Order 11: Considerations for launching an emergency child care location

Health care providers and other organizations are considering standing up emergency child care locations to serve their essential workforce needs during COVID-19. We're grateful for your partnership during this time to support families in need. The information below provides next steps, suggestions, and points of contact to pursue this option.

1. **Identify the licensee**: Child care settings must be managed by a currently licensed child care provider. This provider could sponsor the emergency child care provider, and the emergency child care would become another location under the current license. This method could have the provider up and running almost immediately.
    a. For help identifying a licensee, you can contact your local DCF licensing team.
2. **Identify the location:** Contact your local public health official to determine if you have a feasible location.
    a. If you do not have an on-site location, DCF encourages interested partners to contact their local school or community organization, like YMCAs and Boys and Girls Clubs, to identify potential spaces.
    b. The location should enable providers to meet ratio requirements and follow social distancing to promote public health.
        i. DCF has waived ratio requirements for children over five, but the capacity of the setting cannot exceed a ratio of 10 adults to 50 children
        ii. It is required that program not exceed ratios of 1:4 for children ages Birth-2, 1:8 for children age 2-3, 1:10 for children ages 3-4 and 1:13 for children age 4-5
        iii. Guidance for child care settings will continue to be updated on DCF's website
    c. Settings must follow public health guidance. All updated guidance can be found on the DCF website.
    d. DCF licensing staff will complete an updated initial licensing checklist. Any exception requests can be processed once the facility is up and running to determine the extent of the need.
3. **Complete the DCF licensing checklist**
    a. Submit evidence of current insurance coverage to DCF.
    b. Identify qualified staff.
        i. DCF in partnership with SFTA and WECA have identified child care workers, teachers, and volunteers who are interested in providing care during this time. Contact your local DCF licensing team if you are looking for available staff.
        ii. At least one staff per group of children (children under 5) are trained in
            1. *CPR*
            2. Shaken Baby Syndrome Prevention Training
            3. Child Abuse and Neglect Reporting
        iii. At a baseline this should qualified staff who can supervise less experienced staff
        iv. Staff are age 18 or older
    c. Observation of enough materials, bedding, equipment and furniture for children (via photos, Facetime, etc.)
        i. This could be done via Facetime or through pictures
        ii. Ensuring enough extra clothing and bedding materials for all children

d. Set a basic schedule for children in care. DCF can provide an outline of routines and schedule (feeding, pick-up, drop-off, etc.)
e. Establish key policies and procedures including behavior guidance, sanitizing and child tracking
f. Develop emergency procedures
g. Create a child file for intake
    i. Basic health information
        1. Existing issues
        2. Special needs
    ii. Basic contact information
        1. For parents or caregivers
        2. Backup contacts in case parents or caregivers couldn't be reached

4. **Implement suggested social distancing practices:**
   a. Follow ratio guidelines
   b. Stagger parent drop off
   c. Staff remain only with those children they are assigned to care for
   d. Child will not move between groups
   e. Provide self-contained areas for pods of children (bathrooms, play spaces, food preparation, sleeping spaces)

More information: Considerations and resources for quality care

- Email the local Child Care Resource and Referral office to let them know the program is open. The R&R can provide free online, phone, and/or consultation to the program. CCR&R agency contacts, by county, can be found at https://dcf.wisconsin.gov/youngstar/program/localoffice

- Baseline set of video/online tutorials regarding healthy adult-child interactions, practices, and expectations:
  - What to expect? Basic developmental milestones for early life: https://www.cdc.gov/ncbddd/actearly/pdf/parents_pdfs/milestonemomentseng508.pdf
  - https://developingchild.harvard.edu/resources/5-steps-for-brain-building-serve-and-return/
    - Watch 6 minute video on healthy interactions
    - Read 5 tips for interactions
  - https://developingchild.harvard.edu/resources/play-in-early-childhood-the-role-of-play-in-any-setting/
    - Watch 8 minute video on play and resilience
    - Watch additional video from DPI on play https://dpi.wi.gov/early-childhood/devel-approp
  - http://csefel.vanderbilt.edu/briefs/wwb12.pdf
    - Read 3 page article on positive child-teacher interactions
    - Refer to the overview document from this article at http://csefel.vanderbilt.edu/briefs/handout12.pdf
  - Developmentally appropriate practices for all kids presentation- https://dcf.wisconsin.gov/files/youngstar/pdf/ys-2019-20/dae-4all.pdf
- Online resources and video specific to children and the coronavirus
  - https://childmind.org/article/talking-to-kids-about-the-coronavirus/
  - https://www.zerotothree.org/resources/3265-answering-your-young-child-s-questions-about-coronavirus (for toddlers)
  - https://www.pbs.org/parents/thrive/how-to-talk-to-your-kids-about-coronavirus (for younger children)
  - https://www.npr.org/sections/goatsandsoda/2020/02/28/809580453/just-for-kids-a-comic-exploring-the-new-coronavirus%C2%A0 (for older children)
- All adults providing care can sign up for free access to online early childhood resource platform (WISER)- it has tons of tips and resources around a lot of common questions about early childhood behavior, including tips and resources, and more. Go to: www.wiserece.org and click on Register. Fill in the required field and wait for an email titled: Your New Member Account for: WISER ECE *Make sure to check your bulk/spam/other mail as the email is computer generated. This email should arrive within 2 business days and supply you with instructions to get you started*.