

Wednesday Webinar Helpful Hints

- ❖ All participants will be muted to manage background noise.
- ❖ Participants can interact using the “Question” or “Chat” windows in the control panel. The panel will field as many questions as possible during the webinar.
- ❖ If you experience audio or visual challenges, try logging off and logging back on.
- ❖ This is a training webinar and certificates will be issued via email within 3 business days of the webinar event.
- ❖ Webinars are recorded and accessible to our active members in the Member Webinar Archive on the AELL website. If you want more information about becoming an AELL member, please visit our website at earlylearningleaders.org
- ❖ That’s all! Now relax and enjoy your webinar!

a free interactive webinar series

Mapping Our Way Back Home...



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PART TWO: Re-Thinking Your Business Practices

Welcome!

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ASSOCIATION FOR EARLY
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ADMIT ONE



Mapping the Way Back Home: Part Two

Re-Thinking Our Business Practices

Health and Safety Procedures Overview:


Daily Health Screening:

- Need One to Two Staff Members to Complete (Depending on Size/Set-Up of the Center)
- Meet parent at the door and ask the parent if they have given the child any fever reducing medication OR if there has been any exposure to COVID-19 OR if child or any one in the household is exhibiting symptoms of COVID-19.
- Take child's temperature (If it is below 100.3 they are permitted to enter) and then have child remove their shoes. Staff member then walks child to the bathroom where they wash their hands and then drops child off in the classroom.




Daily Health Screening in the “New Normal”

We expect this process to continue well into life in the “New Normal”.



There is a great deal of talk of a resurgence of the virus come Fall 2020, so we may be following the health screening process through the end of 2020.



While we don't have a crystal ball to give to a specific timeline, more specific guidance will follow from your local licensing agencies.

Health and Safety Overview: Social Distancing

Emergency Child Care Phase:

- Maintain groups of 10 (includes teacher). If group size is smaller as per licensing – maintain smaller group size.
- Try to keep the group together with the same staff as much as possible throughout the day. It is impossible to keep the same children with the same staff the entire time they are at the center.
- Make sure staff understand the concept behind this. Give them different scenarios and ask them what they would do. Their instinct in the “old world” is to combine when they are left with a few children. Make sure they understand why they cannot do this.

“New Normal”:

- There is no way to keep young children apart from each other. Trying to accomplish this is like herding cats.
- Encourage children to give “high fives” and “pounds” to each other instead of hugs.
- Ensure only one group of children is on the playground at one time. If two groups must be on the playground at one time, ensure that there is a distance of six feet between the two groups.

Staffing in the “New Normal”

- Staff will be brought back in stages and phases.
- Tell staff to be honest about asking for mental health days and to be honest about being sick. Make sure they understand the importance of being honest.
- As much as we would like to think we will, we will not need all our staff at once. Children are going to return in phases much like our staff.
- You will need to bring back staff that you need to maintain your ratios that are permitted according to your local licensing guidelines.
- Staff may need to assume other job responsibilities that fall under the “other duties as assigned” category on their job description – especially if you are attempting to fulfill PPP forgiveness guidelines.
- Hiring of new staff is going to be one of the things that is going to change in the new normal. Start with examining your current interviewing process. How much of that process can be completed using Zoom/telephone interviewing? Look at revising your interview process into levels where coming into the center becomes a second or third tier.

Health and Safety Overview: Exclusion

- Testing is very hard to come by and in most states, they will not test you if you are not presenting with symptoms.
- Symptoms include; fever over 100.4, dry cough, chest pain, difficulty breathing, loss of sense of smell/taste.
- These symptoms are not mistaken for seasonal allergies.
- Use the guidelines set forth in Ron's disclosure to set your Exclusion Policy.

Staffing of Center in the Emergency Child Care Phase:

- Currently staff are working reduced schedules 5-6 hours per day. Operating at 40% enrollment and 60% teaching staff in one location. Operating at 10% enrollment and 25% teaching staff in other location.
- The center adjusted our opening hours to meet the needs of the essential workers we are serving (currently close one hour earlier than normal).
- Staff are performing cleaning and disinfecting as part of their “other duties as assigned” as listed on their job description. Early in the pandemic, a classroom cleaning calendar/checklist was created so that they could complete these tasks when there was low enrollment or during nap time.
- Staff are very happy to be working and are very committed to teaching the children they have and connecting via distance learning (both group & private sessions) with the children that are not currently in the center.
- We meet as a group during Nap Time every other day (for about 15 minutes). We alternate who stays in the classrooms with the sleeping children and we intercom them on the phone so they can hear what we are saying (while remaining within sight and sound of the children). This is a quick mental/emotional check in and policy/procedure update.

:Communication with Parents

- Talking with parents is very important. There is no substitution for checking in.
- Make individual calls in addition to batch emails. Don't lose the personal connection that you have worked so hard to obtain!
- This connection will help you regarding the difficult issues ie: collecting tuition, applying deposits, etc
- Serve as a resource for your parents – talk to them about what is working regarding distance learning and their own in-home work schedules. Offer them the opportunity to vent and give them solutions that can help in their situation.
- Send birthday cards, Mother's Day Cards / Video projects/ center videos etc. Keep the home school connection alive through Facebook, parent communication apps, and email.

Virtual Tours and Pre-Enrollment:

- Have a virtual tour on your website that can be taken at any time.
- Schedule more family specific tours that can be completed via Zoom, Facetime, or Duo.
- Ensure that all enrollment paperwork is on your website in a password protected portal. Once deposit is paid give parents access to the portal so that they can download forms for completion.
- Have classroom introduction letters and/or video complete to email to parents once they enroll.

*All of these are wonderful projects to work on during the Emergency Child Care Phase or Pre-"New Normal" Phase.



Programing in the New Normal

Varied Scheduling Options:

- Full Time
- Part Time
- Parent's Day Out
- Emergency Basis
- Hourly Care



Supply Resources

webstaurantstore.com

- gloves
- sanitizing/disinfecting wipes & chemicals
- hand washing soap and sanitizer
- paper products

childcaresupplycompany.com

- gloves
- cleaning supplies
- paper goods
- face masks

Touchless Thermometers

- AMAZON - AOJ non-contact forehead thermometer \$79.95 + \$6.00 shipping have by 5/1
- So We Care Forehead Thermometer Infrared \$84.89 + 7.98 shipping have by 5/8-5/15

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with Ron & Lori

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