

**Illinois Director Credential  
Center/School Policies and Procedures Project**

**I. Assessment Competency & Standard Alignment**

<b>Gateways Competencies Assessed</b>
<b>POFM1:</b> Develop plans and procedures that ensure healthy, nutritious, and safe program and facility operations
<b>POFM2:</b> Design, arrange, and evaluate the effective use of space based on principles of environmental psychology, safety, and child development
<b>POFM3:</b> Implement organizational systems that ensure healthy, nutritious, and safe program and facility operations

**II. Assessment Task Description/ Directions**

**Overview: In this assessment, you will...**

<b>Option 1</b> (for those wanting to become leaders in the field)	<b>Option 2</b> (for those who are already leaders in the field at a licensed site)
<ul style="list-style-type: none"> <li>Develop nutrition, health, and safety policies and procedures for an identified program/ center/ school facility or a hypothetical one in a real community that represent best practice as well as state, federal, and local licensing requirements and regulations</li> <li>You will also create two facility drawings for your identified program/ center/ school facility or a hypothetical one in a real community: one for use of indoor space and one for use of outdoor space, providing written justification for your use of space</li> <li>Additionally, you will provide written descriptions of the underlying organizational systems needed to implement the stated policies and procedures within this facility</li> </ul>	<ul style="list-style-type: none"> <li>Review and revise/ develop improved nutrition, health, and safety policies and procedures for your program/ center/ school that represent best practice as well as state, federal, and local licensing requirements and regulations</li> <li>You will also create two facility drawings for your program/ center/ school facility: one for use of indoor space and one for use of outdoor space, providing written justification for your use of space or justification for the current space arrangement</li> <li>Additionally, you will provide written descriptions of the underlying organizational systems needed to implement the stated policies and procedures within your facility</li> </ul>

**Specific Steps for Option 1**

This task consists of three parts, including:

**Part 1: Nutrition, Health, and Safety Policies and Procedures**

For this assessment, you will develop a program and operations binder that includes the safety, nutrition, wellness, and environmental well-being policies and procedures for an identified program/ center/ school facility or a hypothetical one in a real community. All policies and procedures should represent best practices

as well as state, federal and local licensing requirements and regulations. Your policies and procedures should also reflect the specific needs of the children and families that this site serves/ would serve. The created policies and procedures in your binder should include, but not be limited to:

- Nutrition
  - Mealtime expectations and menu cycles (per DCFS, Food Program, and best practice guidelines)
  - Children with food allergies and food sensitivities
  - Purchase, storage, maintenance and daily preparation of food
  - Safe food handling
  - Requirements for employees handling food (i.e., food sanitation certification)
  - Family communication regarding menus, menu changes, etc.
  - Snacks and treats from outside for celebrations and special occasions
  - Accommodations/ considerations for the inclusion of all children and families
- Health
  - Sending ill children home, parent notification
  - Isolating children who become ill
  - Communicable disease handling and reporting
  - Well-check/ return to school policy
  - Child abuse and neglect reporting, including parent communication/employee expectations
  - Emergency, health, and accident plans and reports
  - Storage and accessibility of emergency information for children
  - Accommodations/ considerations for children experiencing/ who have experienced trauma
- Safety
  - Indoor safety, equipment expectations, schedule of check and repairs
  - Outdoor safety, equipment expectations, schedule of check and repairs
  - Center building security and access
  - Employee requirements for employment (i.e., first-aid certification, Infant/Child CPR certification, etc.)
  - Excursion safety procedures
  - Disaster plans (fire, tornado, threatening persons)
  - Documentation and schedule of emergency drills
  - Review and updating of classroom first aid kits
  - Risk management plans (policies and procedures designed to maintain the safety of people, facilities, equipment, and materials)

## **Part 2: Center/ Facility Plan for Physical Space**

In Part 2, you will create two facility drawings to include in your program and operations binder for this identified program/ center/ school facility or your hypothetical one in a real community: one for use of indoor space and one for use of outdoor space. Your plan should address the following:

- Best practice guidelines in instructional indoor and outdoor space
- Licensing standards for indoor and outdoor square footage for specific age groups
- Toileting, personal items, food preparation, storage and employee spaces

- Parent check-in and check-out
- Security and access

After completing your design of each area, provide written justification for your use of the spaces by providing:

- Licensing, regulatory and best practice sources
- An overview of how the environmental design is inclusive of all child and adult developmental needs, considering Universal Design for Learning (UDL) principles

### **Part 3: Organizational Systems Overview**

In Part 3, you will provide written descriptions of the underlying organizational systems needed to implement the stated nutrition, health, and safety policies and procedures within this facility (e.g. heating/ cooling, water, sanitation, security system, internet service, food service, classroom equipment, etc.). Your description of systems should include the following:

- A description of how comprehensive systems are developed and maintained to ensure routine maintenance, equipment repair, and replacement
- An overview of inventory control and records management plans that are accurate and reflective of confidentiality
- A description of policies and procedures for ongoing monitoring of the physical environment that reflect state and national standards as well as the evidence base of the field

### **Specific Steps for Option 2**

This task consists of three parts, including:

#### **Part 1: Nutrition, Health, and Safety Policies and Procedures**

For this assessment, you will develop a program and operations binder that includes the safety, nutrition, wellness, and environmental well-being policies and procedures for an identified program/ center/ school facility or a hypothetical one in a real community. All policies and procedures should represent best practices as well as state, federal and local licensing requirements and regulations. Your policies and procedures should also reflect the specific needs of the children and families that this site serves/ would serve. The created policies and procedures in your binder should include, but not be limited to:

- Nutrition
  - Mealtime expectations and menu cycles (per DCFS, Food Program, and best practice guidelines)
  - Children with food allergies and food sensitivities
  - Purchase, storage, maintenance and daily preparation of food
  - Safe food handling
  - Requirements for employees handling food (i.e., food sanitation certification)
  - Family communication regarding menus, menu changes, etc.
  - Snacks and treats from outside for celebrations and special occasions
  - Accommodations/ considerations for the inclusion of all children and families
- Health
  - Sending ill children home, parent notification

- Isolating children who become ill
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- Well-check/ return to school policy
- Child abuse and neglect reporting, including parent communication/employee expectations
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  - Indoor safety, equipment expectations, schedule of check and repairs
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  - Center building security and access
  - Employee requirements for employment (i.e., first-aid certification, Infant/Child CPR certification, etc.)
  - Excursion safety procedures
  - Disaster plans (fire, tornado, threatening persons)
  - Documentation and schedule of emergency drills
  - Review and updating of classroom first aid kits
  - Risk management plans (policies and procedures designed to maintain the safety of people, facilities, equipment, and materials)

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In Part 2, you will create two facility drawings to include in your program and operations binder for this identified program/ center/ school facility or your hypothetical one in a real community: one for use of indoor space and one for use of outdoor space. Your plan should address the following:

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- Parent check-in and check-out
- Security and access

After completing your design of each area, provide written justification for your use of the spaces by providing:

- Licensing, regulatory and best practice sources
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## **Part 3: Organizational Systems Overview**

In Part 3, you will provide written descriptions of the underlying organizational systems needed to implement the stated nutrition, health, and safety policies and procedures within your facility (e.g. heating/ cooling, water, sanitation, security system, internet service, food service, classroom equipment, etc.). Your description of systems should include the following:

- A description of how comprehensive systems are developed and maintained to ensure routine maintenance, equipment repair, and replacement

- An overview of inventory control and records management plans that are accurate and reflective of confidentiality
- A description of policies and procedures for ongoing monitoring of the physical environment that reflect state and national standards as well as the evidence base of the field

### III. Assessment Rubric

IDC Program Operations and Facilities Management Master Rubric					
Competency	Distinguished	Competent	Developing	Unacceptable	Unable to Assess
<b>POFM1:</b> Develop plans and procedures that ensure healthy, nutritious, and safe program and facility operations	Elaborates and expands plans and procedures that ensure healthy, nutritious, and safe program and facility operations.	Describes and explains plans and procedures that ensure healthy, nutritious, and safe program and facility operations.	Describes plans and procedures for healthy, nutritious, and safe program and facility operations that are inconsistent or are general and do not consider the situational context	Cannot articulate plans and procedures for a healthy, nutritious, and safe program and facility operations or describes unsafe, neglectful practices	
Competency	Distinguished	Competent	Developing	Unacceptable	Unable to Assess
<b>POFM2:</b> Design, arrange, and evaluate the effective use of space based on principles of environmental psychology, safety, and child development	Models and supports effective use of classroom and center space which reflect the needs of children and families as well as staff. Can justify choices using established principles of environmental psychology, safety, and child development	Plans and organizes effective use of classroom and center space which reflect the needs of children and families as well as staff.	Attempts to plan and organize classroom and center space which reflect the needs of children and families	Plans and organizes classroom and center space which does not reflect the needs of children and families. Ignores or puts the needs of staff and other adults first	
Competency	Distinguished	Competent	Developing	Unacceptable	Unable to Assess

IDC Program Operations and Facilities Management Master Rubric					
Competency	Distinguished	Competent	Developing	Unacceptable	Unable to Assess
<b>POFM3:</b> Implement organizational systems that ensure healthy, nutritious, and safe program and facility operations	Elaborates and expands organizational systems that ensure healthy, nutritious, and safe program and facility operations. Can articulate strategies for logistical implementation of plans and procedures	Describes and explains organizational systems that ensure healthy, nutritious, and safe program and facility operations.	Describes organizational systems for healthy, nutritious, and safe program and facility operations that are inconsistent or are general and do not consider the situational context	Cannot articulate organizational systems for a healthy, nutritious, and safe program and facility operations or describes unsafe, neglectful practices	