



City of Albuquerque
Division of Child and Family Development
Early Head Start
POLICY COUNCIL
 September 16, 2020

- I. Call to Order (5:30 pm)- Chairperson
- II. Introductions/Roll Call/Establish Quorum
- III. Approval of Minutes
- IV. Administrator’s Report (Read prior to meeting)-Any Questions/Comments?
- V. Division Center Reports (Read prior to meeting)-Any Questions/Comments?
- VI. Governing Board Report
- VII. Directors Report:
 - 1. Enrollment
 - 2. Attendance & Meal Counts
 - 3. School on Wheels Re-Entry & Safety Plan
 - 4. Budget (Financial Statements)- To be Provided During the Meeting
 - 5. P-Card Report- To be Provided During the Meeting
 - 6. School Readiness Update- Child Development & Education Specialist
 - 7. Family Engagement Update-Community Services Program Specialist II
- VIII. Old Business-(Follow-Up from 8/19/20 Meeting)
 - a. COLA Award and Use of Funds
- IX. New Business-Action Items
 - a. EHS Criteria Weight
 - b. New Hire Approval

Chair	_____	_____	_____
	Approval	Disapproval	Other Action
Vice Chair	_____	_____	_____
	Approval	Disapproval	Other Action
Secretary	_____	_____	_____
	Approval	Disapproval	Other Actio

X. Open Forum

XI. Adjournment

Next Meeting Date: October 21, 2020

EHS Policy Council Chair

Date

EHS Policy Council Vice Chair

Date

EHS Policy Council Secretary

Date



City Of Albuquerque

Department of Family and Community Services

Division of Child and Family Development

Policy Council

Wednesday, August 19, 2020

1. Roll Call (Quorum not established): Stephanie Pickup, Jessica Hootman, Karen Lucero, and COA Staff- Dawnita Blackmon-Mosley/Division Manager, Robi Ruiz/EHS Education Specialist, Daphne Dubriel/EHS Community Specialist II. Meeting was called to order @ 5:34 pm.
2. Approval of Meeting Minutes: No meeting minutes from July 15, 2020 meeting. Only 1 person was able to log on.
3. Governing Board Report: No report
4. Directors Report: Reporting Period 7/1/2020-7/30/2020

- a.) **Enrollment**- Total funded enrollment 128. Total reportable enrollment 116; 96 center based and 20 home based. Vacancies are not reported to the Office of Head Start until the enrollment slot has been vacated over 30 days.
- b.) **Enrollment Monthly Summary**- New Enrollment-families (1), children (1), pregnant moms (0), number of children born (0); total new enrollment (1). Total leaving program (20),- transitioning children (20), pregnant moms giving birth (0), children leaving before turning 3 (0), pregnant moms leaving before having baby (0). Children up-to-date on Immunizations (84), children up-to-date as possible on immunizations (0), children not up to date (11).
Eligibility Category- income eligible (61), TANF/SSI (6), Foster Child (3), Homeless (5). Over Income (18), Over 130% (3), Children w/IFSP's (13).

c.) Attendance-

City operated Early Head Start centers classroom attendance rates:

La Mesa	0% (closed)
Macarthur	89.06%
Plaza Feliz	59.42%
School on Wheels	79.07%
Singing Arrow	0% (closed)
Trumbull	0% (closed)
Western Trail	81.82%

Overall center-based program attendance totals- 76.81%; total number of absences 61.

- d.) **Meal Counts**- Total number of meals for (0-3 years in age), total children served (25), breakfast (189), AM snack (0), Lunch (189), PM snack (162), Dinner (0).

- e.) **Budget-** Financial statements provided to policy council membership:
Federal Grant-year to date (YTD) expenditures \$ 113,581
Training/Technical Assistance-(T/TA)-year to date expenditures \$0
City Match-Year to date expenditures \$17,021
COVID 19 Supplement- year to date expenditures- \$0
*** Overview provided on operating expenditures & column/underspent percentages***

5. **Discussion-** Needing approval of hire of Dr. Dawnita Blackmon-Mosley.

Shortage of staff to re-open Singing Arrow and Trumbull

Discussed about hiring staff and job postings are now on CABQ job website.

Discussed if Advisory Committee will resume and Dr. Dawnita Blackmon-Mosley will speak with Stephanie Pickup more to schedule meetings regularly moving forward.

COVID 19- Supplement and COLA grants were discussed that EHS received funding and Dawnita Blackmon-Mosley will research the grants to see what it was to be spent on and ensure it will happen.

Robi Ruiz discussed the procedure if anyone in a center test positive for COVID and ensured that staff will have to be tested and have a negative result before coming back to center.

Robi Ruiz presented how the re-opening plan was implemented and the criteria used to start and talked about moving forward as allowed by Department of Health and Governor's orders safely to get centers to full capacity safely for children and staff.

Discussed slimming down fiscal reports and ensuring P-Card reports are presented in an easier format and less repetition.

Discussed the new Criteria Rating Scale for enrollment and will need approval to move forward.

6. Adjournment @ 6:35 pm

Next Meeting Date: September 16th, 2020

City of Albuquerque
Division of Child & Family Development
Administrator's Report Form

Meeting Date: September 16, 2020

Program: COA Early Head Start

Name of Person Submitting Report: Dr. Dawnita Blackmon-Mosely

Funded Enrollment

Early Head Start

Center-based 104

Home-based 24

Current Enrollment -

Early Head Start

Center-based 72

Home-based 22

Explanation, if needed:

I. Content Areas

A. Education:

- The program year started on 8/12/20
- Child Development & Education Specialist has a defined weekly schedule that consists of designated days and time blocks for visits to all EHS sites for observations and staff support.
- Centers are providing in-person learning and virtual learning
- Classrooms are providing in-person services Tuesday-Friday (COVID re-entry schedule)
- Fridays are designated drive-by “curb-side” pick up days for virtual learners to come get classroom supplies and materials for take home activities.

B. Support Services (mental health and disabilities).

- 45-day assessments developmental and social-emotional tool are being completed. The ASQ 3 and the ASQSE 2
- Home Visitors are providing resources to families to promote social-emotional well-being during COVID-19

C. Health/Nutrition/Safety:

- EHS administrative support staff are faxing release of information consent forms to medical and dental providers for Well-Child Checks, Dental Screens and updated immunization records in efforts of receiving records in accordance with 90-day deadlines.
- School on Wheels temporarily closed after a mother reported testing Positive for COVID-19
- All centers are following the ECECD Safe Practices Guidelines
- Daily COVID screener questions are asked daily with temps being checked of all children, staff and visitors.
- All EHS School on Wheels Staff will participate in health and safety Training based on the Safety Plan that was developed following the temporary site closure

CI. Family and Community Partnerships:

- Families are being provided individualized supports and referrals to community resources as needs are identified.

CII. Program Design and Management (including facilities, etc.)

- Division is receiving support from Facilities and Maintenance with deep cleaning/hospital grade sanitation of centers as requested/needed.
- Division is looking at building enhancements and repairs

CIII. Administration:

- Child & Family Development Program Manager- Continuing recruitment. Education and experience requirements were added to the JD in efforts of drawing in qualified candidates.
- The EHS Policies and Procedure Committee continues to meet weekly to develop and/or finalize policies and procedures in accordance with the Head Start Performance Standards
- Monthly meeting held with OHS Program Specialist on 9/10/20
- OHS still trying to determine what the Focus Area II Monitoring Review will look like. This year is a review year for EHS.
- OHS has voiced low attendance and enrollment as not being areas they are concerned with during the COVID pandemic time. Programs are encourage to “do the best” that they can and to be sure to document all recruitment efforts

CIV. Construction Projects

- N/A this reporting period

II. New Hires- September 11, 2020

N/A this Reporting Period

III. Involuntary Terminations:

N/A This reporting period



EARLY HEAD START
Center-Based/Home-Based Report Form

Home Based

Reporting Period: 8/19/20 to 9/4/20

Submitted by: Debra Martinez, FDS

Home Based Activities:

Each child has their own specialized child development goals. Utilized Parents as Teacher Curriculum for activities and parenting education.

Assessed and monitored each child's development utilizing the PAT Milestones by School Readiness Domains.

Parenting education topics covered were in family/child health and well-being, nutrition, dental and other parenting topics.

Resources and referrals were made for families as needed.

Discussion of COVID-19 and proper safety protocols were discussed.

Parent Committee Meetings/Socializations: No Socializations due to COVID-19.



**EARLY HEAD START
Center-Based/Home-Based Report Form**

Home Based

Reporting Period: 7/22/20 to 8/18/20

Submitted by: Debra Martinez, FDS

Home Based Activities:

Each child has their own specialized child development goals. Utilized Parents as Teacher Curriculum for activities and parenting education.

Assessed and monitored each child's development utilizing the PAT Milestones by School Readiness Domains.

Parenting education topics covered were in family/child health and well-being, nutrition, dental and other parenting topics.

Resources and referrals were made for families as needed.

Discussion of COVID-19 and proper safety protocols were discussed.

Parent Committee Meetings/Socializations: No Socializations due to COVID-19.



EARLY HEAD START Center-Based/Home-Based Report Form

Center: **School On Wheels EHS**
Reporting Period: **July 2020 to August 2020**
Submitted by: **Bernice Johnson, Head Teacher**

Activities at Center:

Here at SOW, Teachers have been working on

- Transitions from home to school again. Some children are doing well and others just need a little bit more time.
- Children to not put toys in their mouths and washing hands.
- Last week (August 12/13) Children were learning about dinosaurs because a child enjoyed talking about his dinosaurs. When he talked about his dinosaurs, his face lit up.
- Our families that decided to keep their children home and do virtual home visits on a weekly basis are doing well. Parents and guardians report back saying they are happy that we keep in touch with them even though their child is not in school.
- August 10th and 11th were our home visits which we did as virtual. The home visits went well and parents and guardians were satisfied with the care and education of their children at SOW EHS.
- We also had 3 children age out. It was sad to see them go but their future awaits them. Nothing but Best Wishes to them.
- Families are adjusting to the changes that occur. They are very supportive and thankful on the procedures we are taking to keep them and their children safe.

Parent Committee Meetings/Socializations:

- NONE



EARLY HEAD START Center-Based/Home-Based Report Form

**Center: Trumbull EHS
Reporting Period: July 2020
Submitted by: Frances Gonzales**

Activities at Center: Our center is closed but we are participating in virtual visits. We are updating families about our program, vaccinations, wellness checks, lead screenings, resources, transitions to CDC, transition to next level classroom and Covid-19.

We give our families activities to do for the week. Examples of the activities are reading a book daily, homemade slime, painting with a Q-tip, peekaboo with a blanket, mixing colors with rice, making sand castles, chalk on concrete or paper and making homemade bubbles.

We sent information to our families regarding summer safety including heat stroke, car safety, water safety, insect awareness, and valuable resources.

We sent out fliers for public events: Bio Park reopening, 4th of July firework displays, drive in movie theatre, lunch in the park, food and school supply drives and vaccination clinics.

We have ongoing communication with our families.

Parent Committee Meetings/Socializations: We delivered mask we made for our families to their home. We delivered food boxes, diapers, and clothing to our families home that are in need. We made you tube videos for our families to utilize during closure. We made visits to the homes of our families for well checks and paper work that needs to be completed.



EARLY HEAD START Center-Based/Home-Based Report Form

Center: Main Office
Reporting Period: 7/22/20 – 8/18/20
Submitted by: Valarie Ramirez

Home Based:

Due to Covid, we (Home Visitors) are not doing physical home visits. I am still meeting with families each week either through FaceTime or through Google Duo. With video visits we are still able to discuss families' health, child's health, upcoming vaccinations, dental, and doctor visits. I am utilizing email and/or text messaging to send parent's educational handouts and child activities. Depending on family/child, activity is usually done or at least attempted while on video call.

I utilize email/text messaging to send families referrals for food boxes, school supplies, doctor info, dentist info, counseling, info for ESL classes etc...

On occasion and while wearing masks etc... I have had families stop by the office to pick up materials needed in order for their child to work on a specific domain. For example, one mom stopped by to pick up a lacing card so that she could work with her son on his fine motor skills. I have also dropped off extra books to a family and music/jingle bells and printed out nursery rhymes for another family (placed on chair on family's front porch) in order for these families to work with their children on Language and Literacy.

Since we are at the start of a new program year, I am currently working with each family to complete new Strengths & Needs assessments as well as visiting previous goals set by families or working with families to set new goals.

Parent Committee Meetings/Socializations: Due to ongoing restrictions and closures because of Covid, no socializations have been held.



EARLY HEAD START Center-Based/Home-Based Report Form

**Center: Singing Arrow
Reporting Period: July-August
Submitted by Yvette Ortiz**

Activities at Center:

Due to the COVID pandemic we have been closed to the children. However, I have continued with distance learning and weekly Virtual Home Visits. Our distance learning activities consist of Teaching Strategies Learning Games and Activities as well as Conscientious Discipline COVID-19 home activities/resources. This month we sent home a nutrition activity in which the family can learn about nutrition and making healthy choices with supplies found around the home. I have also set up group Zoom meeting activities where all the children can participate and see their friends while involved in developmentally appropriate learning. With our weekly Virtual Home Visits, we discuss the needs of the child/ family and find the resources necessary. Last month I helped a family find rent-to-own properties as their goal is to own a home. We also talk about the needs of the child's development and find exercises, activities, resources and professionals to help. During these months of closures most of our children have aged out and I have helped the families of these children figure the next steps of aging out/ transitions. We've placed a child at another CABQ EHS and worked with the family and teachers in her transition.

Parent Committee Meetings/Socializations:

At this time, we have not had a parent committee meeting/ socialization



EARLY HEAD START Center-Based/Home-Based Report Form

**Center: Mac Arthur EHS
Reporting Period: 7/18/2020 to 8/18/2020
Submitted by: Maria Chacon**

Activities at Center:

Teachers have been making weekly lesson plans for them to follow with the children. In these lesson plans, teachers are promoting developmental growth. It includes activities such as Art, Science, group activities, Music, and outdoor play. Each child has its own art supplies and disinfected after each use. In group activities, each child sits separate at the table and the activity toys are disinfected. During circle time, children sing songs, count, read and are seated separate. Outdoor play consists of children playing with outdoor toys one classroom at a time and disinfected after each use. Water play is part of the outdoor play with wiggly worms. The children all sit at the table for meals with the teachers and are served by the teachers. The children have a chance to have free play and high used items are disinfected constantly. The teachers are teaching the children to wash their hands more constantly throughout the day. Fire drills are practiced as well.

There are four children in the toddler class have been attending every day. Two out of the four children in the infant classroom have been attending for almost every day. The other two of the children will start attending as soon as their shots are updated. Daily sheets are fill out every day by teachers and are sent home. Any forms needed to fill out by parents, are done outside. Parents call the center each time a child is dropped off and at pick up to social distance. If a parent is at the door, the rest of the parents wait in their car. The children are scanned in/out by a teacher. Parents, children, staff, and visitor's temperatures are taken every day and wellness questions asked every day.

Parent Committee Meetings/Socializations:

For the 7 children who aren't attending the center yet, each week teachers are trying to contact them by phone or email. Depending on what the child is working on at home, the teacher sends activities for send the activities and try to reach out. Some parents don't think we should call weekly, but we remind them it is part of our program to stay in contact. We send left over snacks with children every Friday.



EARLY HEAD START Center-Based/Home-Based Report Form



Center: Western Trail Early Head Start
Reporting Period: July 13-30, 2020
Submitted by: Diane Y. Archibeque

Activities at Center:

Infant Indoor Play - Teachers talked to the infants about what they will be eating for breakfast and lunch. Teachers helped infants in cruising along and crawling to them. Teachers talked to the infants about the utensils they use during breakfast and lunch. The teachers also talked to the children about what was around the kitchen. Teachers and infants talked and walked around the classroom naming everything in the classroom. Teachers used spray bottles to help the infants do spray art with many different colors. Every day teachers do a little circle time with infants, they sing songs and read books.

Infant Outside Play - The infants played with the push toys, in the sandbox with buckets and shovels, and on the play structure. Teachers helped infants make sensory baggies out of rocks, leaves, and sand also out of mud with sand and water.

Toddler Indoor Play – Teachers worked on the color red with the toddlers they looked for things in the classroom that were red. The teachers helped the toddlers put red paint in plastic zip-lock bags and then the toddlers were able to squeeze the bags. The toddlers used red paint to finger paint. Teachers also worked on the color blue with the toddlers they looked for things in the classroom that were blue. The teachers had the toddlers color with blue crayons and markers. The teachers had the toddlers working on matching block shapes and looking at books with numbers in them. The teachers also worked on the color white with the toddlers they looked for things in the classroom that were white. The teachers sang the ABC's song with the toddlers and counted bears with the toddlers. The teachers helped the toddlers exercise their bodies by doing yoga moves such as the boat, the downward dog, the plank, and sitting cross-legged. Every day teachers do a little circle time with toddlers, they sing songs and read books.

Toddler Outside Play – The toddlers rolled, threw, and kicked the balls. The toddlers scooped sand with shovels into buckets. The teachers and toddlers played with the parachute running under it. The teachers tried to play the game red light, green light with the toddlers. The teachers counted with the toddlers while they walked around the playground. The toddlers rode the tricycles around the playground and played stop and go on the tricycles. The toddlers jumped, jumped, jumped ran fast and slow, and walked around the playground counting. The toddlers also played on the play structure.

Parent Committee Meetings/Socializations:

All teachers are doing virtual home visits once a week with families and children if they are not attending classroom instruction. Teachers give parents program updates and center updates. The parents are given a child homework activity that is individualized for their child. We ask the parents if they need any resources and get the resources they need. In addition, we ask the parents a question of the week such as what was your favorite book to read when you were growing up. Parents contacted by phone or email if needed.



EARLY HEAD START Center-Based/Home-Based Report Form

Center: La Mesa Early Head Start
Reporting Period: July 22 thru Aug. 18, 2020
Submitted by: Jennifer Upton

Activities at Center:

No children were in attendance during this time period due to students aging out and families deciding to keep their children home. Working getting students back in class this week.

Weekly phone calls to families to check on their wellbeing and to see if there was anything the families needed.

Gave out information on community food banks, information about sibling rivalry, heat stroke prevention and also gave out information on how to find a Head Start program in California to a family who aged out and moved out to California.

During calls also remind families whose children were ageing out to call the CDC enrollment office to get their children enrolled.

Parent Committee Meetings/Socializations:

During this time period no parent meetings or socializations have occurred.



EARLY HEAD START Center-Based/Home-Based Report Form

**Center: Plaza Feliz EHS
Reporting Period: August 17, 2020
Submitted by: Lucia Pena**

Activities at Center:

At the center, the children have been busy explorers. They visited the garden and discussed the items that were in it that made up items in a salad. After the visit the staff put together a colorful summer salad that was served to the children. They have spent time reading, painting and exploring classroom areas. During outdoor play the children have spent time riding the push bikes. For a bigger challenge the teachers assist in helping to learn pedal the tricycles. They have also used spray bottles to work on fine motor and keep each other cool as well as spending time digging in the sandbox.

Parent Committee Meetings/Socializations:

As a parent engagement, the menus were e-mailed to every family. The families were asked to look over the menus and share pictures and stories of the children spending time assisting with meal preparation.



City of Albuquerque Early Head Start Caseload/Enrollment Report 8/31/20

Enrollment

Total Funded Enrollment:	128
Total Actual Enrollment:	91
Children Withdrawn & Dropped (last 30 days):	5
Total Reportable Enrollment (actual + withdrawn/dropped):	96
Total Deficit:	32

Program Snapshot

	Home based	Centers	ALL
Funded Enrollment:	24	104	128
Enrollment:	22	74	96
Defficiency:	2	30	32

Home Based Detail

Caseload: 12 slots per home visitor

FDF	Caseload Capacity	HB Family	HB Child	Pregnant	Due date	Left in Last 30 Days	Reportable Total	Deficit
Valarie	12	10	11	0		1	12	0
Debbie	12	7	8	1	10/9/20	1	10	2
Total	24		19	1		0	22	2

Center Detail

Ctr Detail	Servable Capacity	Enrolled Children	Left in Last 30 Days	Reportable Total	Pending Placement	Current Deficit
La Mesa	8	5		5		3
MacArthur	16	15		15		1
PlazaFeliz	16	13	2	15		1
SOW	16	11		11		5
Trumbull	24	11		11		13
W. Trail	16	13	1	14		2
Singing Arrow	8	3		3		5
Total	104	71	3	74		30

City Of Albuquerque EHS

2301 - Average Daily Attendance

Program Term: EHS 2020 - 2021, Program Option: Standard Full Day, Attendance Date: 8/1/2020 - 8/31/2020

City Of Albuquerque EHS

	Attendance Records			Operating Days	ADA ¹	Funded Enrollment		Actual Enrollment		
	Present ⁵	Absent ⁶	Neither ⁷			Count	% Attendance	Count ²	% Attendance ³	
Douglas MacArthur										
Infant	17	9	0	11	1.55	8	19.32%	2.36	65.38%	
Toddler - EH	35	9	0	11	3.18	8	39.77%	4.00	79.55%	
Site Total	52	18	0	11.00 (avg)	4.73	16	29.55%	6.36	74.29%	
La Mesa										
Toddler - EH	13	1	0	7	1.86	8	23.21%	2.00	92.86%	
Site Total	13	1	0	7.00 (avg)	1.86	8	23.21%	2.00	92.86%	
Plaza Feliz										
Toddler - EH	27	1	0	11	2.45	8	30.68%	2.55	96.43%	
Twos	17	17	0	11	1.55	8	19.32%	3.09	50.00%	
Site Total	44	18	0	11.00 (avg)	4.00	16	25.00%	5.64	70.97%	
School On Wheels										
Infant	17	3	0	5	3.40	8	42.50%	4.00	85.00%	
Toddler	18	2	0	6	3.00	8	37.50%	3.33	90.00%	
Site Total	35	5	0	5.50 (avg)	6.40	16	39.77%	7.33	87.50%	
Western Trail										
Infant	27	5	0	11	2.45	8	30.68%	2.91	84.38%	
Toddler	21	8	0	11	1.91	8	23.86%	2.64	72.41%	
Site Total	48	13	0	11.00 (avg)	4.36	16	27.27%	5.55	78.69%	
City Of Albuquerque EHS	192	55	0	9.33 (avg)	21.35	72	28.57%	26.88	77.73%	
Report Totals	192	55	0	9.33 (avg)	21.35	72	28.57%	26.88	77.73%	

1. ADA for each classroom is the sum of statuses selected to count as 'Present' on the setup screen divided by the Operating Days for that classroom.
2. Actual Enrollment Count for each classroom is the sum of the Present and Absent columns divided by the Operating Days
3. Percent Attendance is the Present count divided by the sum of Present and Absent Count
4. Site totals for ADA, Funded Enrollment Count, and Actual Enrollment count are the sum of that count for each of the site's classrooms.
5. Statuses counted as Present: Present(P), Present Offsite(PO), Tardy(T), Left Early(LE), Tardy and Left Early(TLE)
6. Statuses counted as Absent: Excused(E), Unexcused(U)
7. Statuses counted as Neither: Not Scheduled (N)

City of Albuquerque Early Head Start Caseload/Enrollment Report
Transitioning Children
September and October

Parent	Child	Caseload	Withdraw date
Teresita Meraz	Victor Diaz Meraz	Valarie	9/4/20
Sharaia Aragon	Jayden Maes	MacArthur	9/7/20
Torri Willoughby	Garret Marrowbone	Trumbull	9/19/20
Jessica Hootman	Yang Lea Hootman	Trumbull	9/23/20
Felicia Mondragon	Mila Gutierrez	MacArthur	9/25/20
Fabiola de Aquino	Dominick Castillo De Aquino	La Mesa	10/6/20
Marilyn Johnson	Shayla Johnson	Valarie	10/7/20
Barbara Crowe	Josiah Ramone-Pioche	Singing Arrow	10/11/20
Falisha Flores	Madeline Madrid	La Mesa	10/14/20
Corina Gonzalez	Graciela Contreras Gon	Plaza Feliz	10/20/20
Courtney Brannen	Arabella Brannen	Singing Arrow	10/27/20
Kristi Sanchez	Leah Pino	MacArthur	10/28/20

Need Status Change Form

Parent	Child	Caseload	Withdraw date
Ana Rincon	Isabella Rincon	Plaza Feliz	8/25/20

Open Slots as of 8/31/20

	Actual Vacancies	Reportable Vacancies
Valarie	1	0
Debbie	3	2
La Mesa	3	3
MacArthur	1	1
Plaza Feliz	3	1
Singing Arrow	5	5
SOW	5	5
Trumbull	13	13
Western Trail	3	2



**City of Albuquerque
School on Wheels Early Head Start
Center Re-Entry and Safety Plan
September 11, 2020**

I. FACILITY INFORMATION AND EMERGENCY CONTACT NUMBERS

The City of Albuquerque Early Head Start Program has developed a re-entry/safety plan to maintain physical distancing, health, and safety procedures to align with the standards from ECECD and NMDOH “COVID-19 Child Care Health and Safety Guidance” for NM Childcare Centers and Early Childhood Professionals, August 14, 2020.

Please see the attached document, “*City of Albuquerque Emergency Phone Numbers*”

II. RE-ENTRY PLAN

The re-entry plan is to ensure the staff and families are informed on arrival, departure, and daily health checks.

Usage of Personal Protective Equipment (PPE)

- Each center will receive one touchless thermometer, a wellness checklist, a face shield, and a face mask for each staff member (to be washed daily).
- Face masks/coverings are recommended for everyone in a child care facility that is three years of age and older. This includes all staff, as well as, families dropping off and picking up children. Families are responsible for providing children with masks.
- Face coverings should fully cover the nose and mouth without gaps, and stay in place without needing adjustments.

Exceptions:

- Face coverings should not be placed on children under 3 years of age.
- Face masks should not be worn during snack and meal times. They should be removed completely.
- Children should not allow face masks to be worn around necks, as that may contaminate their hands and face while they eat.
- Face coverings are to be removed during naptime.
- Face mask will be stored in a paper bag, when not being worn.
- Face covering should not be placed on anyone, who had trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the cover without assistance.
- If a child cannot remove a face covering on their own, without assistance, even if they are over the age of 3, they should not be wearing a face covering.

Notes:

- Children will be supervised while they are wearing a mask.
- Teachers will use their best judgement and remove a child's mask, if it is creating a discomfort or resulting in a child touching their face frequently.
- If a child cannot remove a face covering on their own, without assistance, even if they are over the age of 3, they should not be wearing a face covering.
- As always, teachers should be aware of choking risks due to face coverings with ties.

Daily Wellness Checks:

- All persons entering a City of Albuquerque Child Development Center will complete a wellness check, and completed on the Wellness Checklist.
- Wellness Checks will include taking an individual's temperature and asking a series of questions.
 - Body temperatures must be less than 100.4° Fahrenheit. If the temperature is above 100.4°F, the individual will be given the option to sit in a shady area for 10 minutes and then have their temperature retaken.
 - If the temperature remains above 100°F, the individual will not be allowed to enter the Child Development Center, and must quarantine for 14 days or produce negative COVID test results to return to the center.
 - In addition to temperature checks, the following questions will be asked:
 1. Do you have a cough?
 2. Do you feel shortness of breath?
 3. Have you traveled outside the state of New Mexico in the last 14 days?
 4. Have you or anyone in your household been diagnosed with or exhibiting symptoms of COVID-19?
 - In the case that an individual answers "YES" to both #1 and #2, the individual will not be allowed in the facility/program. In the case that an individual answers "YES" to #3 or #4, the individual will not be allowed in the facility/program. In order to return to the facility/program, the individual will need to either quarantine for 14 days or produce a current negative COVID-19 test result in order to return to the program.
 - If a person is denied access to a program or facility for one of the above reasons, a wellness-check letter will be issued to that individual giving instruction for the next steps, as well as a 14 day quarantine date. Answers to the Wellness- Check, as well as temperature readings and copies of wellness check letter will be recorded daily.

*****Please take care to ensure extra time to comply with these wellness checks as they will add time to the check in process. *****

Staff Clocking in/out:

- After clocking in, each staff will wipe down desk, computer, and keyboard before the next employee clocks in
- After clocking out, each staff will again wipe down desk, computer, and keyboard before the next employee clocks out.

Sick Policy:

In order to protect program staff and children from illness, it is important that a sick child stays home until they are no longer at risk. A low resistance endangers your child's health. If your child is not ready to fully participate in activities, including outdoor play, do not send you child to the center.

Please protect your child, program teachers, other children and families. Upon arrival and departure, have your child wash their hands at the center. Please keep your child home if he/she has the following:

- Is feverish or has had a fever within the last 24 hours (100.4)
- Coughs continuously
- Has vomited or had diarrhea within 24 hours of going to the center
- Has pink eye or symptoms which might be pink eye (conjunctivitis)
- Has developed a runny nose that is cloudy/not clear
- Has been on antibiotics for less than 24 hours
- Has a symptom of any contagious diseases or infections (ringworm, crusted or oozing lesions, chicken pox, etc.)
- Has an undiagnosed rash

You will be called to pick up your child at the center if your child shows any of the symptoms listed above. It is important that your child is picked up as soon as possible due to the child's discomfort and possible contagious condition. In order to ensure that your child does not expose others to their illness or to experience added stress if ill (i.e. allergies, broken bones, heat rash, etc.) program staff will take cautionary steps and may call you to pick up your child at times you believe are unnecessary. A doctor's note may be required to return to the center.

During the COVID-19 crisis, daily wellness checks may supersede the above symptoms.

Observations for Signs and Symptoms of COVID-19:

- Children, Children, parents, or staff with a fever (100.4 F or higher), cough, or shortness of breath OR at least two of the following symptoms should be excluded from child care facilities until diagnosis:
 - a. fever
 - b. chills
 - c. repeated shaking with chills
 - d. muscle pain
 - e. headache
 - f. sore throat
 - g. new loss of taste or smell
- A child, five and under, who develops a fever, may not return to the classroom until at least 72 hours with no fever, AND without the use of fever-reducing medications, AND symptoms are improving.
- You will be called to pick up your child at the center if your child shows any of the symptoms listed above. It is important that your child is picked up as soon as possible due to the child's discomfort and possible contagious condition. In order to ensure that your child does not expose others to their illness or to experience added stress if ill (i.e. allergies, broken bones, heat rash, etc.) program staff will take cautionary steps and may call you to pick up your child at
- Children with household members who are known to have COVID-19 (or who have come into contact with a positive case) should also be excluded from child care facilities

for a minimum of 14 days. This period of time may be prolonged if the child develops symptoms.

- If a child or staff member develops symptoms of COVID-19 (fever of 100.4 F or higher, cough or shortness of breath) while at the facility, immediately separate the person from others, until the ill person can leave the facility. **Call the DOH Coronavirus Hotline at 1-855-600-3453.**
- If symptoms persist or worsen, call a health care provider for further guidance. Advise the employee or child's parent or caregiver to inform the facility immediately if the person is diagnosed with COVID-19.
- If a child or employee tests positive for COVID-19, contact an NMDOH epidemiologist at (505)827-0006. (This line is open 24 hours per day, 7 days per week, and 365 days per year.)
- A DOH epidemiologist will identify the close contacts, which will need to be quarantined. It is likely that members of the infected person's group would be considered close contacts.

Arrival and Departures

- To minimize contact and during drop-off and pick-up, allow parents and families to remain outside the building for signing children in/out.
- 8:00am - 9:00am Center staff will meet each child and their family, outside the door of the building. Remember to distance your families during the arrival process. 8:30 am to 9:30 am for Early Head Start classrooms.
- Teaching staff will take the temperatures of both the child and parent, (or whoever is dropping the child off) and fill out the questions on the wellness checklist. Teaching staff will also sign the children into the classroom. The child will then enter the classroom and wash their hands. The teaching staff will wash hands and then help toddlers and infants wash their hands, using hand-over-hand assistance.
- Families will call the center from their vehicle and a staff member will bring the child to meet their family at the designated outdoor drop off/pick up area. Teaching staff will sign the child out for the day. Once all the children have left for the day, center staff will prepare for the next day by sanitizing and disinfecting the center high touch areas, as well as, the materials that were used.

III. PREVENTATIVE PLAN

The City of Albuquerque Child Development Centers will take preventative measures to reduce the risk of spreading or exposure of COVID-19.

Hand Washing:

- **Everyone** should be practicing frequent handwashing, for at least 20 seconds, avoid touching eyes, nose, and mouth with unwashed hands, both at home and at school.
- Wash hands frequently, and when visibly dirty, for 20 seconds. (e.g., before and after meals, after coming in from outside, after sneezing, blowing nose, or coughing.)
- Staff will use the hand-over-hand technique, when washing children's hands, by placing their hands over the child's hands and guiding the child's hands through the handwashing activity.

- Centers will ensure access to soap and water for all children and staff.
- Additional key times to wash hands include:
 - Upon arrival
 - After each rotation/transition
 - Before and after eating or preparing food
 - After blowing one's nose, coughing or sneezing
 - After using the restroom/diaper changing
 - After contact with animals or pets
 - Before and after providing routine care for children
- Hand-sanitizing products may be used, except:
 - When soap and water are available
 - Not for use on children
 - When diapering
 - Eating
 - Preparing food/bottles

***Hand sanitizer must be stored out of the reach of children. ***

Usage and Storage of PPE:

- Face masks must be worn by all individuals, age 3 and over.
- Face masks should cover nose and mouth, with no gaps, and stay in place without adjustments.
- Face mask should be stored in a paper bag, when not being worn.
- Cloth face masks should be washed daily.
- All PPE should be disposed in the trash when no longer serviceable.

Personal Items:

Children are asked to only bring necessary items to school. E.g. medication, extra clothing.

Misc. Questions:

Children do not need to be potty trained to return to the program.

Work with families if picking children up late. If late pick up becomes habitual late fees will be charged.

Cleaning and Disinfecting Procedures:

- Centers will be receiving a High Touch Area checklist to be completed every 2 hours throughout the day, additional spray bottles for Spray Kleen sanitizer [will be provided as needed](#).
- Materials will be provided for playground sanitization and staff should still be using a bleach-water mix for normal sanitizing.
- During outdoor play the playground equipment will need to be sanitized between each group usage.
- Classrooms will be cleaned daily by cleaning and maintenance staff. In the event of a COVID-19 case City Maintenance will deep clean and disinfect centers.

The Department of Family & Community Services takes the responsibility of cleaning and disinfecting facilities very seriously. FCS Maintenance and Operations is responsible for and takes extra precautions in cleaning all facilities to include:

- Cleaning & sanitizing restrooms using EPA approved disinfectants.
- Checking all dispensers of hand sanitizer and hand soap and replace as needed.
- Disinfecting all touch points with EPA approved disinfectant Spray Kleen.
- Disinfecting all tables, chairs, counter tops, rails using EPA approved disinfectant Spray Kleen.

In addition to FCS Maintenance and Operations procedures and schedules, each Child Development program will have staff cleaning/disinfecting schedules to address the following:

- Using approved disinfecting solution-NABC, staff will wipe down touch points (door handles, computer mouse/keyboards, game room equipment, bathroom sinks and bathroom stall handles, recreation equipment, etc.) every (2) hours or as needed.
- Staff will wear disposable gloves when cleaning and disinfecting surfaces.
- Gloves should be discarded after each cleaning.

Please see the attached document, *“Routine Cleaning, Sanitizing, and Disinfecting during COVID-19”*

Guidelines for Talking with Children about COVID-19

- Teachers and staff will remain calm and reassuring when talking with children.
- Staff will educate children on proper hand washing.
- Teacher will include, *My Teacher Wears a Mask*, or, *Why I Wear a Mask*, in the classrooms weekly lesson planning.
- Teacher will be attentive to children’s questions and needs, and take the time address children’s concerns.
- Avoid language that places blame or stigma on others.

IV. PHYSICAL DISTANCING

Social Distancing Guidelines:

All programs will follow the most recent State of NM guidelines when it comes to social distancing /mass gathering numbers. Social distancing proves to be challenging with young children; however, CDC classrooms will take every measure to work with participants to teach and encourage social distancing, especially in designated “high transmission areas” such as meal spaces, bathrooms, and water fountains. The following procedures have also been put into place to facilitate social distancing throughout the program day:

Signing In/Out

Classrooms will be establishing new sign in and out procedures that may be unique to each site. These procedures will ensure social distancing of 6 feet between families, especially during daily wellness checks. Parents and families are encouraged to remain outside the building when signing their children in and out for the day.

Washing, Feeding, or Holding an Infant or Toddler

Infants and toddlers social and emotional needs must be met. It is important to hold and comfort infants and toddlers when they are crying, sad, and/or upset. Infants should be held, not propped, when they are drinking a bottle. To best the extent possible, when washing, feeding, or holding very young children, infant/toddler teachers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other up do. They should also:

- Avoid getting close to babies' and toddlers' faces while holding them.
- Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.
- Child care providers should change the child's clothes if secretions are on the child's clothes. They should change shirts, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and teachers should have multiple changes of clothes in the classroom in case of accidents, spit-ups, and/or spills.

Physical Distancing:

Spaces for children should be structured in a way that allows facilities to implement social distancing guidelines.

- Group sizes should not be larger than 10 (e.g., two adults and eight children). (ECECD is closely monitoring the evolving coronavirus situations. If our guidance on group sizes changes, we will communicate that information immediately).
- Incorporate physical distancing within groups – at least six feet between children.
- Do not mix or combine groups.
- Maintain the same groups from day to day.
- Children may not be moved to another classroom, to help with ratios.
- Outdoor playtime will continue one classroom at a time.
- Outside time and lunch should be taken in small, staggered groups.
- Incorporate additional outside time.
- Avoid gathering in larger groups for any reason.
- Increase the distance between children during table work.
- Minimize the time children stand in line.
- Teaching staff will plan activities that do not require close physical contact between children.
- No use of water or sand/sensory tables.
- Limit item sharing.
- If items are being shared, remind children not to touch their faces and wash their hands after using these items.
- Open windows frequently.
- Adjust the HVAC system to allow for more fresh air to enter the program space.
- Circle time and other activities should continue to take place. Children just need to be spaced further apart.
- Avoid communal water play.

- Use staggered shifts.

Meals:

A delivery schedule is being created with Canteen to assure that everyone receives meals in a timely manner. Due to the current situation, we will not be doing family style dining. Mask will be put away and the staff will serve children's plates. Canteen will leave the food outside the door

- Eliminate family-style meals
- Employees (not children) handle utensils and serve food to reduce the spread of germs.
- Staff will prepare children's meal and deliver to the children at the tables.
- Teachers will serve children's plates
- All masks will be put away in a paper bag.
- Maintain social/physical distancing of children during meals and snacks.
- Children will need to wash hands before and after each meal.
- Disinfect tables and chairs before and after each meal.

Rest/Naptime:

- Children will be allowed to bring a sheet and light blanket for rest time.
- Mats will need to be sanitized daily after use, sheets, and blankets should be stored in the child's cubby, not on the mat.
- Children will need to be spaced 6 feet apart. If this is not possible place children as far apart as possible and alternate the placement of one child's head and the next child's feet, to avoid face to face contact.
- Mask **will not** be worn during naptime.

V. SUSPECTED/CONFIRMED COVID-19 CASES

For the safety of the staff and participants in the Child Development Program, it is important that all suspected cases COVID-19 are reported to the appropriate staff members.

- If there is a COVID-19 positive case in household, members of such household will need to quarantine for 14 days before returning to the facility.
- If a child or employee tests positive for COVID-19, contact an NMDOH epidemiologist at (505) 827-0006. (This line is open 24 hours per day, 7 days per week, and 365 days per year.) A DOH

epidemiologist will identify the close contacts, who will need to be quarantined. It is likely that members of the infected person's group would be considered close contacts.

- Facilities with a confirmed case of COVID-19 will be closed. The center should immediately air out the facility for 24 hours and then follow the guidance below on **Recommendations for Disinfecting Surfaces If You Have a Person Who is Sick at Your Facility**. The duration of closure will depend on multiple factors, including the most up-to-date information about COVID-19 and the specific cases in the impacted community.
- Symptom-free children and staff should not attend or work at another facility; doing so could expose others.
- Staff who refuse to be tested may be excluded from the facility. Families of enrolled children, who refuse testing for their children, can also be excluded from the program for 14 days.

If a staff or participant has a confirmed case of COVID-19, the following actions will be taken:

- The NMDOH will be contacted and a DOH epidemiologist will identify the close contacts that will need to quarantine.
- The center will be closed and immediately aired out for 24 hours. The center will then follow guidance from the NMDOH to clean and sanitize the facility. The duration of closure will depend on multiple factors including the most up-to-date information about COVID-19 and the specific cases in the impacted community.
- The individual's infected and those identified by the epidemiologist will need to quarantine for 14 days or produce a current negative COVID-19 test result in order to return to the program.



City of Albuquerque
School on Wheels Early Head Start
Center Re-Entry and Safety Plan

COVID-19 POLICIES, PROCEDURES, AND PRECAUTIONS

Acknowledgment Statement

I, _____, confirm I have the read and understood the COVID-19 policies listed above. I understand, if I have any questions concerning the COVID-19 policies, I will seek clarification. I understand COVID-19 policies may change to meet the State of New Mexico’s health requirements, as they are updated.

Employee Signature _____

Date _____

Print Name _____

Early Head Start Eligibility Selection Criteria

This section for staff use only

Pregnant Mom

Eligible Child

Name: _____ Date of Birth: _____

1. Parent(s) age:

≤16 years (85) _____

17-19 years (65) _____

2. Age of Child

≤12 Months (150) _____

Between 13-24 Months (100) _____

Between 25-33 Months (75) _____

3. Parent(s) Income (FPL = Federal Poverty Level):

TANF (300) _____

SSI (300) _____

No Income (150) _____

Between 1%-50% FPL (125) _____

Between 51%- 100% FPL (100) _____

Between 101%-130% FPL (25) _____

4. Parent(s) Environmental Criteria:

Experiencing Homelessness (500) _____

Domestic Violence (250) _____

Lack of necessities * (i.e. food, clothing, etc.) (35) _____

4. Parent(s) Medical Criteria:

Drug/Substance abuse (85) _____

Known disability (75) _____

No access to medical care (25) _____

5. Parent(s) Circumstantial Criteria:

Community Agency Referral* (110) _____

Unemployed (100) _____

High School/GED Student (90) _____

Less than High School Graduate Education (85) _____

Military family/ Veteran (65) _____

First Time parent (50) _____

Single parent (40) _____

No transportation (35) _____

Isolated/ No social contact (25) _____

Family Criteria Total _____

Early Head Start Eligibility Selection Criteria

This section for staff use only

6. Pregnancy Criteria:

- No Pre-Natal Care after 26 weeks (115) _____
- Documented High Risk Pregnancy (115) _____

Pregnancy Criteria Total _____

7. Child Criteria:

- In Foster Care** (400) _____
- Documented Disability/Delay/IFSP (190) _____
- Child Protective Services Referral (150) _____
- Documented medical risk (e.g. premature/low birth weight) (145) _____
- Documented Drug/Substance exposure (85) _____
- No Health Insurance (25) _____

Child Criteria Total _____

* Comments (please provide details for items with an asterisk):

Staff Signature: _____ Date: _____ **Grand Criteria Total** _____