

## **CHOOSING APPROPRIATE CLASSROOM MATERIALS AND EQUIPMENT**

### **POLICY:**

Materials will be chosen for use in the educational setting using guidelines for age and development as described in the Creative Curriculum. These materials will be appropriate and free from harmful substances according to all appropriate federal and state guidelines.

### **PROCEDURE:**

Center education staff, with their Education Manager, will be reviewing Outcome Measures data reports quarterly. These reviews will identify domain areas in which growth and progress is not consistent with the majority of the domain areas. Prior to ordering materials and equipment, the staff and Education Manager will evaluate needs for materials and equipment that will best enhance the learning opportunities in the domain areas identified from the Outcome data. Center education staff, in collaboration with their Team Leader or designated site supervisor, will submit a written request for purchase of educational materials and equipment to their designated Education Manager for approval (using the Supply and Requisition form). The Education Managers will be responsible for monitoring the need, quality and appropriateness of the requested materials and equipment. Supply and Requisition forms will include:

- Catalog name (from authorized catalogs)
- Page number of item
- Item description
- SKU or item number

For purchase of new materials and equipment or when setting up new classrooms, the Content Operations Directors/Education Managers will refer to:

- Start up list for Head Start
- Start up list for Early Head Start
- Toxic Materials list
- Creative Curriculum
- Developmentally Appropriate Practice

Facilities will be monitored as determined in the Observation Schedule using the PRISM health and safety checklist and Environmental Observations. Facilities monitors will be completed two times annually (see Facilities Health and Safety Inspection Responsibility Matrix for observation responsibility)