

APPROVAL OF NEW COMMUNITY FUNDED ECEAP SITE/CLASSROOM

CFE CONTRACTOR NAME:

SITE INFORMATION
• Site Name:
• Physical Address of Site:
• Street address:
• City:
• County:
• Zip code:

SITE CONTACT PERSON (PERSON AT THE FACILITY RESPONSIBLE FOR OPERATIONS):
• Name:
• Phone: Alternate number:
• Email:

SITE IS IN WHICH ELEMENTARY SCHOOL CATCHMENT AREA: _____
• Site is within an elementary school <input type="checkbox"/> Yes <input type="checkbox"/> No
○ If yes, name of elementary school: _____

DOES DCYF LICENSE THE SITE FOR CHILDCARE? <input type="checkbox"/>YES <input type="checkbox"/>NO
• If yes, DCYF license number: _____
• If not licensed for childcare, does this site qualify for a licensing exemption?
○ If yes, please attach the signed exemption form.

NEW SITE EARLY ACHIEVERS INFORMATION:
• Is this site participating in Early Achievers? <input type="checkbox"/> Yes <input type="checkbox"/> No
○ If yes, do they have an Early Achievers rating? <input type="checkbox"/> Yes <input type="checkbox"/> No
▪ What is the rating? _____
○ Is this site participating in remedial activities? <input type="checkbox"/> Yes <input type="checkbox"/> No

NEIGHBORING HEAD START OR ECEAP PROGRAMS THAT MIGHT RECRUIT FROM THE SAME AREA AS THIS SITE:

Yes No

- If yes, name of that program: _____
 - Date of signed service area agreement: _____

CURRENT HEADSTART AND ECEAP OFFERED AT THIS SITE:

- Part day
- School day
- Working day

CLASSROOM INFORMATION: (PLEASE FILL OUT FOR EACH COMMUNITY FUNDED - ECEAP CLASSROOM)

Classroom #1

Proposed class start date: _____

- Number of **COMMUNITY FUNDED - ECEAP** children enrolled in the class: _____
- Number of classroom hours: _____
- Are you moving an existing classroom to a new site? Yes No
 - Will a classroom or site be closing because of this move? Yes No
 - If yes, name and location of classroom or site that is closing: _____

Classroom #2

Proposed class start date: _____

- Number of **ECEAP/Head start or other Early learning** children enrolled in the class: _____
- Number of **COMMUNITY FUNDED - ECEAP** children enrolled in the class: _____
- Number of classroom hours: _____

COMMUNITY FUNDED - ECEAP Contract Provision or Performance Standard	Met	Not Yet	If not, describe your plan to meet the requirement, including date of completion
COMMUNITY FUNDED - ECEAP Contract: Contractor Responsibilities Will any COMMUNITY FUNDED - ECEAP -purchased materials be disposed or transferred because of this new site? <input type="checkbox"/> Yes <input type="checkbox"/> No Date the completed Equipment Disposal/Transfer Form was submitted to DCYF:	<input type="checkbox"/>	<input type="checkbox"/>	
COMMUNITY FUNDED - ECEAP Contract: Contractor Responsibilities Will any equipment be purchased for this site, with unit costs of \$5,000 or greater? <input type="checkbox"/> Yes <input type="checkbox"/> No Date the completed Purchase Request Form was submitted to DCYF:	<input type="checkbox"/>	<input type="checkbox"/>	

<p>D-13 Infectious Disease Prevention Have sufficient, clean, child-accessible toilets and hand-washing facilities. Location of bathrooms: If not located in classroom, describe plan for supervision and maintaining ratio during group and individual child toileting:</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>D-14 Food Sanitation Comply with WAC 246-215 and WAC 246-217 at locations where food is prepared, stored, and served.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Staff each classroom with at least one person with a food worker card at all times.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Prepare food in an area separate from toilet and child hand washing facilities. Describe where food is prepared (including any in-class snacks or food experiences :</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>D-16 Square Footage for each classroom Part Day classrooms must have 35 square feet per child of space, excluding bathroom, hall, kitchen and storage space.</p> <p>Classroom name or number: # square feet:</p> <p>Classroom name or number: # square feet:</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>D-16 School Day and Working Day classrooms must have 35 square feet per child excluding bathrooms, hall, kitchen and storage space. The Fire Marshal Inspection will determine the actual occupancy load.</p> <p>Classroom name or number: # square feet: OR Date measured by DCYF Licensor:</p> <p>Classroom name or number: # square feet: OR Date measured by DCYF Licensor:</p>			
<p>Outdoor space has 75 square feet per child. # square feet: OR Date measured by DCYF Licensor:</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>D-18 Safe Facilities Contractors must monitor the health and safety of their indoor and outdoor facilities and maintain records of these inspections. Describe the schedule of monitoring:</p>	<input type="checkbox"/>	<input type="checkbox"/>	

Where are inspection records kept:			
D-18 Safe Facilities Describe how you ensure the following:			
Safe storage of all flammable, toxic and hazardous materials:	<input type="checkbox"/>	<input type="checkbox"/>	
Regular inspections of smoke detectors, fire alarms and fire extinguishers:	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency lighting in each classroom:	<input type="checkbox"/>	<input type="checkbox"/>	
All areas are accessible to adults:	<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor play areas are fenced and/or carefully supervised:	<input type="checkbox"/>	<input type="checkbox"/>	
Describe how the children will be supervised during arrival, departure, and gross motor time:	<input type="checkbox"/>	<input type="checkbox"/>	
At least one adult is present with each group of children at all times, who is trained in emergency procedures, universal precautions, and first aid/CPR. Also has current First Aid/CPR card:	<input type="checkbox"/>	<input type="checkbox"/>	
D-19 Safe Equipment and Materials Describe how you ensure that all materials and equipment are: Safe, clean and in good repair:	<input type="checkbox"/>	<input type="checkbox"/>	
Age appropriate:	<input type="checkbox"/>	<input type="checkbox"/>	
Safely stored to prevent injury:	<input type="checkbox"/>	<input type="checkbox"/>	
D-20 Playground Safety Contractors must maintain and monitor playground safety, including: <ul style="list-style-type: none"> • Protective surfacing Type and depth of surfacing: <ul style="list-style-type: none"> • Fall zones around play equipment • Swing spacing # feet between swings:	<input type="checkbox"/>	<input type="checkbox"/>	

<p>Describe plan to maintain and monitor playground safety:</p>	<ul style="list-style-type: none"> • Guardrails on elevated surfaces • Prevention of potential entrapment hazards • Prevention of exposed moving parts that could pinch or crush • Hardware that is loose, worn or hazardous • Exposed equipment footings • Scattered debris or other tripping hazards • Rust and chipped paint on metal components • Splinters, large cracks and decayed wood components • Deterioration and corrosion on structural components 		
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If you are opening multiple classrooms at this site, does the above information apply to all classrooms: Yes No
If no, describe variations.
If you are a current subcontractor have you contacted your ECEAP contractor to plan for opening of this site?

