

Illinois Director Credential (IDC) Program Operations and Facilities Management Assessment (Level I) Center/ School Policies & Procedures Project

IDC Competencies	<p>POFM1: Develop plans and procedures that ensure healthy, nutritious, and safe program and facility operations.</p> <p>POFM2: Design, arrange, and evaluate the effective use of space based on principles of environmental psychology, safety, and child development.</p>
Original Gateways IDC Benchmarks	POFM1, POFM2, POFM6, POFM7, POFM8, POFM9

Assessment Guidelines

Part 1:

For this assessment, you will develop the safety, nutrition and wellness policies and procedures for your center/ organization. All policies and procedures should represent best practice as well as state, federal and local licensing requirements and regulations. Your policies and procedures should include but not be limited to:

- Nutrition
 - Mealtime Expectations & 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.
 - Sanitation Practices and Handwashing
 - Requirements for employees handling food (i.e. food sanitation certification)
 - Parent Communication regarding menus, menu changes etc.
 - Snacks and treats from outside for celebrations and special occasions
- Wellness
 - Sending ill children home, parent notification
 - Isolating children who become ill
 - Communicable disease handling & reporting
 - Well check/return to school policy
 - Child Abuse and Neglect reporting- parent communication/ employee expectations
 - Emergency, health and accident plans and reports
 - Emergency information for all children, storage, protection and viable use
- Safety
 - Indoor safety/equipment expectations/schedule or check and repairs
 - Outdoor safety/equipment expectations/ schedule of check & repairs
 - Center building security/access

- Employee requirements for employment (i.e. first-aid certification, Infant/Child CPR Certification, etc.)
- Excursion safety procedures
- Disaster Plan (fire, tornado, threatening persons)
- Documentation and schedule of emergency drills
- Review and updating of classroom first aid kits

Part 2:

Center/Facility Plan for Physical Space

- Using the specifics of your center/organization or a clinical setting, develop two facility drawings for options for use of indoor and outdoor space to meet the needs of the population being served. Your plan should consider:
 - Bets practice guidelines in instructional indoor and outdoor space required
 - 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 out
 - Security and access
- For each option, provide a justification for your choices citing licensing, regulatory and best practice sources.

Assessment Rubric (pulled from IDC Master Rubrics)

IDC Program Operations and Facilities Management Assessment (Level I): Center/ School Policies & Procedures Project Rubric					
Competency	Distinguished	Proficient	Needs Improvement	Unsatisfactory	Unable to Assess
<p><u>POFM1:</u> Develop plans and procedures that ensure healthy, nutritious, and safe program and facility operations.</p> <p>IDC: POFM6, POFM7, POFM9</p>	<p>Elaborates and expands plans and procedures that ensure healthy, nutritious, and safe program and facility operations. Can articulate strategies for logistical implementation of plans and procedures.</p>	<p>Describes and explains plans and procedures that ensure healthy, nutritious, and safe program and facility operations.</p>	<p>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</p>	<p>Cannot articulate plans and procedures for a healthy, nutritious, and safe program and facility operations or describes unsafe, neglectful practices</p>	
<p><u>POFM2:</u> Design, arrange, and evaluate the effective use of space based on principles of environmental psychology, safety, and child development.</p> <p>IDC: POFM1, POFM2, POFM8</p>	<p>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</p>	<p>Plans and organizes effective use of classroom and center space which reflect the needs of children and families as well as staff.</p>	<p>Attempts to plan and organize classroom and center space which reflect the needs of children and families</p>	<p>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.</p>	

Level I—Beige