

## Head Start Monthly Report July 2020

### **Conduct of Responsibilities –**

Each Head Start agency shall ensure the sharing of accurate and regular information for use by the **Governing Body and Policy Council**, about program planning, policies, and Head Start agency operations, including:

- (A) Monthly financial statements, including credit card expenditures;
- (B) Monthly program information summaries
- (C) Program enrollment reports, including attendance reports for children whose care is partially subsidized by another public agency;
- (D) Monthly reports of meals and snacks provided through programs of the Department of Agriculture;
- (E) The financial audit;
- (F) The annual self-assessment, including any findings related to such assessment;
- (G) The communitywide strategic planning and needs assessment of the Head Start agency, including any applicable updates;
- (H) Communication and guidance from the Secretary;

### **In accordance with the New Head Start Performance Standards that went into effect on November 7, 2016:**

1301.2 (b) Duties & Responsibilities of the Governing Body -

(1) The governing body is responsible for activities specified at section 642©(1)€ of the Head Start Act.

(2) The governing body must use ongoing monitoring results, data on school readiness goals, and other information described in 1302.102, and information described at section 642(d)(2) of the Act to conduct its responsibilities.

Please see Program Information Summary & attachments to this monthly report for monitoring reports.

**A. Monthly Financial Statements including credit card expenditures: \$**  
Not available at the time report written

#### **B. Program Information Summary**

During the month of June, the Director developed and updated several operational plans and grants for operations related to COVID 19.

Program planning for the upcoming program year to begin in Fall 2020, included phone conferences with training & professional development providers to address items on the self-assessment plan. Also, there were numerous webinars, phone conferences, and ZOOM meetings to address program operations. Historically, June would have included professional development opportunities, but those in-person events have been cancelled.

The financial audit found NO issues with the Head Start program.

The Director is applying for CARES Act funding through ODE to help financially support summer programming.

Celina City Schools was awarded ECE grant for \$52,000.

The HCSM provided training to all summer staff regarding new policy & procedure for health & safety. The Education Manager and summer ed staff developed CAMP curriculum and lesson plans.

**Education** – Program will purchase Brigrance online software system

**Mental Health** – Awaiting Quality Improvement dollars to move forward with plan

**Disabilities** – Special Ed services must follow established classroom ratios (no more than 8 IEPs in a classroom)

**Health** – Upcoming screening day in July

**ERSEA** – 116 potential students for PY 2020

**Family Engagement** - Will be all virtual

**C. Enrollment / Attendance**

**No report as the program is not in session**

**Enrollment by Program Option:**

Half Day PY Head Start	
Full Day School Year (6 hour day)	

**Attendance by Program Option:**

Half Day PY Head Start	
Full Day School Year	

**D. CACFP report - CACFP claimed meals**

<b>Month Served</b>	
<b>Total Days Attendance</b>	<b>Rockford - Franklin</b>
<b>Total Breakfast</b>	
<b>Total Lunches</b>	
<b>Total Snacks</b>	
<b>Total Meals</b>	

**E. Financial Audit** – No concerns noted on completed audit.

**F. Annual Self-Assessment**

- Completed May 2020

**G. Community Assessment**

**H. Communication and guidance from the Secretary – Head Start Transportation Services and Vehicles During COVID 19 Pandemic (ACF-IM-HS-20-04)**

**Attachments to report:**

**IM**

**Proposed Operational Plan for September 2020**

**COVID Health Policy & Procedures**

Respectfully submitted,

Amy Esser

Director

HEAD START - 2020 GRANT

REVENUE

	FEDERAL BUDGET	OTHER SOURCES	TOTAL REVENUES	REVENUE RECEIVED	REMAINING FUNDING
Federal Revenue	1,834,166.00	-	1,834,166.00	873,000.00	961,166.00
CACFP Revenue	-	41,583.00	41,583.00	37,395.76	4,187.24
Other Local	-	-	-	1,500.00	(1,500.00)
Refund prior year exp	-	-	-	-	-
Board advance	-	-	-	-	-
<b>Total</b>	<b>1,834,166.00</b>	<b>41,583.00</b>	<b>1,875,749.00</b>	<b>911,895.76</b>	<b>963,853.24</b>

EXPENSES

	FEDERAL BUDGET	OTHER SOURCES	TOTAL BUDGET	ACTUAL EXPENDED	EXPENDABLE BALANCE	ENCUMBERED/ REQUISITIONS	REMAINING BALANCE
Salary	840,396.00	20,505.00	860,901.00	478,642.61	382,258.39	-	382,258.39
Fringe Benefits	681,342.00	-	681,342.00	309,745.89	371,596.11	-	371,596.11
Programming	157,976.00	793.00	158,769.00	61,722.53	97,046.47	45,362.40	51,684.07
Supplies	103,714.00	29,903.00	133,617.00	48,510.57	85,106.43	31,622.53	53,483.90
Capital Outlay	-	-	-	-	-	-	-
Other Expenditures	9,476.00	-	9,476.00	2,390.00	7,086.00	-	7,086.00
<b>PA22 subtotal</b>	<b>1,792,904.00</b>	<b>51,201.00</b>	<b>1,844,105.00</b>	<b>901,011.60</b>	<b>943,093.40</b>	<b>76,984.93</b>	<b>866,108.47</b>
<b>Training &amp; Technical Services</b>							
Training & technical serv (job code 400)	19,232.00	-	19,232.00	6,780.50	12,451.50	8,131.00	4,320.50
Staff out of town travel	22,030.00	-	22,030.00	3,292.93	18,737.07	3,385.00	15,352.07
<b>Subtotal Purch Service</b>	<b>41,262.00</b>	<b>-</b>	<b>41,262.00</b>	<b>10,073.43</b>	<b>31,188.57</b>	<b>11,516.00</b>	<b>19,672.57</b>
Training & Tech Supplies	-	-	-	335.00	(335.00)	884.00	(1,219.00)
<b>Subtotal Supplies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>335.00</b>	<b>(335.00)</b>	<b>884.00</b>	<b>(1,219.00)</b>
T&TA -PA20	41,262.00	-	41,262.00	10,408.43	30,853.57	12,400.00	18,453.57
Return of Board Advance	-	-	-	-	-	-	-
<b>TOTALS</b>	<b>1,834,166.00</b>	<b>51,201.00</b>	<b>1,885,367.00</b>	<b>911,420.03</b>	<b>973,946.97</b>	<b>89,384.93</b>	<b>884,562.04</b>

TOTAL REVENUE OVER/UNDER TOTAL EXPENDITURES 475.73

<b>439 Early Childhood</b>							
439-9920	Salaries	Fringes	Purchased	Supplies	Capital	Other	Total
	100	200	Services	500	Outlay	800	
			400		600		
Original							
CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
Adjusted							
CCIP Budget	31,400.00	20,600.00	-	-	-	-	52,000.00
Exp thru 9/30	3,781.79	2,153.86					5,935.65
Exp thru 10/31	3,634.26	2,049.45					5,683.71
Exp thru 11/30	3,697.49	2,140.84					5,838.33
Exp thru 12/31	3,556.96	2,271.36					5,828.32
Exp thru 01/31	3,642.10	3,655.68					7,297.78
Exp thru 02/28	3,982.66	2,357.59					6,340.25
Exp thru 03/31	3,776.91	2,325.80					6,102.71
Exp thru 04/30	3,755.62	2,204.13					5,959.75
Exp thru 05/31	1,572.21	1,441.29					3,013.50
Exp thru 06/30							-
Exp thru 07/31							-
							-
Exp thru 08/31							-
Total Expenditures	31,400.00	20,600.00	-	-	-	-	52,000.00
CCIP Budget							
Remaining	-	-	-	-	-	-	-
CAN SPEND UP TO	34,540.00	22,660.00					
BUDGET PLUS 10%							

<b>Non-Federal Match</b>			
<b>*FINAL* April 2020</b>			
<b>In-Kind</b>	<b>Hours</b>	<b>Rate / hour</b>	<b>Total</b>
<b>Celina City Schools—Administrative / Support Personnel</b>			
Superintendent - \$11,065.60 / year			\$922.13
Treasurer's Office - Treasurer (TS) \$6323.20 / year			\$526.93
Treasurer's Office - Asst Treasurer (CR) \$3952.00 / year			\$329.33
Treasurer's Office - Admin Asst (SB) \$5532.00 / year			\$461.00
Fringe for All(Supt, Treas Office, IT, Speech, ELL, Jen&Jeff) - \$2391.00/yr			\$199.25
Technology Support - (CH) \$7,113.60 / year			\$592.80
Technology Support - (CS) \$2,371.20 / year			\$197.60
Benefits for Speech Therapist & Custodian - \$56,150.00/yr			\$4,679.17
Speech Therapist - \$42,416.00 / (Sept-May)			\$4,712.89
ELL Tutor - \$1,848 / year (Sept-May)			\$205.33
Itinerant Teachers - \$58,234.04 / (Sept-May) (Classroom) (2)			\$6,470.45
Board of Education		\$57.07	\$0.00
ESC Staff-VS		\$58.80	\$0.00
ESC Staff-TN		\$68.78	\$0.00
ESC Staff-SG		\$34.35	\$0.00
A. A. Itinerant		\$27.74	\$0.00
D. D. Itinerant		\$46.20	\$0.00
Special Ed-Tracey D		\$49.77	\$0.00
Special Ed-Andre W		51.95	\$0.00
Transportation			
		<b>Sub Total</b>	<b>\$19,296.88</b>
<b>Building Usage</b>			
Utilities - \$17,136 / year			\$1,428.00
Custodian - \$65,328 / year + retro amount			\$5,666.92
Maintenance - \$13,575 / year			\$1,131.25
Summer Custodian - July		\$9.75	\$0.00
Custodian / Paper Supplies			
		<b>Sub Total</b>	<b>\$8,226.17</b>
<b>Volunteers (from In-Kind Sheets)</b>			
Cafeteria Helpers		\$11.91	\$0.00
Tri-Star Students		\$17.65	\$0.00
College Students / Interns		\$17.65	\$0.00
Classroom - Parent / Community	62.25	\$17.65	\$1,098.71
At Home Activities	209.75	\$17.65	\$3,702.09
FA Assistant - Parent / Community		\$17.65	\$0.00
Office Helpers		\$15.23	\$0.00
Bus Aide		\$12.48	\$0.00
Policy Council		\$40.95	\$0.00
Mileage		\$0.580	\$0.00
Miscellaneous Meetings			
		<b>Sub Total</b>	<b>\$4,800.80</b>
<b>Goods &amp; Services</b>			
CJ's Highmarks for Policy Council - 20% discount (Do this calculation for regular price (Amt Pd /.80=Reg Price)		20.0%	\$0.00
Monetary Donation			
Goods & Services Donation			
Conscious Discipline \$10,800 / (8 months Sept 2019-Apr 2020)			\$1,350.00
Conscious Discipline \$ / (8 months Sept 2020-Apr 2021)			\$0.00
Foundations Behavioral Health-Discount on MHC fees	10.25	\$25.00	\$256.25
Foundations Behavioral Health-Kinship / Speaker		\$100.00	\$0.00
Four-U Office--Discount			\$37.11
Misc. Discount on Goods / Services (ConsciousDisc-speaker)			\$675.00
		<b>Sub Total</b>	<b>\$2,318.36</b>
<b>Total This Month</b>			<b>\$34,642.21</b>
In-Kind Needed Each Month: \$37,811.17		Annual required inkind	\$453,734.00
		Inkind needed to date	\$281,225.96



# Head Start Transportation Services and Vehicles During the COVID-19 Pandemic

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[eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-20-04](https://eclkc.ohs.acf.hhs.gov/policy/im/acf-im-hs-20-04)

[View the Latest Coronavirus Disease 2019 \(COVID-19\) Updates from the Office of Head Start »](#)

## Head Start Transportation Services and Vehicles During the COVID-19 Pandemic ACF-IM-HS-20-04

U.S. Department  
of Health and Human Services

ACF  
Administration for Children and Families

- 1. Log Number:** ACF-IM-HS-20-04
- 2. Issuance Date:** 06/22/2020
- 3. Originating Office:** Office of Head Start
- 4. Key Words:** Transportation Services; Vehicles; COVID-19 Pandemic

### Information Memorandum

**To:** All Head Start and Early Head Start Agencies and Delegate Agencies

**Subject:** Head Start Transportation Services and Vehicles During the COVID-19 Pandemic

**Information:**

School buses and allowable alternate vehicles are generally the safest mode of transportation for children. They are also necessary for many children and families to participate in Head Start programs. Implementing safe practices is essential when providing transportation services during the coronavirus disease 2019 (COVID-19) pandemic.

When making decisions about transporting children, programs should consult local health officials and other state and local authorities, to the extent feasible. These authorities can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of local

public healthcare systems. Staff should take steps to ensure they mitigate the risk with respect to school buses and allowable alternate vehicles. The steps Head Start programs take to reduce risk should be the same whether the program is providing its own transportation or relying on contracted or school district-provided transportation.

### **Support Transportation Staff Safety**

- Strongly encourage staff members who are sick to stay home, particularly those who have tested positive or are showing COVID-19 symptoms . Sick staff members should not return to work until the criteria to discontinue home isolation are met , in consultation with healthcare providers and state and local health departments. Staff who have recently had close contact with a person with COVID-19 should also stay home and monitor their health . The U.S. Centers for Disease Control and Prevention (CDC) has recommendations sick people should follow .
- Send home staff experiencing symptoms during work hours.
- Assign vulnerable workers alternate duties that minimize their contact with children, families, and other employees, if possible.
- Make available and ensure the use of cloth face coverings per CDC recommendations. Vehicle operators should wear a cloth face covering only if it will not interfere with safe driving. Cloth face coverings should not be placed on children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- Make available and ensure the use of hand hygiene supplies per CDC recommendations.

Key times to clean hands:

- Before and after eating, preparing, or handling food and drinks
- After using the toilet
- After coming in contact with bodily fluid
- After blowing your nose, coughing, or sneezing
- After handling garbage

Additional times to clean hands:

- Before and after work shifts and breaks
- After touching frequently touched surfaces, such as handrails
- After putting on, touching, or removing cloth face coverings

### **Use of Head Start Vehicles During Periods of Service Interruption**

Based on public health guidance, programs may temporarily stop regular program operations, including center-based, family child care, and home-based services. During this time, to the extent possible, employees should continue to engage families and deliver critical services remotely. Programs should continue to provide children with supplies they would receive normally through the program, such as diapers, formula, snacks, meals, and learning supplies.

When programs use agency vehicles to transport food and supplies, they should:

- Minimize contact between vehicle operators and other staff, children, and families as they load and deliver supplies.
- Make available and ensure the use of cloth face coverings and hand hygiene supplies, as described above. Ensure staff maintain at least 6 feet (about two adult arms' length) between each other and families receiving supplies.



## Use of Head Start Vehicles to Provide Transportation Services for Children

For programs that are currently operating:

- Minimize contact between vehicle operators and other staff. If possible, stay at least 6 feet from other people.
- Make available and ensure the use of cloth face coverings and hand hygiene supplies as described above.
- Conduct a health check of all children and staff before they board the vehicle. Do not transport individuals with a fever of 100.4°F (38°C) or above or who show other signs of illness. Do not transport individuals who have been in close contact (within 6 feet) of someone who has tested positive for, or is showing symptoms of, COVID-19. Consider training and equipping bus monitors to use a non-contact thermometer.
- Position children as far apart as possible, preferably 6 feet apart, with one child per bench and no consecutive rows. If children are coming from the same home, they may sit together. If possible, ensure children sit 6 feet away from the vehicle operator.
- Reroute or stagger bus runs, as needed, to keep group size small and minimize potential exposure between children.
- If possible, keep class groups together on bus runs to minimize potential exposure between different groups of children.
- Use visible cues, such as stickers on the floors, to guide children and offer gentle prompts to help them understand the new protocols. Remember that young children do not understand the need for physical distancing. They rely on adults for their safety and care.
- Vehicle operators should avoid touching surfaces often touched by bus passengers, to the extent possible. Staff should use gloves if touching surfaces contaminated by body fluids.

### Fluctuating Service

Programs should check state and local health department notices daily about COVID-19 transmission and mitigation levels in the area and adjust operations accordingly. As community conditions continue to change, some programs may need to adjust their program operations and services.

Based on local data and guidance or directives, programs should be prepared to stagger routes, reduce bus runs, or end bus runs temporarily. Programs should engage staff and families when making changes to transportation policies.

### Clean Vehicles Between Each Use

Programs should clean and disinfect vehicles between each use pursuant to CDC's recommended process using products that are U.S. Environmental Protection Agency-approved for use against the virus that causes COVID-19. Be sure to thoroughly clean and disinfect commonly touched surfaces. Ensure safe and correct use of cleaning and disinfection products, including storing products securely away from children. Cleaning products should not be used near children. Staff should ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic vapors.

- For hard and non-porous surfaces inside the vehicle (e.g., hard seats, arm rests, door handles, light and air controls, doors, windows), clean with detergent or soap and water if the surfaces are visibly dirty, prior to disinfectant application.
- For seatbelts, and other child safety restraints, programs must employ methods and products that are effective on COVID-19 and safe for use with the restraint system, particularly seatbelt webbing. Chlorine- or ammonia-based solutions may cause deterioration of safety restraint

components and cannot be used. For cleaning guidelines, consult the vehicle or restraint system manufacturer.

- For soft or porous surfaces (e.g., fabric seats), remove any visible contamination and clean with appropriate cleaners indicated for use on these surfaces.

Refer to the [CDC](#) for additional information, particularly:

- [Interim Guidance for Administrators of US K–12 Schools and Child Care Programs](#)
- [Guidance for Child Care Programs That Remain Open](#)
- [Child Care Decision Tool](#)
- [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- [What Bus Transit Operators Need to Know About COVID-19](#)

Please stay in touch with your program specialist as you plan and provide program services.

Thank you for your work on behalf of children and families.

/ Dr. Deborah Bergeron /

Dr. Deborah Bergeron  
Director  
Office of Head Start  
Office of Early Childhood Development

See PDF Version of Information Memorandum:

[Head Start Transportation Services and Vehicles During the COVID-19 Pandemic \[PDF, 97KB\]](#)

Historical Document



## MCHS Service Delivery Plan for the beginning of PY 20/21 under current guidance

The Office of Head Start has provided guidance through the Collaborating Actively in Meaningful Planning (CAMP) sessions throughout the month of July to address questions brought forth from grantees across the United States. Because there are numerous entities providing guidance from the national, state, and local levels, the Office of Head Start provides guidance to support grantees in interpreting the HSPPS and the Head Start Act during this unprecedented time.

This section of the MCHS Operational Plan will address **ERSEA** (Eligibility, Recruitment, Selection, Enrollment, & Attendance) requirements under the **COVID 19 Pandemic**. All current policy & procedure must be reviewed to ensure Pandemic procedures / allowances / restrictions are communicated.

### 1. Eligibility

A. MCHS has always and will continue to prioritize children deemed categorically eligible (Foster Care, Homelessness, eligible for or in the absence of childcare, receiving SSI, and / or are 100% at or below federal poverty guidelines). The OHS has asked grantees to consider children who are directly impacted by COVID 19 (i.e. loss of work / decreased income due to layoff / furloughs, homelessness due to inability to pay housing costs due to illness or lack of work). Because of the close networking and collaborative efforts of social service programs in the Mercer County community, MCHS administration is confident that the current eligibility criteria is sufficient to meet the needs of the community currently.

B. Income eligibility remains in effect. Due to unemployment fluctuating in the community, it is anticipated that more families may be income eligible for the program. Guidance specific to income verification allows grantees to consider “current situation” (reference 2015

## MCHS Service Delivery Plan for the beginning of PY 20/21 under current guidance

Federal guidance). Previously, Head Start grantees used “current situation” guidance in 2008 when the economy went into recession. Based on guidance provided in 2015, all staff affiliated with income eligibility must be trained on the parameters of the use of current situation.

1. Over – income slots – 10% of actual enrollment not funded enrollment
2. 101-130% - 35% of actual enrollment not funded enrollment

### C. Children with disabilities

1. 10% of actual enrollment is threshold

### 2. Recruitment

A. Grantees are to focus on already existing eligible families and to provide the services needed for those families. Under MCHS current plan for classroom assignment and service-delivery options, MCHS plans to serve 145 children in a center-based option and 13 children in a virtual option.

B. MCHS FESM will update the program’s recruitment plan to identify recruitment methods that:

1. Safeguard staff and the community (social distancing / technological methods)
2. Communicate options available for eligible children and families
3. Does not “overpromise” availability of service delivery

### 3. Selection

A. Grantees will enroll returning children first.

B. Priority is given to categorically eligible and those directly impacted by COVID 19.

## MCHS Service Delivery Plan for the beginning of PY 20/21 under current guidance

- C. Current MCHS selection criteria meet the purpose of identifying the most in need.
- D. FESM will ensure that selection criteria is strictly followed.

### 4. Enrollment

A. MCHS enrollment policy & procedure **MUST** be updated to determine & identify which forms **MAY** be completed “virtually” and which forms **MUST** have a physical signature.

B. FESM & family engagement team will develop a communication plan to inform potential families of changes in enrollment process.

#### 1. Written

#### 2. Virtual (Facebook / YouTube)

- C. FESM will communicate weekly with Director on enrollment numbers (including wait list)
- D. HCSCM determines specialized placement of children due to guidance provided by ODH, ODE, CDC, (or any other oversight entity).
- E. Children are **NOT** placed in classrooms until a conference including the Education Manager has occurred.

1. The program will patiently & methodically place children in the slot that meets the family & program’s needs.

### 5. Attendance

A. All current attendance policies will be vigilantly followed.

B. Exception to current attendance policy are those children who are ill. As long as family remains in contact with program and indicates child will return after illness the slot is **NOT** vacated. FESM to review & update vacant slot policy.

## MCHS Service Delivery Plan for the beginning of PY 20/21 under current guidance

Documentation of all efforts MUST be recorded in the COPA database system. Managers are responsible to review COPA daily to ensure the accurate and timely entry of information. Managers are to identify staff who are in need of assistance with data entry, prior to staff return dates in August.

This section of the plan will address Program Structure. In recent history, MCHS has provided center-based services only. In March 2020, MCHS began to provide services virtually. The following information includes the proposed plan for beginning operations September 2020, under current guidance (7/13/2020).

Part-Day programming will include Turtle Troop and Lighthouse Leaders. (Note color coding separates various groups)

**Turtle Troop A – up to 8 children attending every Monday & Tuesday from 8 am to 11:30 am**

**Turtle Troop B – up to 8 children attending every Wednesday & Thursday 8 am to 11:30 am**

**Turtle Troop C – up to 8 children attending every Monday & Tuesday from 12:30 pm to 4 pm**

**Turtle Troop D – up to 8 Children attending every Wednesday & Thursday 12:30 pm to 4 pm**

**Turtle Troop teaching staff will have up to 32 children assigned to them.**

**Lighthouse Leaders A – up to 8 children attending every Monday & Tuesday 8 am to 11:30 am**

**Lighthouse Leaders B – up to 8 children attending every Wednesday & Thursday 8 am to 11:30 am**

**Lighthouse leaders C – up to 8 children attending every Monday & Tuesday 12:30 pm to 4 pm**

**Lighthouse Leaders D – up to 8 children attending every Wednesday & Thursday 12:30 pm – 4 pm**

## MCHS Service Delivery Plan for the beginning of PY 20/21 under current guidance

Lighthouse Leaders Teaching staff will have up to 32 children assigned to them.

Turtle Troop & Lighthouse Leaders will NOT have any virtual learning assigned to them while those classrooms are providing in-person instruction unless the following occurs:

1. Enrollment falls below 50% capacity for the session and families request enrollment but ask for a virtual option
2. Enrolled children are quarantined to their home due to illness and remain enrolled in the program

Full-day programming will now be referenced "5-Day programming". To increase capacity and to comply with state restrictions of children in the classroom, MCHS has opted to not provide Full-Day programming at the Ed Complex.

**Anchors Away A – up to 9 children attending Monday thru Friday 8 am – 11:30 am**

**Anchors Away C – up to 9 children attending Monday thru Friday 12:30 pm – 4 pm**

**Captain's Crew – up to 9 children attending Monday thru Friday 8 am – 11:30 am**

**Captain's Crew C – up to 9 children attending Monday thru Friday 12:30 pm – 4 pm**

**Lakeside Learners A – up to 9 children attending Monday thru Friday 8 am – 11:30 am**

**Lakeside Learners C – up to 9 children attending Monday thru Friday 12:30 pm – 4 pm**

**Starboard Sea Captains A – up to 9 children attending Monday thru Friday 8 am – 11:30 am**

**Starboard Sea Captains C – up to 9 children attending Monday thru Friday 12:30 pm – 4 pm**

5-day programming classrooms will serve up to 18 children each (72 total) in in-person instruction.



## MCHS Service Delivery Plan for the beginning of PY 20/21 under current guidance

Anchors Away, Captain's Crew, Lakeside Learners, Starboard Sea Captains teaching staff will be assigned virtual learning students (13) outside of the Rockford area.

Rockford Northern Lights classroom will serve up to 9 children in their traditional Monday – Thursday schedule providing 7 hours of instructional time. Virtual learning will be provided to children in the Rockford area by the Rockford teaching staff under these conditions:

1. Children are currently on wait list to enter the Rockford center
2. Child is already enrolled and is quarantined due to COVID 19.

The proposed Program Structure and operational plan for PY 20/21 will NOT meet duration guidance as provided in HSPPS. However, according to OHS guidance, OHS is granting local flexibility to this rule given health & safety restrictions.

### Classroom Structure

1. All classrooms will maintain 2 teaching staff assignment per HSPPS
2. MCHS will adhere to the most restrictive guidance for teacher child ratios as established by SUTQ.
3. Classroom environments are to promote 6 feet social distancing (interest areas may be removed) and individual learning / space.
4. Naptime
  - a. cots are to be 6 feet apart
  - b. Children should be placed rotating head to foot
  - c. The program will provide blankets (no blankets / pillows from home)
  - d. When possible, teachers should NOT pat backs moving from one child to another

## MCHS Service Delivery Plan for the beginning of PY 20/21 under current guidance

5. Meals are to be conducted per guidance from HCSM

As restrictions are lifted and with the recommendations of HCSM, the Director will update / modify current operational plan and present to Policy Council and Board for approval.

This Section of the plan will address **Program Governance**.

There will be no changes to the program's requirements related to program governance other than meetings MAY be held virtually.

Parent committee meetings and activities continue to be encouraged within the parameters of safety guidance. The grantee has purchased ZOOM capabilities to continue these activities virtually.

This Section of the plan will address **Human Resources / Hiring Practices**.

Currently, the Ohio Department of Jobs & Family Services is operational. That allows the grantee to continue hiring practices regarding background checks as prescribed in current policy & procedure.

Because of the varying needs of specific job duties (i.e. low numbers in the classroom), grantees may make local decisions about hiring of vacant positions /creating new positions, etc. that meet the needs of the current circumstances. Grantees MUST ensure the safety of children at all times. Staffing patterns MUST be adequate and meet licensing requirements. Any new hires MUST have all required health screenings completed before interfacing with staff, families, or children. Any new hires must have orientation completed within 90 days of hire.

All MCHS staff are required at a minimum to receive 15 hours of professional development training annually.

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Social Distancing (COVID-19)	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>F-Health Program Servies</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Safety Practices</i>	<b>Implementation Responsibility:</b>	All Staff
<b>Related Performance Standard(s):</b>	1302.47(b)(7)(iii)	<b>Monitoring Responsibility:</b>	HCSM

<b>(A) Policy</b>	<p>A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. A program should consult Caring for our Children Basics, available at <a href="http://www.acf.hhs.gov/sites/default/files/ece/caring_for_our_children_basics.pdf">http://www.acf.hhs.gov/sites/default/files/ece/caring_for_our_children_basics.pdf</a>, for additional information to develop and implement adequate safety policies and practices described in this part.</p> <p><i>Administrative safety procedures.</i> Programs establish, follow, and practice, as appropriate, procedures for, at a minimum:</p> <p>(iii) Protection from contagious disease, including appropriate inclusion and exclusion policies for when a child is ill, and from an infectious disease outbreak, including appropriate notifications of any reportable illness.</p>
<b>(B) Responsibility</b>	All Staff
<b>(C) Procedure</b>	<p>Per guidance driven by the Ohio Department of Health, the office of Ohio State Governor MikeDeWine, Occupational Health and Safety Act, the Centers for Disease Control, and Care for our Children Basics the following recommendations have been set forth in response to the global pandemic of COVID-19 (coronavirus).</p> <p><b>Staff:</b></p> <ul style="list-style-type: none"> <li>• Break times should be staggered, if not; when using communal breakroom space, maintain 6 feet apart and sanitize space before leaving area.</li> <li>• Classroom staff members will avoid congregating with other staff members outside of their classroom during the school day.</li> <li>• Support staff should avoid “floating” from one classroom to another. If this cannot be avoided; Staff <i>must</i> wash and sanitize hands and Staff <i>must</i> change facial covering.</li> <li>• After leaving the classroom, staff <i>must</i> wash and sanitize hands and change facial covering.</li> <li>• Staff will wear a facial covering or shield when social distancing cannot be maintained.</li> </ul>

	<ul style="list-style-type: none"><li>• Small group</li><li>• Individual work with student</li><li>• Greeting students, student check-in</li><li>• Staff <i>must</i> wear a facial covering in communal spaces.</li><li>• Hallways</li><li>• Restrooms</li><li>• Offices</li></ul> <p><b><u>Students:</u></b></p> <ul style="list-style-type: none"><li>• Communal spaces will be used separately.</li><li>• Playground</li><li>• Gym</li><li>• Restrooms</li><li>• Restrooms <i>must</i> be sanitized after each use.</li><li>• No more than 9 students per classroom.</li><li>• Classrooms should be set up and arrange to allow maximum amount of space for each student.</li><li>• Classrooms should, to the extent possible, prevent groups from mixing.</li><li>• During daily check-in and check-out practices.</li></ul>

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Cleaning and Disinfecting of surfaces(COVID-19)	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>F-Health Program Servies</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Safety Practices</i>	<b>Implementation Responsibility:</b>	All Staff
<b>Related Performance Standard(s):</b>	1302.47(b)(1) 1302.47(b)(2)(i) 1302.47(b)(7)(iii)	<b>Monitoring Responsibility:</b>	HCSM

<b>(A) Policy</b>	<p>A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. A program should consult Caring for our Children Basics, available at <a href="http://www.acf.hhs.gov/sites/default/files/ecc/caring_for_our_children_basics.pdf">http://www.acf.hhs.gov/sites/default/files/ecc/caring_for_our_children_basics.pdf</a>, for additional information to develop and implement adequate safety policies and practices described in this part.</p> <p><i>(2) Equipment and materials.</i> Indoor and outdoor play equipment, cribs, cots, feeding chairs, strollers, and other equipment used in the care of enrolled children, and as applicable, other equipment and materials meet standards set by the Consumer Product Safety Commission (CPSC) or the American Society for Testing and Materials, International (ASTM). All equipment and materials must at a minimum:</p> <p>(i) Be clean and safe for children’s use and are appropriately disinfected;</p> <p><i>(7) Administrative safety procedures.</i> Programs establish, follow, and practice, as appropriate, procedures for, at a minimum:</p> <p>(iii) Protection from contagious disease, including appropriate inclusion and exclusion policies for when a child is ill, and from an infectious disease outbreak, including appropriate notifications of any reportable illness.</p>
<b>(B) Responsibility</b>	All Staff

**(C) Procedure**

Per guidance driven by the Ohio Department of Health, the office of Ohio State Governor MikeDeWine, Occupational Health and Safety Act, the Centers for Disease Control, and Care for our Children Basics the following recommendations have been set forth in response to the global pandemic of COVID-19 (coronavirus).

**Definitions:**

Cleaning: To physically remove dirt, debris, and sticky films by washing, wiping, and rinsing with soap and water.

Disinfecting/Sanitizing: To kill nearly all of the germs on a hard, non-porous surface. These two words may be used interchangeably.

Cleaning *must* be completed prior to disinfecting.

**Surfaces:**

- Tables and chairs
- Sinks, counters, faucets (classroom)
- Doors and door handles
  - Including cabinets
- Trash receptacles
- Restroom sinks, counters, faucets, doors and door handles
- Floors at the end of the day and as needed throughout day

**Toys:**

- Once a toy or manipulative has been used by a student;
  - Toy *must* go into a container marked/labeled for cleaning and disinfecting.
  - Toy *must* not be used by another student until cleaning and disinfecting has occurred.
- Clean and disinfected toys may back into centers for play.
- Remove toys and manipulatives that cannot be cleaned/disinfected.

A designated classroom staff member *must* clean and disinfected surfaces and toys as they are used throughout the day students are in session.

Staff responsible for assisting students in restroom, *must* clean and sanitizing restroom after use.

Staff will use Weekly Classroom Cleaning and Sanitizing Schedule.

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Handwashing (COVID-19)	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>F-Health Program Services</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Safety Practices</i>	<b>Implementation Responsibility:</b>	All Staff
<b>Related Performance Standard(s):</b>	1302.47(b)(6)(i)(ii)(iii) 1302.47(b)(7)(iii)	<b>Monitoring Responsibility:</b>	HCSM

<b>(A) Policy</b>	<p>A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. A program should consult Caring for our Children Basics, available at <a href="http://www.acf.hhs.gov/sites/default/files/ece/caring_for_our_children_basics.pdf">http://www.acf.hhs.gov/sites/default/files/ece/caring_for_our_children_basics.pdf</a>, for additional information to develop and implement adequate safety policies and practices described in this part.</p> <p><i>(6) Hygiene practices.</i> All staff systematically and routinely implement hygiene practices that at a minimum ensure:</p> <p>(i) Appropriate toileting, hand washing, and diapering procedures are followed;</p> <p>(ii) Safe food preparation; and,</p> <p>(iii) Exposure to blood and body fluids are handled consistent with standards of the Occupational Safety Health Administration.</p> <p><i>(7) Administrative safety procedures.</i> Programs establish, follow, and practice, as appropriate, procedures for, at a minimum:</p> <p>(iii) Protection from contagious disease, including appropriate inclusion and exclusion policies for when a child is ill, and from an infectious disease outbreak, including appropriate notifications of any reportable illness.</p>
<b>(B) Responsibility</b>	All Staff

(C) Procedure

Per guidance driven by the Ohio Department of Health, the office of Ohio State Governor Mike DeWine, Occupational Health and Safety Act, the Centers for Disease Control, and Care for our Children Basics the following recommendations have been set forth in response to the global pandemic of COVID-19 (coronavirus).

**Staff:**

Child care/early child education providers *must* follow rigorous handwashing procedures as detailed in Appendix B to Ohio Administrative Revised Code 5101:2-12-13.

- Upon arrival for the day, after breaks and upon returning from outside.
- After toileting or assisting a student with toileting.
  - After diapering or changing a pull-up.
- After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
- After cleaning or sanitizing or using chemical products.
- After handling pets, pet cages, or other pet objects that have come in contact with the pet.
- Before eating, serving, preparing food for students.
- Before and after completing medical procedure or administering medication.
- When visibly soiled
  - *Must* use soap and water. Hand sanitizer is not appropriate until after using soap and water.
- After coughing into hand, sneezing into hand or blowing nose.
  - After assisting a student with blowing nose.
- Prior to departure.

**Students:**

Child care/early child education students *must* follow rigorous handwashing procedures as detailed in Appendix B to Ohio Administrative Revised Code 5101:2-12-13.

- Upon arrival for the day, after breaks and upon returning from outside.
- After toileting.
  - Including diapering or changing a pull-up.
- After contact with bodily fluids.
- After outdoor play.
- After handling pets, pet cages, or other pet objects that have come in contact with the pet.
- Before eating.
- After water activities.
- When visibly soiled
  - *Must* use soap and water. Hand sanitizer is not appropriate until after using soap and water.
- After coughing into hand, sneezing into hand or blowing nose.
  - After assisting a student with blowing nose.
- Prior to departure.



**Per guidelines set for by The Centers of Disease Control:**

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

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## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Meal Service (COVID-19)	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>F-Health Program Services</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Child Nutrition Safety Practices</i>	<b>Implementation Responsibility:</b>	All Staff
<b>Related Performance Standard(s):</b>	1302.44(a) 1302.47(b)(7)(iii)	<b>Monitoring Responsibility:</b>	HCSM

<b>(A) Policy</b>	<p>A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. A program should consult <i>Caring for our Children Basics</i>, available at <a href="http://www.acf.hhs.gov/sites/default/files/ece/caring_for_our_children_basics.pdf">http://www.acf.hhs.gov/sites/default/files/ece/caring_for_our_children_basics.pdf</a>, for additional information to develop and implement adequate safety policies and practices described in this part.</p> <p><i>(a) Nutrition service requirements.</i> (1) A program must design and implement nutrition services that are culturally and developmentally appropriate, meet the nutritional needs of and accommodate the feeding requirements of each child, including children with special dietary needs and children with disabilities.</p> <p><i>Administrative safety procedures.</i> Programs establish, follow, and practice, as appropriate, procedures for, at a minimum:</p> <p>(iii) Protection from contagious disease, including appropriate inclusion and exclusion policies for when a child is ill, and from an infectious disease outbreak, including appropriate notifications of any reportable illness.</p>
<b>(B) Responsibility</b>	All Staff

(C) Procedure

Per guidance driven by the Ohio Department of Health, the office of Ohio State Governor MikeDeWine, Occupational Health and Safety Act, the Centers for Disease Control, and Care for our Children Basics the following recommendations have been set forth in response to the global pandemic of COVID-19 (coronavirus).

- All surfaces *must* be cleaned and sanitized prior to use.
- Students and staff *must* wash hands prior to meal service.
- No more than 4 students at a table
  - If possible, utilize floor space, extra tables, etc.
- Staff *must* wear gloves and face covering while serving students.
  - If gloves or face covering becomes soiled during meal service, staff *must* dispose of gloves, wash hands, and change face covering.
- No student self-serve will be permitted.
- Students and staff *must* wash hands after meal service.
- All surfaces *must* be cleaned and sanitized after meal service.
- Trash will be changed and trash receptacle cleaned and sanitized.
- Kitchen staff will not enter the classroom

# Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Staff COVID procedure	<b>P/P #:</b>	
<b>Part:</b>	1302.40	<b>PC Approval Date:</b>	
<b>Subpart:</b>	1302.47	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>		<b>Implementation Responsibility:</b>	All Staff
<b>Related Performance Standard(s):</b>	1302.47(a)	<b>Monitoring Responsibility:</b>	Management

<b>(A) Policy</b>	<p>A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. A program should consult Caring for our Children Basics, available at <a href="http://www.acf.hhs.gov/sites/default/files/eecd/caring_for_our_children_basics.pdf">http://www.acf.hhs.gov/sites/default/files/eecd/caring_for_our_children_basics.pdf</a>, for additional information to develop and implement adequate safety policies and practices described in this part.</p>
<b>(B) Responsibility</b>	All staff
<b>(C) Procedure</b>	<p>Per guidance driven by the Ohio Department of Health, the office of Ohio State Governor MikeDeWine, Occupational Health and Safety Act, the Centers for Disease Control, and Care for our Children Basics the following recommendations have been set forth in response to the global pandemic of COVID-19 (coronavirus).</p> <ul style="list-style-type: none"> <li>• Handwashing should be frequent using warm water rubbing with soap for a minimum of 20 secs.</li> <li>• Hand sanitizer may be used in between handwashing</li> <li>• Wipe down any personal items brought into the building</li> <li>• Workspaces are recommended to be cleaned every 2 hours while working and then once again before leaving for the day</li> <li>• If any symptoms of fever at or above 100.4°F, dry cough, shortness of breath, chills, loss of taste or smell, muscle aches, sore throat, or headache, please stay home and follow directions from you primary care physician</li> </ul> <p>The following are Phase 1 requirements set forth by Governor DeWine Directives and cannot be alter without medical or other special circumstances. These situations should be discussed directly with staff members supervisor.</p> <ul style="list-style-type: none"> <li>• All persons entering the facility for work must record their temperature with the employer</li> <li>• All persons entering the facility for work must wear a cloth mask for protective face covering</li> <li>• Social distancing is to be maintained</li> </ul>

## Mercer County Head Start Policies and Procedures

<b>P/P Topic:</b>	Check-In, Check out of students (COVID-19)	<b>P/P #:</b>	
<b>Part:</b>	1302 Program Operations	<b>PC Approval Date:</b>	
<b>Subpart:</b>	<i>F-Health Program Servies</i>	<b>Last Reviewed Date:</b>	
<b>Section Title(s):</b>	<i>Safety Practices</i>	<b>Implementation Responsibility:</b>	All Staff
<b>Related Performance Standard(s):</b>	1302.47(b)(7)(iii)	<b>Monitoring Responsibility:</b>	HCSM

<b>(A) Policy</b>	<p>A program must establish, train staff on, implement, and enforce a system of health and safety practices that ensure children are kept safe at all times. A program should consult <i>Caring for our Children Basics</i>, available at <a href="http://www.acf.hhs.gov/sites/default/files/ece/caring_for_our_children_basics.pdf">http://www.acf.hhs.gov/sites/default/files/ece/caring_for_our_children_basics.pdf</a>, for additional information to develop and implement adequate safety policies and practices described in this part.</p> <p><i>Administrative safety procedures.</i> Programs establish, follow, and practice, as appropriate, procedures for, at a minimum:</p> <p>(iii) Protection from contagious disease, including appropriate inclusion and exclusion policies for when a child is ill, and from an infectious disease outbreak, including appropriate notifications of any reportable illness.</p>
<b>(B) Responsibility</b>	All Staff
<b>(C) Procedure</b>	<p>Per guidance driven by the Ohio Department of Health, the office of Ohio State Governor Mike DeWine, Occupational Health and Safety Act, the Centers for Disease Control, and <i>Caring for our Children Basics</i> the following recommendations have been set forth in response to the global pandemic of COVID-19 (coronavirus).</p> <p><b>Check-In Procedure for Self-Transport</b></p> <ul style="list-style-type: none"> <li>• Each student will be met outside by a classroom staff member at their assigned door.</li> <li>• Each student will be checked-in individually using social distancing. This can be done while student remains in the car until time for check-in or if walkers, remind parents to stay 6-feet-away.</li> <li>• Classroom staff will utilize the COVID-19 Student Daily Monitoring Form when checking-in students.             <ul style="list-style-type: none"> <li>○ If a student has a fever equal to or greater than 100.0 °F or has been exposed to COVID-19; student may not enter the facility.</li> <li>○ COVID-19 Student Daily Monitoring Forms will be reviewed by</li> </ul> </li> </ul>

HSCM at the end of the check-in process daily.

- Staff will wear gloves during the check-in process and change gloves and wash or sanitize hands between students.
- Staff will wear a facial covering or shield at all times during the check-in process. Facial coverings or shields *must* be changed if it becomes soiled.
- Students *must* wash their hands or use sanitizing wipes prior to entering the building/classroom.
- Classroom staff responsible for check-in must wash or sanitize hands prior to entering the building/classroom after check-in is complete.

**Check-Out Procedure for Self-Transport**

- Each student will wash their hands prior to leaving the building/classroom.
- Each student will be release to their authorized adult using the same assigned check-in door.
- Each student will be released to their authorized adult individually using social distancing.
- Classroom staff responsible for check-out must wash or sanitize hands prior to re-entering the building/classroom.

**Check-In Procedure-Bus stops**

- Each student/parent will be met at the bus stop by the bus monitor.
- Each student will be checked-in individually using social distancing. This can be done while student remains in the car until time for check-in or if walkers, remind parents to stay 6-feet-away.
- Bus Monitor will utilize the COVID-19 Student Daily Monitoring Form when checking-in students.
- If a student has a fever equal to or greater than 100.0 °F or has been exposed to COVID-19; student may not enter the facility.
- COVID-19 Student Daily Monitoring Forms will be turned into education staff each morning.
- COVID-19 Daily Monitoring Forms will be reviewed by HCSM daily.
- Bus Monitor will wear gloves during the check-in process and change gloves and wash or sanitize hands between students if contamination is suspected.
- Bus Monitor will wear a facial covering or shield at all times. Facial coverings or shields *must* be changed if it becomes soiled.
- Students *will use* hand sanitizing wipes prior to entering the bus.

**Check-Out Procedure -Bus Stops**

- Each student *will use* hand sanitizing wipe prior to exiting the bus
- Each student will be released to their authorized adult individually using social distancing.