

Kendal at Oberlin Temporary Pandemic Childcare

(This is a supplement handbook to our KELC Parent Handbook.)

Parent & Staff Policy Guide

**Located inside
Kendal at Oberlin
600 Kendal Drive
Oberlin, Ohio 44074
440-775-9815
jehoover@kao.kendal.org**

Introduction:

This handbook should be used in conjunction with the existing KELC Handbook; however, the policies in this handbook override any that may conflict with existing policies, e.g., illness policies, pick-up and drop-off policies, class size/ratio rules, etc. Parents and Staff will be notified when this handbook is no longer to be used as the main source of rules and regulations.

COVID-19 is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into their lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms (asymptomatic).

Knowing these facts, KELC has implemented many new safety measures for families, children, and teachers to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

Responsible RestartOhio:

KELC will always adhere to the most up-to-date CDC/ODJFS recommendations, and if those are updated after the release of this handbook, we reserve the right to abide by those new guidelines.

Hours of Operation:

ONLY during the pandemic, will we operate Tuesday through Friday between the hours of 7:00am and 5:00pm during the COVID-19 pandemic.

Kendal at Oberlin Administration

Chief Executive Officer: **Barbara Thomas**

Director of Human Resources & Operational Services: **Toni Merleno**

Director of KELC: **Jeni Hoover** (jehoover@kao.kendal.org)

Kendal's Early Learning Center Teaching Staff

Lead Teacher: **Mary Balduff** mbalduff@kao.kendal.org

Lead Teacher: **Valerie Duffy** vduffy@kao.kendal.org

Assistant Teacher: **Karen Moore** kmoore@kao.kendal.org

Teacher Aide: **Emily Williams** ewilliams@kao.kendal.org

Substitute: **Lynea Mitchell** lmitchell@kao.kendal.org

Kendal will ONLY use existing staff from their Kendal Early Learning Center who have already had background checks done, completed ODJFS required training, and have formal training in Early Childhood Education.

Mandated Child Abuse Reporters

All KELC staff members are considered mandated reporters and are required by law to report if they suspect or know that child abuse is occurring. No staff member is required to report suspected child abuse to their Kendal supervisor before reporting. Identities of individuals reporting suspected child abuse are kept confidential. To report a case of suspected child abuse, call 1-800-Children. In Lorain County call Children's Services at 1-440-329-5340.

Kendal at Oberlin reserves the right to determine appropriate progressive counseling, including job separation, for any and all violations of its policies, procedures, and core values including verbal, mental, physical, or sexual abuse of another person. The term “person” includes residents, staff, and children enrolled in KELC.

Staff who report suspicions of child abuse/neglect where they work are immune from discharge, retaliation, or other disciplinary action for that reason alone unless it is proven that the report was intended to do harm.

Staff Child Ratios and Group Size:

Ohio’s State Staff/Child ratios are listed as 1:9 for preschool. Kendal Early Learning Center keeps a 2:8 ratio which is below the state requirements to ensure children are safe. Our license from Ohio Job and Family Services (ODJFS) allows us to serve a maximum group size of no more than 10 staff/children at any one time on either side of the classroom. The same teachers and children will be in a group to help reduce the exposure to both staff and children during this pandemic.

Mission:

To provide temporary support to staff and community members that are parents employed to provide health, safety or other essential services to our community.

Physical Environment

- Child care providers may use temporary walls to divide a room into smaller spaces to serve multiple groups under limited circumstances.
- The divider must be at least six feet in height.
- The divider must be made from nonporous material or other material that can be sanitized.

Procedure for Enrollment:

All parents must complete the JFS 01234 “Child Enrollment and Health Information for Child Care” and all other enrollment paperwork. No child can attend without these forms being completed.

Each child's file including health and safety information is confidential but is immediately available upon request to: Administrators and Teachers, the child's parents or legal guardians, and regulatory authorities such as ODJFS and Children’s Services.

If you need copies of your child’s file or copies sent to another organization, KELC needs at minimum one week’s notice and a completed “records sharing request form” given to the KELC director outlining the information you wish to be copied or shared with another organization. If a one-week notice is not given, we may not be able to give you the papers you are requesting when you will need them.

Kendal Employees:

Priority will be given to Center enrollment spaces requested by on-site employees who have completed their 90-day orientation period.

Arrival, Departure & Masks:

Parents are required to stay in their car during drop-off and wait for a KELC staff member to take their child's temperature. It is required the temperatures of all staff, children, and adults are taken upon arrival. If any individual has a fever of 100 degrees or higher, they may not enter the facility. Child temperatures will be recorded daily in our LifeCubby App log for review by ODJFS and other authorities.

Parents are also responsible for staying in their car at pick-up. When you arrive to pick up your child, a KELC staff member will bring your child to your car. Both staff and children are responsible to wear masks during arrival and departure times. Children are also expected to wear their masks all day in the classroom. KELC staff members must ensure that all children wash their hands upon entering their classroom and before departing to go home.

Arrival of Teaching Staff

Staff should expect to arrive 5-10 minutes earlier than their scheduled shift as all staff are required to stop at the screening table prior to entering the classroom.

- Teachers should either have their own thermometer from home or use a KELC thermometer, depending on supply-and-demand issues.
- Teachers should answer the questions at the screening table where their temperature will be recorded in the temperature log.
- Teachers must wear a mask all day except during mealtimes and/or break time.

Upon entering the classroom Teachers are expected to:

- Place your items and wash hands for minimum 20 seconds.
- Store other items away.
- Sign-in via UltiPro on their laptop.
- Wash hands again and put on a face mask.

Handwashing:

All children, teaching staff, and volunteers should engage in hand hygiene at the following times:

- Upon arrival for the day, after breaks, and upon returning from outside.
- After toileting or assisting a child with toileting.
- After each diaper change or pull-up change.
- After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
- After cleaning or sanitizing or using any chemical products.
- After handling pets, pet cages, or other objects that have come in contact with pets.
- Before eating, serving, or preparing food or bottles or feeding a child.
- Before and after completing a medical procedure or administering medication.
- When visibly soiled (must use soap and water).
- Prior to departure.

All teaching staff and children must adhere to regular handwashing with soap and water for at least 20 seconds, as follows:

- Turn water on and wet hands, remove from water;
- Add soap to hands and create friction to make bubbles;
- Scrub for 20 seconds while singing Happy Birthday or ABC's;
- Teaching staff should use a scrub brush to clean under nails if they are long;
- Rinse hands thoroughly under running water;
- Dry hands with single-use paper towels;

- Turn off faucet with paper towels.

Alcohol-based sanitizers:

Use of an alcohol-based hand sanitizer on children should only be practiced when soap-and-water method is not available. If a child needs to use an alcohol-based sanitizer, an adult/staff member must be physically present to observe and guide the child in proper use.

Staff may use alcohol-based hand sanitizers throughout the day, but soap and water is still the preferred method if it is available. Frequent sanitizing is best, and sometimes a pump of sanitizer is all you have time for in the quick hands-on environment of child care.

The safety of our children is always our top priority, so if a quick pump of sanitizer will help to finish a task until soap and water is available, then use the hand sanitizer.

Respiratory Hygiene:

- All teaching staff should cover coughs and sneezes with tissues or into the crook of their elbow.
- Encourage children to cover coughs and sneezes with tissues or into the crook of their elbow.
- Dispose of soiled tissues immediately after use and wash your hands thoroughly for 20 seconds.

Eliminating Transmission Points:

- Reduce common touch points by opening internal doors where possible.
- Install all no-touch disposal receptacles or remove lids that require contact to open for non-hazardous waste containers unless doing so creates an unsanitary environment.
- Frequent cleaning of all high-touch surfaces.
- Secure all secondary doors and access points to minimize incidental contact.
- Recommended to provide disposable wipes so that frequently used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Teaching staff should not share phones, desks, writing utensils, iPads, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after each use.
- Teaching staff should clean their personal workspaces at the beginning and the end of every shift.
- If a sick staff member is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations for all contaminated surfaces.

Additional Rules/Best Practices

- Child care providers should cancel all field trips, excursions, and large-group events such as parties.
- Child care providers should, to the extent possible, prevent groups from mixing.
 - Children of the same employer, to the extent possible, should be in the same group.
 - Teachers should remain with their group throughout the day.
 - Support staff should only serve one group of children and should not “float” from room to room.
- Child care providers should stagger the use of any communal space such as playgrounds, lunchrooms, and bathrooms. Providers should sanitize communal spaces between each group of children.
- When temporary dividers are used, child care providers should ensure that groups do not mix.
 - Providers should use different entrance/exits for each group of students.
 - Providers should use separate sinks for each group of students.
 - To the extent possible, providers should use different bathrooms for each group.

- Child care providers should sanitize toys after each use and remove toys that cannot be sanitized.
- Child care providers must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever-free for 24 hours without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, they must complete self-isolation or quarantine procedures in coordination with Kendal at Oberlin's RN Infection Preventionist and the local health department prior to returning to the program.
- Child care providers should wear disposable gloves while serving food.

For Confirmed Cases:

- Child care providers may use temporary walls to divide a room into smaller spaces to serve multiple groups under limited circumstances.
- Immediately isolate and seek medical care for any individual who develops symptoms while at the child care facility.
- Shut down rooms for deep sanitation if possible.
- Child care providers should immediately notify the Ohio Department of Job and Family Services in writing of any confirmed cases of COVID-19 among the children or teaching staff.
- Work with the local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.
- When testing is readily available, test all suspected infections or exposures.
- Following testing, contact the local health department to initiate appropriate care and tracing.

Center Family/Staff Communication Plan

Communication has always been important for all center staff and families. As we navigate these times together, regular communication will continue through email, LifeCubby App, texts, and phone calls by the director, as well as face-to-face from teachers when appropriate.

How KELC will operate if absenteeism spikes among staff:

While assuring that same teaching staff person is to remain with the same children over the course of the day, it is understandable that absenteeism may increase in staff, those who stay home to care for sick family members and those who must stay home to be with their children if dismissed from childcare programs and K-12 school due to the pandemic.

- KELC will plan to monitor and respond to absenteeism at the center to provide consistency for families and children.
- KELC will implement plans to continue our essential business functions in case higher than usual absenteeism occurs.
- KELC will prepare to institute flexible workplace and leave policies.
- KELC will cross-train remaining staff to perform essential functions so the center can operate even if key staff are absent.

Cleaning/Sanitizing Procedures:

- Use checklists to ensure multiple sanitations of high-touch surfaces and items that staff and children are touching are accomplished.
- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.
- Use precautions such as wearing disposable gloves and ensure you adequate ventilation is present during use of the product.

Soft-surface Cleaning:

For soft surfaces such as carpeted flooring, rugs, and drapes -

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely; or
- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.

Electronics:

For electronics such as tablets, touch screens, keyboards, and remote controls -

- Consider putting a wipeable cover on all electronics.
- Follow manufacturer's instructions for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surfaces thoroughly.

Laundry:

For clothing, towels, linens, and other items -

- Launder items according to the manufacturer's instructions, using the warmest appropriate water setting and drying items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.
- Remove gloves, and wash hands right away.

Clean and Sanitize Toys:

- Toys that cannot be cleaned and sanitized should not be used and will be removed.
- Toys that children have placed in their mouths or are otherwise contaminated by body secretions or excretions should be set aside until they are hand-cleaned by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher.
- Be mindful of items more likely to be placed in a child's mouth like play food, dishes, and utensils.
- Machine-washable cloth toys are not to be used during Covid-19 or must be laundered as soon as a child finishes playing with it.
- Do not share toys with other groups unless they are first washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a separate container marked for "soiled toys." Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Tuition/Reduced Work

If you are agreeing to attend KELC during the COVID-19 pandemic, tuition will be billed bi-weekly every other Monday beginning June 15 as usual, and can only be changed if given a two-week notice of attendance change. ONLY during the pandemic we will be giving families a credit for packing their child's food. If your child's normal schedule included breakfast, lunch, and/or snack, then you will be given a monthly credit

accordingly. Families will receive a credit of \$4 a day off of their normally scheduled tuition for providing your child's daily food during the pandemic.

What Your Child/Children Will Need:

Each day your child will need to bring a backpack to be kept in our classroom that includes a packed lunch and an extra set of clothes stored at KELC. No items will be able to be stored in the outer hallway cubbies.

Meals:

ONLY during the pandemic, we are asking families to pack food as KELC will not provide food. Parents are required to pack a breakfast, snack, and lunch which includes protein, fruit, vegetable, and grain for their child every day. KELC will not be able to heat foods you send for your child during the day. If your child needs ice packs to keep food from going bad, please pack them and we will make sure they are sent back home. The CDC recommendation is that you pack your child's lunch with items that can be disposed of after they are used to promote infection control. We ask that you follow this recommendation when packing your child's breakfast, lunch, and/or snack for KELC, including utensils.

Quiet Time:

Children will be expected to rest on a cot from 12:45-2:15pm daily. At 1:30pm children will be offered materials to do on their beds quietly.

Daily Schedule:

Below is a sample of what our daily schedule might look like. Please keep in mind that our daily schedule may flex if the children are interested in an activity and would like more time, or if they finish early and are ready to move on.

- 7:00am - Arrival, Temperature Taking, Handwashing
- 8:00am– Breakfast – brought from home
- 8:30am – Free Play/Small groups
- 10:30am – Cleanup
- 11:00am – Outside Time
- 12:00am – Lunch (brought from home)
- 12:30 – Part-time morning class goes home
- 12:30pm – Quiet Time
- 2:30pm – Wake Up/Snack (brought from home)
- 3:00pm – Free Play/Small groups
- 4:30pm – Cleanup and Prepare to Go Home

Communicable Disease/Illness Policy:

During the COVID-19 pandemic we will not allow children with fevers, runny noses, coughs, shortness of breath, headaches, aches and pains, sore throat, fatigue, or diarrhea to attend. We take our commitment very seriously to keep the children in our care safe and free of illness.

A child suspected of having a communicable disease will be sent home or turned away at arrival.

All children attending must be immunized and show proof they are up to date on their shots and have received a flu shot in the current flu season.

Children are expected to wash their hands upon arrival to help reduce the spread of communicable diseases or illness. While in the center children are also expected to wash their hands in accordance to ODJFS rule 5101:2-12-12 at the following times:

- Upon arrival for the day;
- After toileting;
- After contact with bodily fluids;
- After returning inside after outdoor play;
- After handling pets, pet cages or other pet objects that have come in contact with the pet before moving on to another activity;
- Before eating;
- After water activities;
- When visibly soiled (must use soap and water);
- Prior to departure.

Staff are also required to wash their hands at the following times:

- Upon arrival for the day, after breaks, and upon returning from being outside;
- After toileting or assisting a child with toileting;
- After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids;
- After cleaning or sanitizing or using any chemical products;
- After handling pets, pet cages, or other objects that have contact with the pet;
- Before eating, serving, or preparing food;
- Before and after completing a medical procedure or administering medication;
- When hands are visibly soiled (must use soap and water);
- Prior to departure.

Signs of communicable diseases for which children will be isolated and immediately released to a parent or guardian are listed below:

- Temperature of at least 100 degrees Fahrenheit when in combination with any other signs or symptom of illness;
- Diarrhea (three or more abnormally loose stools within a 24-hour period);
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- Difficult or rapid breathing;
- Yellowed skin or eyes;
- Redness of the eye with obvious discharge, matted eyelashes, burning and/or itching;
- Untreated infected skin patches, unusual spots or rashes;
- Unusually dark, foul-smelling urine and/or gray or white stool;
- Stiff neck with an elevated temperature;
- Evidence of untreated lice, scabies, or other parasitic infestations;
- Sore throat or difficulty in swallowing; or
- Vomiting more than one time or when accompanied by any other sign or symptom of illness;
- Childcare providers must immediately send home any child or staff member who has a temperature of 100 degrees or higher. This individual may not return until they are fever-free for 24 hours without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, they must complete self-isolation or quarantine procedures as directed by the Kendal RN Infection Preventionist and the local health department prior to returning to the center.

Cleaning & Sanitizing Materials:

All KELC staff follow cleaning and sanitizing guidelines according to Appendix A to Rule 5101:2-12-13.

- **To clean:** Wash the surface or item with a detergent solution or other appropriate commercial product used for cleaning purposes. Questions about products must be directed to the manufacturer of the product. KELC staff follow the manufacturer's instructions exactly.
- **To sanitize:** KELC staff must use a commercial product registered by the United States Environmental Protection Agency (US EPA) as a sanitizer that has directions for use that are appropriate for the surface or item you are sanitizing. Questions regarding commercial products must be directed to the manufacturer of the product or the US EPA. Follow manufacturer's instruction exactly when using any product to sanitize. All bottles of cleaners and sanitizers must be labeled with the contents.

Medication Policy:

KELC staff will only administer emergency medications during this temporary COVID-19 Pandemic.

Safety Policy

No child will ever be left alone or unsupervised. Children are always visible to staff in classrooms. Children cannot leave the classroom for any reason without a teacher or parent accompanying them.

Our center has the following safety features and practices:

- Access to a working phone and emergency contact numbers and names of people who have permission to pick up a child listed in the file folder attached to the attendance clip board.
- Weather alerts, during which KELC staff follow the Weather Evacuation Plan posted next to the Center's exits and the Center's phones.
- An Emergency Plan for Medical, Dental and General Emergencies is in the folder on attendance clip board.
- Prohibits spray aerosols in the Center when children are in attendance.
- Kendal at Oberlin has a fully staffed Facility Services Department with a system in place for staff to report physical hazards needing prompt repair attention.
- Housekeeping safety issues are addressed immediately.
- All personal items (purses, keys, money, etc.) belonging to teaching staff will be stored always out of the children's reach.

In any occasion where a parent or family member would arrive to pick up their child and appear to be under the influence of drugs, alcohol, or suffering from a medical condition, our KELC staff members will attempt to gain access to the individual's vehicle keys and contact another person on the child's Emergency Contact List to come get the child. KELC staff will not under any circumstances let any child leave KELC with a parent or family member that seems to be under the influence of drugs, alcohol, or suffering from a medical condition.

Emergency Evacuation Plan

If KELC needs to be evacuated due to the following conditions:

- fire
- threatening environmental conditions (ex. earthquakes, floods, etc.)
- utility emergencies
- threatening conditions of any sort (intruders, hazardous materials, world conditions, etc.)

Children will follow the fire evacuation procedures out of the building to their designated safe place on campus or if necessary, off the Kendal campus. Parents will be notified immediately by cell phone for immediate pick-up.

Internal

External

| | | | |
|-------|-----|-------|--------------------------|
| SOUTH | N/A | SOUTH | Oberlin High School |
| EAST | N/A | EAST | First Church in Oberlin |
| WEST | N/A | WEST | N/A |
| North | N/A | North | New Russia Township Hall |

N/A – All buildings on KaO’s main campus are closed to outside community members and children to keep all our residents safe and free from the COVID-19 virus.

- Fire Safety Evacuation Plans are posted in the classroom.
- Tornado and Earthquake Evacuation Plans are also posted in the classroom.

Threat of Violence Procedure

Children will be secured in the safest location in the building or outside. Children will be secured in the bathroom area away from entrances. Staff will take the attendance roster, contact 911/Police and 0 for the Kendal receptionist. KELC staff will follow the instructions from the authorities, account for children with a name-to-face attendance check, notify parents as soon as possible, and complete an incident report for parents. In accordance with Ohio H.B. 422, School Safety (or Lockdown) Drills are practiced quarterly.

Emergency Accident Procedure

In an emergency and/or accident, the center staff will follow the posted Medical and Dental Emergency Plan. (Children whose parents refuse to grant consent for emergency transportation will not be accepted to KELC.)

The staff will:

- administer first aid;
- call 9-1-1 to summon emergency transportation;
- contact parents.

Incident reports will be filled out for all accidents or incidents involving a child. All incident reports are filled out by staff and a copy given to the parent on the day of the incident (the original kept on file in the center after the parent has signed). It is important that any medical emergency information and parent permission slips be kept current in case of a crisis. It is the responsibility of every parent to notify the KELC director of all changes (addresses, names, phone number of an emergency contact person(s) and any additional medical information or special needs that pertain to their child).

Outdoor Play Policy

KELC provides outdoor play each day in suitable weather unless unsafe conditions exist such as the following:

- The “feels like” temperature is below 25 or over 90 degrees Fahrenheit.
- Weather advisories posted by the local news channels for dangerous ozone levels, humidity, pollen counts, lightning, rain, and ice or wind chill factors.

When outdoor opportunities are not possible due to adverse weather conditions, similar activities must be provided inside.

We also believe that:

- All children should be encouraged to develop competence in fundamental motor skills that will serve as the building blocks for future motor skillfulness and physical activity.
- All children should accumulate at least 60 minutes of structured physical activity each day.
- All children shall be scheduled for at least 60 minutes of structured physical activity through the course of the day at KELC.
- All Children should be engaged in at minimum 60 minutes and up to several hours of unstructured physical activity every day and should not be sedentary for more than 60 minutes at a time, except when sleeping.

- All Children should have access to indoor and outdoor areas that meet or exceed recommended safety standards for performing large-muscle activities.
- When outdoor opportunities are not possible due to adverse weather conditions, similar activities must be provided indoors.
- Physical activity in classrooms and common areas is achieved through the use of equipment, lesson planning, pictures, and displayed books.

All children must join the group in outdoor activities. If your child is not well enough to go outside, you must keep him/her at home.

Field Trips and Transportation

During this COVID-19 pandemic there will be no planned field trips or provide transportation.

Swimming

During this COVID-19 pandemic we will not be swimming.

Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
 - (2) Fax: (202) 690-7442; or
 - (3) Email: program.intake@usda.gov
- Kendal at Oberlin is an equal opportunity provider.

Guidance and Management Policy

KELC utilizes Conscious Discipline in addition to Creative Curriculum in order to address the social and emotional development of children.

Conscious Discipline© is a comprehensive self-regulation program that integrates social-emotional learning into classroom management. It is a social emotional curriculum based on current brain research, child

development information, and developmentally appropriate practices. It has been specifically designed to make changes in the behaviors and responses of teachers first. Teachers in turn will then affect the behaviors of their students. Teachers are empowered with the Seven Powers for Self-Control:

- Perception- No one can make you angry without your permission.
- Attention - What you focus on, you get more of.
- Unity - We are all in this together.
- Free will - The only person you can change is yourself.
- Acceptance - The moment is as it is.
- Love - See the best in others.
- Intention - Mistakes are opportunities to learn.

These powers allow teachers to draw from within themselves to become proactive instead of reactive during moments of conflict. Teachers are to stay in control of themselves and positively influence children. Self-regulation is not pretending to be calm in difficult moments. Self-control is the ability to reach out and empathize with others; to accept and celebrate differences; to communicate feelings directly; resolve conflicts in constructive ways; and to enjoy becoming a contributing member of a community. If a teaching staff member cannot stay in control of themselves or needs a few minutes out of the classroom to regroup, it is perfectly acceptable. Prior before doing so the teaching staff member needs to let the other staff know they are taking a few minutes prior to leaving the classroom.

Conscious Discipline© uses your daily conflicts to teach conflict resolution, social skills, character development and self-control. This program creates change from the inside out. As teachers change their attitudes and behaviors, so will children. From the Seven Powers for Self-Control© emerge the Seven Basic Skills of Discipline©. These are the skills a teacher needs to constructively respond to any conflict in the classroom.

Conscious Discipline uses a multidisciplinary approach to address behavior. The Conscious Discipline Brain State Model provides a framework for increasing our self-awareness so we can respond consciously to the needs of the moment.

- The Survival state, located in the brain stem, is triggered when we feel threatened. The skills of the survival state are flight, fight or surrender. The survival state needs safety.
- The Emotional state located in the limbic system is triggered when things do not go our way. We cannot see things from other's point of view. It is all about "Me". The emotional state needs connection.
- The Executive state, located in our pre-frontal lobe, acts as the CEO of the brain. We can access our brilliance in this state. It is the optimal state for problem-solving and learning.

(http://consciousdiscipline.com/about/brain_state_model.asp)

Children need to feel safe and connected in order to problem-solve. Connections are made through eye contact, touch, total presence and playfulness. In order for any behavioral support plan to be effective, teaching staff must connect with the child.

The Conscious Discipline skills are used daily throughout all routines and with all children:

- Composure - "Composure is self-regulation in action. It is the prerequisite skill adults need before disciplining children." It involves the teaching and daily use of stress-reduction activities, helping children identify their feelings, and express them appropriately. Teaching staff also need to learn and model these skills to the children in the classroom. These strategies include use of breathing techniques, use of the safekeeper ritual and use of the safe space.
- Assertiveness - "Assertiveness is clear, vigilant communication that focuses children's attention on what we want them to do. It is essential for setting effective and respectful limits." Teaching staff demonstrate

this by modeling and encouraging children to make requests and talk about what they would like to use “I statements.”

- Encouragement - “Encouraging children to help others creates a sense of belonging in which the intrinsic desire to be of service outshines attention-seeking behaviors.” Encouragement helps children develop a sense of classroom community through the use of classroom rituals and routines (Wish You Well Board, Job chart, kindness board).
- Choices - “Internally motivated choices bathe the brain in helpful chemicals that foster an optimistic “I can” attitude, increase compliance, enhance decision-making, and focus attention.” Choices help build self-esteem and will power. Children are given choices throughout the day (what area they want to play in, what job they would like, etc.). Allowing children to make positive choices helps them to develop autonomy and reduces power struggles.
- Empathy - “Empathy teaches emotional regulation, integrating the brain so children can take personal responsibility for their actions.” Empathy teaches compassion and helps children accept and process their feelings as well as to see the world from others’ perspective. It helps children develop self-control and to access their executive skills. The physical structure for empathy is the We Care bag. Teaching staff demonstrate empathy by using statements which are non-judgmental, employing active listening skills, and helping children to identify and express their emotions.
- Positive Intent - Positive intent helps children and teaching staff see the best in themselves and each other. This is done in the classroom by attributing positive intent to the behaviors they see in the classroom and responding accordingly. It also involves setting limits and teaching assertiveness.
- Consequences - “Consequences teach children to examine their behavior, reflect on the impact of their choices and to make changes until they reach their highest goals.” Consequences teach children cause-and-effect relationships. They help children reflect on their choices and motivate them to make changes and to be responsible in their behavior. Rewards and punishment rely on judgment, but consequences rely on reflection and motivate a child to use skills they already have or to learn new strategies. The teaching staff will help children understand the choices they can make in situations and the natural or imposed consequences that will come from the choice they make. This will help them learn self-control.

As children are learning to manage their emotions, there may be times of frustration. When a child is frustrated and needs help calming down, teaching staff will use positive intent language and remind the child the safe place is a good place to go when frustrated. They will help the child choose a calming technique (S.T.A.R., Balloon, Drain or Pretzel) and help them to choose the feeling they are having (use the Feelings Chart) and give them a choice of something to do to calm (draw, talk to someone, I Love You Ritual, read a book). After the child is calm, they will be able to problem-solve with the child. Teaching staff will use LifeCubby, notes home, or daily conversations to communicate with parents about what happened during the day.

Allowable Discipline Techniques

The following techniques or practices may be used by all KELC staff members as a means to guide or discipline children. Conscious Discipline techniques or practices used shall be developmentally appropriate, consistent, and shall occur at the time of the incident.

- Setting clear limits.
- Redirecting to an appropriate activity.
- Showing positive alternatives.
- Modeling the desired behavior.
- Reinforcing the appropriate behavior.

- Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
- Separation from the situation, if used, shall last no more than one minute per each year of the child's age. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.

Staff shall never:

- Abuse, endanger or neglect children, including shaking a child.
- Utilize cruel, harsh, unusual, or extreme techniques.
- Utilize any form of corporal punishment.
- Delegate children to manage or discipline other children.
- Use any type of physical restraints on a child.
- Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
- Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all of a child's body while the child is in a face-down position.
- Prone restraint includes physical or mechanical restraint.
- Place children in a locked room or confine children in any enclosed area.
- Confine children to equipment.
- Humiliate, threaten, or frighten children.
- Subject children to profane language, or verbal abuse.
- Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion or beliefs.
- Punish children for failure to eat or sleep, or for toileting accidents.
- Withhold any food (including snacks and treats), beverage or water, rest or toilet use.
- Punish an entire group of children due to the unacceptable behavior or one or a few.
- Isolate and restrict children from any or all activities for an extended period of time.

KELC Staff Teachers never use any sort of physical punishment, nor do they engage in psychological abuse, coercion, or withhold or threaten to withhold food as a form of discipline.

- Examples of physical punishment: Shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, excessive tickling, and pulling of arms, hair, or ears; requiring a child to remain inactive for a long period of time.
- Examples of psychological abuse: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection.
- Examples of coercion: Rough handling (shoving, pulling, pushing, grasping any body part); forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).

There are no circumstances when it is permissible for staff to use any form of physical punishment, psychological abuse, or coercion when disciplining a child.

Acceptance of new procedures for children/families/staff:

Anyone who is using the center during the pandemic must read, sign, agree and follow the policy and procedures in order to be participating in KELC programs.

I have read and fully understand KELC policies and procedures for COVID-19. I also understand this document can be changed at any time with or without notice by the director or her designee, as new information or orders may be given.

I understand that the safety, health and the well-being of children, families, and staff rely on my due diligence to keep myself and family following Social Distancing rules set by the Governor at any given time.

Family Signature

Date

KELC Staff Signature

Date