

Fall Readiness Orientation

NYCDOE Division of Early Childhood Education
August 20, 2020



Agenda

- Welcome
- Updates
 - DOE Family Child Care Campaign
 - Provider Selection
 - Policy Handbook
 - Curriculum
 - Professional Learning
 - Coaching
 - Monitoring
- New DECE Health and Safety Guidance
- Planning for Fall

Our Partnership

As you go through the process of planning for the fall, the demands and uncertainty may feel overwhelming at times. We hope you reach out in those moments so that we can provide information and support.



All Networks have an assigned DECE Family Child Care Support Manager. That Manager can be a thought partner with you throughout this process.

At any time, if you have questions or suggestions, please connect with us at fccsupportteam@schools.nyc.gov .

Family Child Care Support Team

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Trauma-informed Practices to Support the Healing Process

Trauma-informed Practices to Support the Healing Process

- Be available to listen
- Be understanding
- Creating a safe space
- Respecting privacy
- Help identify resources
- Encourage self-care



Building Trust

- Establish consistent means of communication with your affiliated providers
- Reinforce routines and create systems to support affiliated providers through transitions
- Proactive communication on policies impacting their work and how they can prepare
- Have a plan for continued and consistent engagement

Communicating with Staff, Affiliated Providers, & Families

- Have a plan
- Communicate and model openness
- Empathize
- Try to reassure-when possible
- Show understanding
- Recognize the uncertainty of the situation



DOE Family Child Care Campaign



DOE Family Child Care Campaign

- FCC bus shelter ads are now up throughout NYC!
- Campaign will run through the end of September
- Additional FCC outreach materials include:
 - Banners
 - Posters
 - Palm Cards





Provider Selection



Provider Online Application Timeline

Activity	Deadline
<u>Batch 2.5</u> : Provider Information Survey	Friday, August 14th - Friday, August 21st
<u>Batch 3</u> : Provider Information Survey	Thursday, August 20th - Friday, August 21st
<u>Batch 4</u> : Documents & Affiliation Survey	Wednesday, August 19th - Monday, August 24th
OSE adds 3-K providers from Batch 2.5 and 3 to MySchools	Monday, August 24th - Wednesday, August 26th
<u>Batch 4</u> : Provider Information Survey	Thursday, August 27th - Friday, August 28th



Questions?



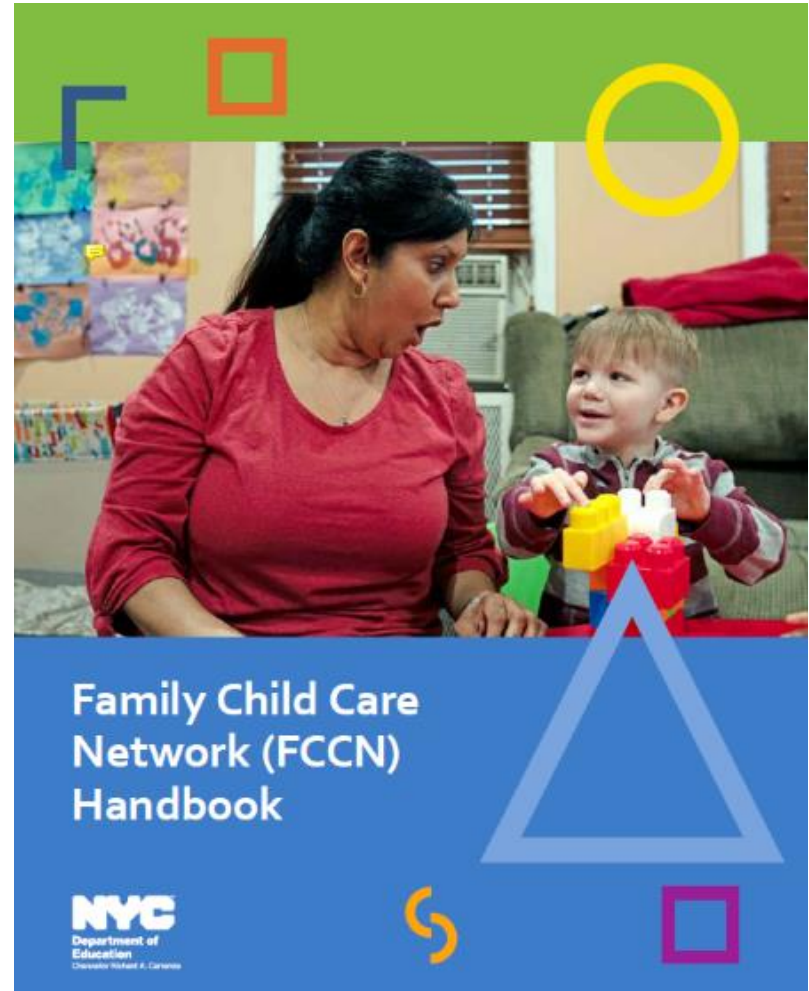
Family Child Care Network Policy Handbook

FCC Network Policy Handbook

Purpose:

To provide clear guidance on all DECE policies for contracted Family Child Care Networks and the expectations for supports to affiliated family child care providers.

The handbook will also include suggested guidance for quality practice and a variety of resources and supports.



FCCN Policy Handbook Topics


Table of Contents

- I. Staffing Requirements
- II. Coaching & Network Support
- III. Professional Learning
- IV. Program Oversight
- VI. Special Education
- VII. Additional Support Services


NOTE: Family Engagement, Instructional Practices, Screening and Authentic Assessment sections coming soon.

Save the Date:
Thursday, August 27th:
Handbook Walkthrough

<https://infohub.nyced.org/working-with-the-doe/early-childhood/early-childhood-summer-fall-2020-readiness>



Family Child Care Curriculum



Let's Play! A Relationship Based Family Child Care Curriculum

- **Builds** on the rich & nurturing learning environment of family child care programs serving infants, toddlers, and 3-K children
- Specifically designed for family child care providers as a **free resource** to support planning based on children's interests

Includes four important components:

- Responsive learning environments
- Routines and transitions
- Exploration and Play
- Family Engagement



Let's Play At Home

A weekly set of hands-on, play-based activities to support families with at-home learning when access to group care is limited due to COVID-19

Activity suggestions cover a variety of learning domains and highlight the importance of positive adult-child interactions in expanding children's play and learning.

Activities are designed around a particular theme each week and include some age specific suggestions for infants, toddlers and young preschoolers as well as many activities that can be done with children across age groups.

Many activities come from the Let's Play mixed age curriculum but are designed to be flexible enough that families could use easily available materials and draw on their own cultural resources to choose songs and stories that are personally meaningful.



Questions?





Program Calendar and Professional Learning



Program Calendar: School Day and Year

- 180 days (September - June)
- 176 days of instruction, 4 days of professional learning
- 6 hours and 20 minutes a day
- 3-K children only



Program Calendar: Extended Day & Year

First Year:

- 217 days (September - June)
- Up to 10 professional learning days
- Up to 10 holidays
- 10 hours a day
- Infants, toddlers, and 3-K extended day & year

Years 2-5:

- 260 days (July - June)
- Up to 12 professional learning days
- UP to 10 holidays
- 10 hours a day
- Infants, toddlers, and 3-K extended day & year

Affiliated Providers

Networks with 3-K SD&Y and ED&Y Slots

- 4 PL days out of the 180 service days (September - June)
 - Offer one PL day September, October, November (**3 PL days**)
 - Provide a half-day of service in December and hold Family/Provider Conference the second half (**1 clerical day for ED&Y providers**)
 - Offer one PL day in January (**1 PL days**)

Consider offering these additional PL days to providers serving 3-K SD&Y children:

- Offer 3-day Mid-Winter Intensive in February (3 days)
- Offer 3-day Spring-Break Intensive in April (3 days)

Offer a second half-day of service in May and hold Family/Provider Conferences the second half (**1 clerical day for ED&Y providers**)

Network Staff

Planning professional learning for Network Staff on the following areas:

- Curriculum & Coaching
- Reflective Supervisions
- Monitoring and Incident Reporting
- Strength-Based Family Engagement
- FCCERS-3 for Educational Staff
- Trauma Informed Care
- Data systems
- Plus a menu of online training sessions



Questions?

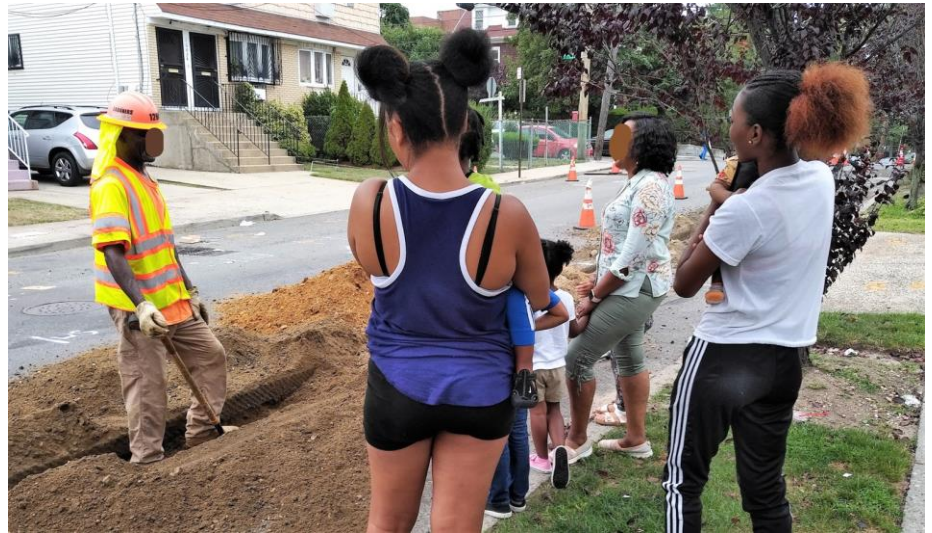
Coaching

Coaching through Relationships & Strengths

Coaching affiliated providers is an essential aspect of the Network staff's responsibilities.

These skills will support the relationships that are created and sustained between:

- Network staff and affiliated providers
- Network staff members
- Network staff and families
- Network staff and children



Provider Intensive Support Plan

Key Ideas:

- All plans for providers working on ISPs must be submitted in the first week of September to begin implementation immediately.
- Coaching goals should include: APAT/PSI items + provider's own individual goals
- Coaching sessions will be virtual (unless Network has resumed program site visits).
*Use of photos and video is encourage.
- Network and Education Director along with Education Specialist are coaches.
- Review of coaching progress and a re-assessment at the 2-3 month mark. This will determine the provider's ability to continue providing services with the DOE.

Based on how providers scores on their APAT/PSI, some will require an intensive support plan.

Guidance and a sample log for use is [linked here](#).

DOE FCC Coaching Log Platform (in development)

The DECE FCC and data teams are in the process of creating a coaching platform to support all your coaching efforts. The platform will include the following:

- DOE Google account roll-out to all Network staff
- Centralized logging system
- Supervisory review and reflection
- Inclusive of EFQ and practice-based coaching
- Optional for use with request



Monitoring



Monitoring

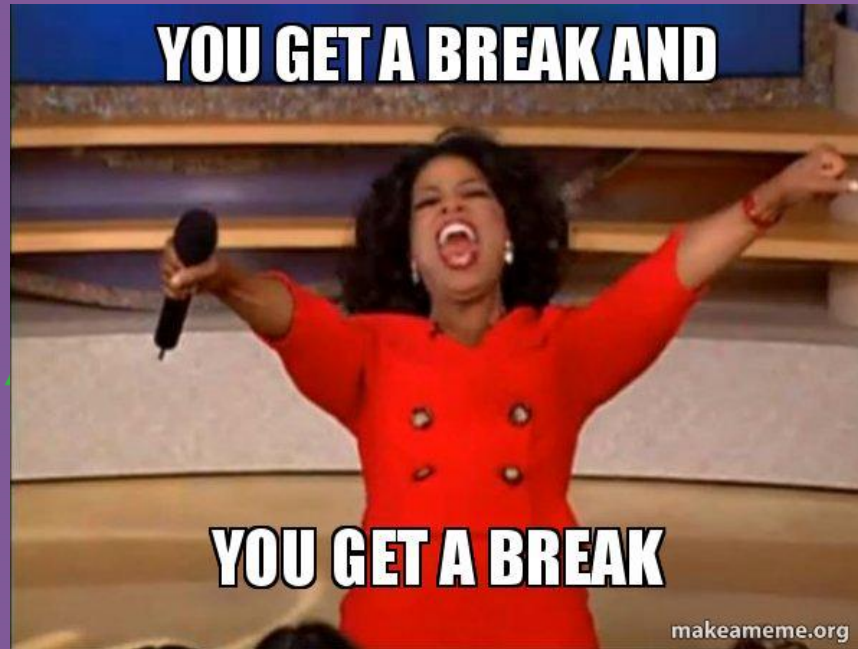
- It is the Network's responsibility to ensure the homes of their affiliated providers are secure and foster a safe learning environment for children and staff.
- Networks must support affiliated providers in their compliance with the licensing and registration requirements of **OCFS** (Part 416 and Part 417) and DECE policies outlined in the **FCCN Policy Handbook**.
- Networks will conduct virtual monitoring visits once a month
- **Introduction to Monitoring Webinar** for Network leaders and monitoring staff will be held on **Monday, August 24**.

New Fall 2020 Monitoring Checklist

- The Monitoring Checklist is divided into parts.
 - Part I: Environment
 - Part II: Health & Safety
- Each part is further divided into items.
 - Part I Items
 - A. Documents Available for Review
 - B. Indoor Environmental Safety
 - C. Fire Safety
 - D. Emergency Preparedness
 - E. Outdoor Play Safety
 - Part II Items
 - A. Health & Sanitizing Practices
 - B. Diapering and Toileting Practices
 - C. Napping and Resting Practices
 - D. Mealtime Nutritional Practices
 - E. Supervision



Questions?



We're going to take a quick break,
please return at ...

Health and Safety Practices

New Health and Safety Requirements

- New Routines and Practices
- Physical Distancing
- Personal Protective Equipment (PPE)
- Health Protocols
- Maintenance, Cleaning, and Sanitizing
- New Documentation

New Routines and Practices

- Performing enhanced Daily Health Checks
 - [Children](#) and [Staff](#) (and adults entering space)
- Non-family Style meals
 - Open spaces between children
- Limited Access to the building
 - Deliveries received at the door
 - Families dropping off at entrance/door
- Staggered Drop Offs
 - Different ages/groups arriving at different times
- Directional Markers
- Nap Spacing
 - Head to Toe placement

Physical Distancing

Staff and Physical Distance

- Should not be congregating during breaks
- When adults are together there should be **6 feet distance** between them

Children and Physical Distance

- not expected to **always** maintain physical distancing
- limit number of children at a center at one time
- eliminate congregating at places like cubbies, & attendance charts
- Physical distancing **should be** maintained when:
 - napping
 - eating meals
 - standing in a line to toilet or wash hands

Cleaning and Disinfecting

- Affiliated providers and program staff must clean, sanitize and disinfect toys and materials in the program throughout the day.
- Affiliated providers should also put new practices into place to limit the amount of shared materials in the program.
- Programs must complete the [OCFS-6041 Cleaning and Disinfecting Log](#) daily. Please reference this [document](#) for more specific guidance when it comes to the daily inspection of the program.
- **Toys that cannot be cleaned and sanitized should not be used in child care settings.**
 - Soft toys and materials that cannot be sanitized in between uses should be removed from program space. This may include soft dolls, dress-up clothes, puppets, pillows, etc.
- Indoor toys should not be shared between groups of infants or toddlers unless they are washed and sanitized before being used by other children
- Children's belongings must be labelled and stored individually, and may not be shared with other children.

Bleach and Water to Sanitize

- When using bleach and water to sanitize or disinfect surfaces different amounts of times and concentrations are required to effectively sanitize or disinfect.
- Ensuring the correct concentration is important to ensure that we do not leave toxic residue on tables for eating or mouthed toys and to ensure proper sanitization/disinfecting.
 - Resource: [Understanding Recent Changes to Bleach Concentrations](#)

Surface	Mixture	Time Required
Food Surfaces: tables that children eat at, high chair trays, counters food is served, etc.	1/2 teaspoon bleach and 1 quart of water	The solution must remain on the surface for at least 2 minutes
Surfaces in contact with bodily fluids: changing tables, mats/cots that children may drool on or have toileting accidents, etc.	1 Tablespoon bleach and 1 quart of water	The solution must remain for at least 2 minutes.
Toys: Mouthed toys/Toys in classrooms with Infants and toddlers	1 teaspoon bleach and 1 gallon of water	Soaked for at least 5 minutes

Personal Protective Equipment (PPE)

Affiliated provider and program staff must wear face coverings at all times when interacting with children or families onsite, both indoors and outdoors.

- Reusable face coverings are strongly encouraged as they are best for the environment, most sustainable over time, and easier to disinfect.
- Affiliated providers must provide face coverings to program staff at no cost, if needed. It is also recommended that affiliated providers keep a supply of additional face coverings for distribution to family members and other visitors as needed.

*All family members and/or other adults (e.g. Network staff or delivery personnel, etc) who enter the program must wear a face covering.

New Documentation

- [Child Care Employee Volunteer, Parent, Child and Essential Visitors Health Screening One-Time Attestation.](#)
- [Reopening Checklist](#)
- [Weekly Enrollment Survey](#)
- [COVID-19 Reopening Safety Plan](#)
- [Child Care Attendance Sheet](#)
- [Child Care Program Tracker](#)

Confirmed COVID-19 Case in Program

If an **affiliated provider, staff member, or enrolled child tests positive for COVID-19**, affiliated provider must:

1. Identify all close contacts. This includes adults and children in the FCC and any other person that has been within 6 feet of the person diagnosed with COVID-19 for at least 10 minutes.
2. **All close contacts must stay home for 14 days from the last contact with the individual who has COVID-19.**
3. Immediately notify the DOE at fccsupportteam@schools.nyc.gov and your Network.
4. Notify the NYC Test and Trace Corps at CovidEmployerReport@nychhc.org with the following information
 - a. Full name of individual with positive test result;
 - b. Program name, address, and phone number;
 - c. Date program was informed of positive test results; and
 - d. Date individual with positive test result was last in program building.
 - e. FCCs must also follow [existing communicable disease reporting processes per DOHMH](#).
5. Let your [Borough Office](#) know if there are any **confirmed** cases.

Next Steps: After Confirmed Case Reported

Upon notification of a positive staff or child test result at an FCC:

- The DECE will inform the FCC of any required next steps and will share letter template(s) for the FCC to use to notify staff and families (while maintaining the confidentiality of sensitive health information).
- The Test and Trace Corps will direct any individuals who test positive for COVID-19 to isolate at home, and will also attempt to interview all diagnosed individuals (or their family members, in the case of young children) to identify close contacts who were potentially exposed. These close contacts will be directed to get tested and isolate based on their exposure.
- There is no testing requirement for a staff or child who has previously tested positive to return to an FCC after their quarantine is complete.



Questions?



Planning for the Fall



Priorities for In-Person Learning

- All Network affiliated providers will be expected to provide services, in some form, to all children and families currently enrolled in their programs this fall.
- If more families have requested full-time, in-person learning than your affiliated providers currently have the capacity to provide, please refer to the [Fall 2020 Guidance- Priorities for Full-Time, In-Person Learning](#) to understand how your Network should prioritize families for full-time, in-person services.
 - For families enrolled in Child Care-funded slots who request in-person learning (i.e., all infants, toddlers, and extended-day 3-K slots), please proceed in assigning those families to full-time, in person learning.
 - For families in Child Care-funded slots who request fully remote learning, please hold on confirming their assignment, pending further guidance.

Infants and Toddlers

Due to limited capacity and funding constraints, we are not able to continue services for infants and toddlers enrolled in Child Care services whose families do not wish to return to in-person learning (would opt for full-time remote learning).

- Families of infants and toddlers should be made aware of this limitation and given the opportunity to revise their preference.
- In cases where families opt out of care, the Network should seek to fill that vacancy.

Requests for Exemptions

In order to continue to receive payment from the DOE for contracted services, all affiliated providers must provide some level of in-person learning services in their programs in the fall.

- Affiliated providers must provide some level of in-person learning services in order to continue to receive payment by September 1, 2020.
- Affiliated providers who are unable to resume in-person learning services by September 1, may request an exemption.
- Any requests for exemptions from this policy must be submitted through this [survey](#).

Flexibility in Hours of Operations

To maximize in-person learning opportunities for currently-enrolled children:

- Programs that typically provide 10 hours of care per day may request flexibility in their operating hours for in-person services, including providing 8 hours of service instead of 10.
- Affiliated providers must plan to provide at least 8 hours of service per day for in-person services.
- DOE is not able to allow learning models that include half-days of in-person instruction for early childhood programs that are currently contracted to provide full day services.

Fall Readiness Checks

- Networks must complete **Fall Readiness Checks** for all affiliated providers starting **September 1, 2020** using the following checklists:
 - [Reopening Checklist](#) (copy of completed checklist must be posted onsite)
 - [DECE Monitoring Checklist](#)
- Readiness checks will be completed virtually (unless Networks have resumed in-person program site visits)
- Once both checklists have been completed, **Networks must submit copies to their assigned FCC Support Manager**
- Networks must support affiliated providers in correcting any pending items

Readiness for Fall Webinar Series

August 24	Introduction to Monitoring and Incident Reporting Protocols (<i>Webinar</i>)
August 27	Family Child Care Network Policy Handbook (<i>Webinar</i>)
to be announced	Contingency Planning for Continuity of Learning (<i>Webinar</i>)
to be announced	Budget Data Systems (<i>Webinar</i>)

Understanding new policies in a time of uncertainty

- Stay aware of the importance of your role in affiliated providers', children's and families' lives
- Find a thought partner (a staff member, other Networks)
- Be flexible and patient as you aim to make decisions.
- In decision making, the goal is to create safe, nurturing and predictable environments for staff and families. (ex. hiring new staff members)
- Welcome questions from your affiliated providers, staff, and families
- Contact your NYCDOE supports and or email: fccsupportteam@schools.nyc.gov



Questions

Thank you!

We look forward to our continued partnership..

At any time, if you have questions or suggestions,
please connect with us at

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