

# Review of Head Start Quality Assurance Report





**Quality Assurance Report  
February 2024**

**Conducted** (*Project is either still in progress OR has ended, but report has not yet been officially submitted to providers*):

- Governance Review
- Safe Environments Review #1 - Facilities.
- Education Review

**Completed** (*Project ended and report was officially submitted to providers*):

- Pedestrian Bus Safety Training Review
- Safe Environments Review #1 – Medication Administration
- Safe Environments Review #1 – Outdoors/Gym
- Safe Environments Review #1 – Classroom Safety

<b>Pedestrian Bus Safety Training Review:</b>	
Area of Non-Compliance	None
Area of Concern	There was one concern noted during this review: <ul style="list-style-type: none"> <li>• There was no evidence that bus safety training was provided to the children.</li> </ul>
<b>Follow-Up Activities:</b>	
The CoSA Quality Assurance (QA) Team will work with the District Staff to ensure that this concern is addressed s are corrected and addressed. The CoSA QA and/or Content Teams are available if training and/or technical assistance is needed.	

<b>Safe Environments Review #1 – Medication Administration:</b>	
Area of Non-Compliance	None

Areas of Concern	<p>There were a couple of concerns noted during this review:</p> <ul style="list-style-type: none"> <li>• First-aid kit supplies were not maintained in accordance with District procedures. One medication found in first-aid kit (Bacitracin) was expired. Corrected on-site.</li> <li>• Stained ceiling tiles were observed in the entrance of the clinic.</li> </ul>
<b>Follow-Up Activities:</b>	
<p>The CoSA QA Team will follow-up to ensure a work order is submitted for the stained ceiling tiles. The QA Team will work with District Staff to address if any additional action/training needs to be provided on maintaining first-aid kit supplies. The CoSA QA and/or Content Teams are available if training and/or technical assistance is needed.</p>	

<b>Safe Environments Review #1 – Outdoors/Gym:</b>	
Area of Non-Compliance	None
Areas of Concern	<p>There were several concerns noted during this review:</p> <ul style="list-style-type: none"> <li>• Playground space and equipment were not clean and/or free of undesirable and hazardous materials and conditions. <ul style="list-style-type: none"> <li>▪ Tall grass and weeds around playground structure.</li> <li>▪ Chipped and peeling paint along handrails accessible to children.</li> <li>▪ Torn rubber surfacing on playground.</li> <li>▪ Iron gates on playground are broken and unable to lock.</li> </ul> </li> </ul>
<b>Follow-Up Activities:</b>	
<p>The CoSA QA Team is currently working with the District Staff to ensure the required work orders are submitted and all repairs are completed in a timely manner. The CoSA QA and/or Content Teams are available if training and/or technical assistance is needed.</p>	

<b>Safe Environments Review #1 – Classroom Safety:</b>	
Area of Non-Compliance	None

<p style="text-align: center;">Areas of Concern</p>	<p>There were several concerns noted during this review:</p> <ul style="list-style-type: none"> <li>• Classroom arrival/departure logs were incomplete: <ul style="list-style-type: none"> <li>▪ Missing arrival time</li> <li>▪ Visual checks were not completed for several children.</li> <li>▪ Missing current date and/or correct room #'s.</li> </ul> </li> <li>• Daily Safety Checklists had not been completed in some classrooms.</li> <li>• Stained ceiling tiles were observed in several classrooms.</li> <li>• Toothbrush bristles were observed as splayed and worn in several classrooms.</li> <li>• A broken plate cover with sharp edges was accessible to the children. Temporarily corrected on-site.</li> </ul>
<b>Follow-Up Activities:</b>	
<p>The CoSA QA Team is currently working with District Staff to ensure that work orders are submitted for the noted repairs. The QA Team will also be conducting follow-up in ChildPlus, as well as on-site, to confirm that repairs have been completed. The CoSA QA and/or Content Teams are available if training and/or technical assistance is needed.</p>	

**For more detailed information:**  
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