

Highland Rim Head Start  
Required Postings Monitoring

| Required Postings   | Locations  | Initials Verifying Posting |
|---|--|----------------------------|
| Menu's  | Complexes: In the kitchen and outside the kitchen (easily identified)<br>Stand Alone Site: In the kitchen and Parent Board |                            |
| Allergies   | Kitchen<br>Emergency Board in Classroom and face down on Sign In/Out<br>Clipboard  |                            |
| Listing of Policy Council Members   | Parent Board   |                            |
| Policy Council Meeting Minutes  | Parent Board   |                            |
| Parent Committee Meeting Minutes  | Parent Board   |                            |
| Sign indicating Parent Handbook and Resource Manuals are available upon request | Parent Board   |                            |
| Job Postings  | Parent Board   |                            |
| Organizational Chart  | Parent Board   |                            |
| Justice for All Poster  | Conspicuous Location easily visible to all visitors  |                            |
| USDA Spanish Assistance Poster  | Conspicuous Location easily visible to all visitors  |                            |
| Building the Future (Eng/Span)  | Conspicuous Location easily visible to all visitors  |                            |
| Comptroller Hotline #   | Conspicuous Location easily visible to all visitors  |                            |
| Federal Regulation Labor Law Poster   | Conspicuous Location   |                            |
| Notice of Federal Interest  | Complexes ONLY located in a conspicuous location easily visible to all visitors  |                            |
| Building/purchase/facilities Info.  | Standalone ONLY located in a conspicuous location easily visible to all visitors   |                            |
| Emergency Response Plan   | Readily Accessible   |                            |
| MSDS Notebook   | Kitchen and easily accessible  |                            |
| No Smoking Signs  | Outside all building exits   |                            |
| Emergency Evacuation Routes   | Easily located at all building exits   |                            |
| Current Health Inspections  | Conspicuous Location in the kitchen  |                            |
| Food Permit   | Conspicuous Location in the kitchen  |                            |
| Infectious Disease Cook Sign Off  | Conspicuous Location in the kitchen  |                            |
| Child Abuse Reporting   | Parent Board   |                            |
| Emergency Contact Information   | Near Phone in each classroom   |                            |
| Center Information  | Near Phone in each classroom   |                            |
| Emergency Quick Reference   | Emergency Board in each classroom  |                            |
| Drills (bus, fire, tornado, earthquake)   | Emergency Board in each classroom  |                            |
| Emergency Staff Assignments   | Emergency Board in each classroom  |                            |
| Emergency Response Plan   | Near Sign-in/out book in each classroom  |                            |

Monitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site: \_\_\_\_\_