



ADMINISTRATION FOR  
**CHILDREN & FAMILIES**

Office of Head Start | 4th floor Switzer Memorial Building, 330 C Street SW, Washington DC | [eclkc.ohs.acf.hhs.gov](http://eclkc.ohs.acf.hhs.gov)

**To: Board Chairperson**  
*Mr. Brad LeMaster*  
*Board Chairperson*  
*Gateway Community Services Organization, Inc.*  
*151 University Dr.*  
*West Liberty, KY 41472-2146*

**From: Responsible HHS Official**  
*Dr. Blanca Enriquez*  
*Director, Office of Head Start*

*Sharon Pichay* *7/27/16* *3-8-16*  
Date

## Overview of Findings

From 2/8/2016 to 2/10/2016, the Administration for Children and Families (ACF) conducted an Environmental Health and Safety (EnvHS) review event for the Gateway Community Services Organization, Inc. Head Start program. We wish to thank the governing body, Policy Council, staff, and parents of your program for their cooperation and assistance during the review event. This Head Start Review Event Report has been issued to Mr. Brad LeMaster, Board Chairperson, as legal notice to your agency of the results of the on-site review event.

Based on the information gathered, no area of noncompliance was found during the course of the review. Accordingly, no corrective action is required at this time.

Please contact your ACF Regional Office with any questions or concerns you may have about this report.

### Distribution of the Head Start Review Report

Copies of this report will be distributed to the following recipients:

Capt. Robert Bialas, Regional Program Manager  
Mrs. Brenda Evans, Policy Council Chairperson  
Mrs. Charlene Engle, CEO/Executive Director  
Mrs. Martina Roe, Head Start Director

### Overview Information

Review Type: *EnvHS*  
Organization: *Gateway Community Services Organization, Inc.*  
Program Type: *Head Start*  
Field Lead: *Mrs. Kathryn Ingham*  
Funded Enrollment HS: *409*  
Funded Enrollment EHS: *Not Applicable*

## Glossary

A glossary of terms has been included to explain the various terms used throughout this report.

Term	Definition
<b>Compliance Measure (CM)</b>	The specific statements that collectively assess the level of program performance for each Key Indicator, focusing on one or more Federal regulations critical to the delivery of quality services and the development of strong management systems.
<b>Strength</b>	A new and/or unique way of reaching the community.
<b>Compliant</b>	No findings. Meets requirements of Compliance Measure.
<b>Concern</b>	An area or areas of performance which need improvement or technical assistance. These items should be discussed with the Regional Office and do not include a timeframe for correction.
<b>Noncompliance</b>	A finding that indicates the agency is out of compliance with Federal requirements (including, but not limited to, the Head Start Act or one or more of the performance standards) in an area or areas of program performance, but does not constitute a deficiency. Noncompliances require a written timeline of correction and possible technical assistance (TA) or guidance from their program specialist, and if not corrected within the specified timeline, can become a deficiency.
<b>Deficiency</b>	<p>An area or areas of performance in which an Early Head Start or Head Start grantee agency is not in compliance with State or Federal requirements (including but not limited to, the Head Start Act or one or more of the regulations) and which involves:</p> <p>(A) A threat to the health, safety, or civil rights of children or staff;</p> <p>(B) A denial to parents of the exercise of their full roles and responsibilities related to program governance;</p> <p>(C) A failure to perform substantially the requirements related to Early Childhood Development and Health Services, Family and Community Partnerships, or Program Design and Management; or</p> <p>(D) The misuse of Head Start grant funds.</p> <p>(ii) The loss of legal status or financial viability, as defined in part 1302 of this title, loss of permits, debarment from receiving Federal grants or contracts or the improper use of Federal funds; or</p> <p>(iii) Any other violation of Federal or State requirements including, but not limited to, the Head Start Act or one or more of the performance standards of this title, and which the grantee has shown an unwillingness or inability to correct within the period specified by the responsible HHS official, of which the responsible HHS official has given the grantee written notice of pursuant to section 1304.61.</p>

**Environmental Health & Safety**

<b>CM#</b>	<b>Compliance Measure</b>	<b>Compliance Level</b>
<b>EnvHS 1.1</b>	The program provides safe, healthy, and clean environments by ensuring: <ul style="list-style-type: none"> <li>• Safety inspections are conducted regularly</li> <li>• Children are not exposed to environmental toxins or pollutants</li> <li>• Environments are clean and sanitary</li> <li>• Materials, equipment and facilities are age-appropriate and accessible to children</li> <li>• Facilities are well maintained and in good repair</li> <li>• Environments are free from hazards and are designed to prevent injury or harm to children</li> </ul>	<b>Compliant</b> 1304.53(a)(10), 1304.53(a)(10)(i, iii, vi, viii, x- xii, xiv, xvi), 1304.53(a)(5, 7- 8), 1304.53(b)(1)(iii), 1304.53(b)(3), 1306.35(b)(2)(i, v, vii-ix)
<b>EnvHS 1.2</b>	The program ensures facilities are prepared for and equipped to prevent emergencies.	<b>Compliant</b> 1304.22(o)(1, 3), 1304.53(a)(10)(v-vii), 1306.35(b)(1), 1306.35(b)(2)(i-iii)
<b>EnvHS 1.3</b>	All facilities comply with State and local licensing requirements including, but not limited to, child care licensing, fire and building inspections, and occupancy permits.	<b>Compliant</b> 1306.30(c), 1306.35(d)
<b>EnvHS 2.1</b>	The program implements sanitation and hygiene practices to ensure the health and safety of all staff, volunteers, and children. This includes: <ul style="list-style-type: none"> <li>• Handwashing</li> <li>• Cleaning of spilled bodily fluids</li> <li>• Diapering</li> </ul>	<b>Compliant</b> 1304.22(e)(1)(i-iv), 1304.22(e)(3-5)
<b>EnvHS 2.2</b>	The program's Nutrition program is designed and implemented to: <ul style="list-style-type: none"> <li>• Comply with USDA nutrition requirements</li> <li>• Ensure food safety, including all meals are void of choking hazards</li> <li>• Ensure that breast milk and formula are handled appropriately (when applicable)</li> <li>• Meet the individual nutritional needs and feeding requirements of each child (including children with special dietary, medical, or disability needs)</li> </ul>	<b>Compliant</b> 1304.23(b)(1), 1304.23(b)(1)(vii), 1304.23(e)(2)
<b>EnvHS 2.3</b>	The program ensures the effective management of medication according to physician instructions, including proper labeling, storage, and administration.	<b>Compliant</b> 1304.22(c)(1-4)
<b>EnvHS 3.1</b>	Prior to employing an individual, the program obtains a: <ul style="list-style-type: none"> <li>• Federal, State, or Tribal criminal record check (CRC) covering all jurisdictions in which it provides Head Start services to children</li> <li>• Federal, State, or Tribal CRC as required by the law of the jurisdiction in which the program provides Head Start services</li> <li>• CRC as otherwise required by Federal law</li> </ul>	<b>Compliant</b> 648A(b)(3)(A-C)
<b>EnvHS 3.2</b>	The program ensures the maintenance of appropriate class and group sizes based on the predominant age of the children.	<b>Compliant</b> 1304.52(g)(4), 1306.20(g)(1- 2), 1306.32(a)(1-6)
<b>EnvHS 3.4</b>	The program ensures children are released only to a parent, legal guardian, or other individuals as designated in writing by the parent or legal guardian.	<b>Compliant</b> 1310.10(g)
<b>EnvHS 3.5</b>	Staff actively supervise children at all times.	<b>Compliant</b> 1304.52(i)(1)(iii)

		1306.35(b)(2)(iv)
<b>EnvHS 3.6</b>	Staff use positive child guidance when responding to undesired behavior.	<b>Compliant</b> 1304.52(i)(1)(iv)
<b>EnvHS 4.1</b>	The program's vehicles are properly equipped.	<b>Compliant</b> 1310.10(d)(1-4), 1310.12(a), 1310.12(b)(2)
<b>EnvHS 4.2</b>	At least one bus monitor is aboard the vehicle at all times.	<b>Compliant</b> 1310.15(e)
<b>EnvHS 4.3</b>	Each bus monitor, before duty, has been trained on: <ul style="list-style-type: none"> <li>• Child boarding-and-exiting procedures</li> <li>• Use of child restraint systems</li> <li>• Required paperwork</li> <li>• Emergency response and evacuation procedures</li> <li>• Use of special equipment</li> <li>• Child pick-up and release procedures</li> <li>• Pre- and post-trip vehicle checks</li> </ul>	<b>Compliant</b> 1310.17(f)(2)
<b>EnvHS 4.4</b>	The program ensures that persons employed to drive vehicles receive the required behind-the-wheel and classroom training before transporting children.	<b>Compliant</b> 1310.17(b)(1-7)

— END OF REPORT —

<p><b>FY 2016 Environmental Health &amp; Safety Monitoring Report Appendix</b></p> <p>This appendix provides details on issues identified during observation of centers and classrooms during the Environmental Health &amp; Safety monitoring event. The information is organized by grantee center and classroom. It includes findings associated with noncompliances and deficiencies identified in the review report as well as issues related to concerns, which do not require corrective action but may warrant attention. The Office of Head Start has provided this resource to assist grantees in continuous program improvement. The review report itself, to which this appendix is attached, remains the official, legal notice communicating findings that require correction. The federal regulations associated with each of the findings are provided in the official report. This appendix is designed to be used in conjunction with the official report.</p>				
Center	Classroom	CM	Item Type	Details
Wrigley	Wrigley EXT	ENVH51.3	Life Safety Code	The classroom does not have an exit that leads directly to the outside or a window for emergency rescue or ventilation.