Department: Safe Environments	Approval Date: 5/9/17	Policy Number: 9030
Regulation Number: 1302.47(b)	Regulation Topic: Safe Environments	Policy Title: Safe Environment Checklist

Policy:

In addition to the above regulations all direct service providers will complete the MARC "Facilities and Safe Environments" checklist (Form 9030) within 30 days of the start of the program year and once again in the second half of the program year. This should be part of a system to monitor the safety of all environments visited by Early Head Start and Head Start children and follow up to ensure correction of any concerns found. All documentation should be maintained on file and is subject to random audit by MARC Head Start staff.