing Procedure	Picture references for children to understand how to appropriately wash hands	Bathroom or wherever handwashing takes place	Sent by Health Mngr.
Education			
Weekly Lesson Plan	A lesson plan for the current week *(cannot have individual children identified)*	Displayed in the classroom	Created by Staff
Classroom Schedule	A typed, detailed schedule of the day	Displayed in the classroom	Created by Staff
Picture Schedule	A large format of the daily schedule that shows events represented by corresponding pictures and clocks	Displayed in the classroom at the child's eye level	Created by Staff
Word Wall	All 26 individual letters of the alphabet displayed so that "word cards" can be placed under each letter	Displayed in the classroom at the child's eye level	Created by Staff
Fairness Chart	A chart that shows a symbol for each table linked to a day of the week. This chart should be used for all transitions.	Displayed in the classroom	Created by Staff
Helpers/Jobs Chart	A chart that identifies responsibilities for all children *(or at least half of the children)* during the day	Displayed in the classroom	Created by Staff
Classroom Rules	A short list of rules for children written in a manner that tells them what they "can" do, not what they "can't"	Displayed in the classroom at the child's eye level	Created by Staff
Center Identifiers/Labels	A label/sign that represents each center	Either displayed on the end of a center shelf or on the wall in the center	Created by Staff
Volunteer Suggestions	A list of activities that parents/volunteers can do in each center to help children progress	Either displayed on the end of a center shelf or on the wall in the center	BSACAP Website
Diversity Pictures	Pictures of people from various races, cultures, abilities, and ages	Displayed in the classroom	Created by Staff
CLASS Concept Development Questions	A list of "How" & "Why" questions for staff to use in the centers when engaging children	Displayed in each learning center	BSACAP Website
Family Services *(Parent Board)*			
Program Policies			
Confidentiality of Information	BSACAP Policy	Parent Board	BSACAP Website
Emergency Preparedness	BSACAP Policy	Parent Board	BSACAP Website
Reporting Suspected or Known Child Abuse/Neglect	BSACAP Policy	Parent Board	BSACAP Website
Community-Parent Complaint policy and form	BSACAP Policy	Parent Board	BSACAP Website
Drug-free Workplace	Drug-free Workplace Policy	Parent Board	BSACAP Website

Other Parent Board Requirements			
How to Apply for WIC	Instructions on how to apply for WIC benefits and the income guidelines to qualify for the program (updated yearly)	Parent Board	BSACAP Website
Oral Health	Tips to help parents ensure good oral health for their family	Parent Board	BSACAP Website
Tobacco Use	Information on how and why to quit smoking/tobacco use	Parent Board	BSACAP Website
What You Need to Know About Lead	Explains where lead exposure occurs and how to prevent it	Parent Board	BSACAP Website
Safe Sleeping for Babies	Tips to prevent accidental death of sleeping babies	Parent Board	BSACAP Website
KYNECT is Back	Information about insurance options	Parent Board	Sent by Health Mngr. & BSACAP Website
Sunscreen Protection	Describes how to protect children from over exposure to the sun	Parent Board	Sent by Health Mngr. & BSACAP Website
CDC Secondhand Smoke	Information about secondhand smoke	Parent Board	Sent by Health Mngr. & BSACAP Website
Facts for Parents about E-cigarettes & Vaping	Information about elctronic cigarettes and vaping	Parent Board	Sent by Health Mngr. & BSACAP Website
Nutrition Newsletter	Newsletter sent monthly	Parent Board	Sent by Nutrition Mngr.
Disability Guide	Information for parents about IEPs, RTI, and other proceses for children with disabilities.	Parent Board	Sent by Disability Mngr. & BSACAP Website
Child Support Enforcement Information	Answers to questions about child support	Parent Board	BSACAP Website
Domestic Violence Shelters	Information on how to contact local abuse shelters	Parent Board	BSACAP Website
Mental Health Schedule	Names of licensed consultants available per county and the schedule for school based therapist. *(Specific to School)*	Parent Board	Sent by Mental Health Mngr. & Website
Important Websites	Various webpages that parents can use to get information about Head Start and other community resources	Parent Board	BSACAP Website
Parent Career Development and Literacy	BSACAP instructions and request forms that parents can use to apply for financial assistance with GED, technical, or college classes	Parent Board	BSACAP Website
Parent Committee Minutes	Minutes from the most recent meeting of the parent group at that site	Parent Board	From Local Level
Policy Committee Minutes	Minutes from the most recent meeting of your Delegate Policy Committee *(excludes Model City)*	Parent Board	From Local Level
Other Display Requirements			
Children's Artwork	Various examples of children's artwork. Must have the child's name and be dated within the past month	Displayed in the classroom	From Local Level
Child Photos and Names	Pictures and names of the enrolled children	Displayed in the classroom	From Local Level