

# 2 PROGRAM SUPPORT SPACE

A child care center is not just for children; it is also a work environment for the adults managing the center and caring for its children. The adult spaces should be comfortable, functional, attractive and well-equipped. Work in child care can be physically and emotionally demanding, with long hours and modest pay. Providing a professional work environment that shows respect for the staff and an understanding of their needs is crucial to ensuring their commitment and professionalism.

The facility is also used by parents and other visitors, and how the space is arranged can welcome them and encourage their involvement, or discourage it. To that end, the space, equipment and materials should convey a message about the values and philosophy of your program.

## 2.1

### SEPARATE OFFICE SPACE IS SUFFICIENT

- Office space provides opportunities for confidential conversations between staff and with families
- Sufficient number of administrative offices to meet center's staffing needs
- Space for files, materials, office equipment

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

## 2.2

### MEETING SPACE IS SUFFICIENT

- Sufficient amount of space for staff and parent meetings
- If it is in a multi-purpose space, storage is available for tables, chairs
- Comfortable and functional adult-sized furnishings in good repair
- Good acoustics

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

## 2.3

### ADULT LAVATORIES MEET PROGRAM NEEDS

- Sufficient number for staff and visitors
- Conveniently located
- In good repair
- No-touch fixtures and dispensers are provided

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

## 2.4




### APPROPRIATE WORK SPACE IS DEDICATED FOR TEACHERS AND STAFF OUTSIDE THE CLASSROOM

- Resource area with work surface and curriculum materials, tools, and supplies
- Access to computer and phone
- Functional, attractive and in good repair

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

#### KEY

<b>0</b> Does not exist in the center, but should	<b>1</b> Inadequate: requires improvement or repair	<b>2</b> Fair: should be improved	<b>3</b> Good: good quality or in good condition	<b>4</b> Excellent: first-rate or top quality	<b>N/A</b> Not applicable: doesn't apply to the home	<b>PR!</b> Priority! Don't forget to identify priority items	 Health & Safety	 Center Quality	 Maintenance, Repair & Aesthetics
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## 2.5

SECURE AND ACCESSIBLE STORAGE SPACE FOR STAFF IS AVAILABLE IN OFFICES, CLASSROOMS, CLOSETS OR OTHER STORAGE AREAS

- Locked storage for personal possessions
- Storage for files, paperwork, children’s records
- Closed storage for classroom materials
- Sufficient storage for bulk supplies, seasonal items, etc. Appropriate storage for first aid supplies

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

## 2.6

APPROPRIATE SPACE FOR STAFF BREAKS AND TIME AWAY FROM CHILDREN

- Comfortable adult-sized furnishings in good repair
- Access to phone
- Refrigerator, microwave and area for personal items

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

## 2.7

APPROPRIATE SPACE IS DESIGNATED FOR A SICK CHILD TO REST WHILE WAITING FOR PARENT

- Near lavatory
- Room for cot to rest
- Easily supervised

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

## 2.8

FACILITY FEATURES ENGAGE PARENTS IN THE PROGRAM

- Area set aside for parent resources and information
- Individual parent mailboxes in classrooms
- Décor and display reflect family culture and interests
- Spaces outside the classroom invite parents to linger, meet other parents, talk to teachers or spend time with a child before leaving

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

## 2.9

TELEPHONE SYSTEM IS ADEQUATE

- Sufficient number of phone lines to handle needs of program
- Working telephone or intercom in each classroom
- Telephone system provides intercom between classrooms and office

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

## 2.10




HEATING AND AIR CONDITIONING IS EFFECTIVE

- Heating consistent and comfortable
- Cooling consistent and comfortable
- Cooling units do not block windows
- Systems can be manually controlled
- Improves air quality through filtration and purification

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_

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## 2.11

LIGHTING IS SUFFICIENT IN ADMINISTRATIVE, STAFF AND PUBLIC AREAS

- Balance of natural and artificial lighting
- Fluorescent lighting is not the exclusive artificial light source

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_

## 2.12

KITCHEN IS SAFE AND APPROPRIATELY EQUIPPED FOR TYPE OF FOOD SERVICE PLANNED

- Conveniently located
- Clean and efficiently laid out
- Closed storage for dishes, utensils, bulk foods, including locked storage for any potentially hazardous items
- Appropriate equipment for type of food service, in good working condition
- Adequate provisions for handling waste and recyclables
- System for record keeping, posting notices

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_

## 2.13

KITCHEN IS DESIGNED TO SUPPORT CHILDREN'S COOKING ACTIVITIES

- Layout of kitchen allows children to safely watch or participate in cooking activities, including a child-height counter space
- Kitchen is located near classrooms where it is convenient for staff to access and use

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_

## 2.14

LAUNDRY AREA IS WELL-DESIGNED AND CENTRALLY LOCATED

- Protected from child access
- Close proximity to infant/toddler rooms
- Full-sized heavy duty washer and dryer
- Laundry sink with hot and cold water
- Counter with space to organize clean laundry
- Storage for supplies and soiled items
- Adequate lighting
- Acoustic treatment to manage sound transmission

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_

## 2.15

MECHANICAL/ELECTRICAL CLOSET IS SAFE AND FUNCTIONAL

- Locking door
- Control panels for electrical and telecommunications equipment easily accessible for servicing
- Acoustic insulation if near classrooms or offices
- Adequate lighting
- Located near service entrance and accessible through non-classroom space

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_

## 2.16




CUSTODIAL FACILITIES ARE SAFE AND FUNCTIONAL

- Locking door
- Provisions for waste handling and disposal
- Slop sink on floor or janitorial sink
- Space for brooms, mops, vacuum cleaner
- Secure storage for cleaning supplies
- Adequate lighting

RATING:  0  1  2  3  4  N/A  PR!

COMMENTS: \_\_\_\_\_

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