

NEIGHBORIMPACT HEAD START & EARLY HEAD START

Policy & Procedure

Section:	PC Approval Date: 1/15/13, 7/18/18
Title: Door Alarms – Classrooms	Updated:11/3/17
Policy #: HS-27	NI Board Approval: 9/12/19
Forms Required: none	
Performance Standards:	Page 1 of 1

Policy: Alarms are placed on all Head Start classroom exit doors and those alarms are in the on position during class time and at all other times that enrolled children are present in the classroom.

Purpose: To help classroom staff ensure that no child (ren) leaves a Head Start classroom without appropriate supervision.

Procedure:

1. Facilities staff install door alarms on all interior classroom exit doors (or ensure that building owners have installed such alarms)
2. Classroom staff ensure that door alarms are in the on position during class time.
3. Site Leads ensure that procedures are in place to ensure that door alarms in in the on position during all program activities in which children are present.
4. Classroom staff check the door alarms as required on the site safety checklist and replace batteries in alarms as needed.
5. Classroom staff alert the Site Lead and they will replace batteries or they will contact the Facilities Technician and they will also place the need on the help desk.