



August 26th, 2020

Communications / Family and Community Engagement

As part of planning for UPK and EPK programming at our Child care centers, Generations has been engaged with several of the school districts we operate within. This includes the Rochester City School District, the Fairport School District as well as other Community Based centers in these and the Gates Chili School District. Community agencies we have participated with include the Monroe County Health Department Commission, Dr Michael Mendoza, The Rochester Chamber of Commerce, The United Way, The Child Care Council, Rochester Works and many others. Generations staff have participated in many community meetings and webinars with stakeholders, some including parents, to exchange ideas and best practice for reopening. Generations has also been engaged in conversation with currently enrolled parents who participate in these programs. Included in this plan is our outline of safety measures for staff, families, children, visitors and where applicable, transportation services.

Generations staff regularly communicate with families via phone, email and brief in person exchanges at pick up / drop off. Bulk emails are sent from our Procure software to all applicable groups. Virtual platforms used by teachers for remote learning will also allow for parent teacher communication. Generations also has put together a collection of signage, training and guidelines to ensure safe practices by all involved. These documents will be available for review on site and our plan will be posted on our website. The vast majority of our families are English speaking although some as a second language. When needed, a staff person or other parent translate verbally. The reopening plan will minimally be translated to Spanish and posted on our website.

Generations will hold virtual meetings the first week of September with EPK and UPK families to share plans and collect feedback as well as serve as an orientation to the program.

Health and Safety

Generations follows both OCFS and SED guidance in our UPK classrooms. As our enrollment indicates, we will follow a hybrid model or 5-day, in-person classroom. Hybrid classrooms will allow for enrollment of up to 18 children, 9 attending Mon / Wed, a different 9 attending Thur / Fri and everyone virtual on Wednesdays. In the classrooms affiliated with Rochester City School District, we will follow the directive of the district.

We take the health and safety of our children and staff very seriously. In the last several months we have made several changes to our health and safety procedures in response to Covid-19. As the health experts become more knowledgeable about the virus, we will continue to implement further changes as directed by the NYS Health Department, Office of Children and Family Services and NYS Education Department. Should any of our centers temporarily close parents will be notified. The following additional precautions are currently in place:

- Generations staff wear masks on site. All staff are required to be screened prior to starting work and have their temperatures taken to ensure a reading below 100.
- Children and staff must wash their hands upon entering the building and everyone must wash their hands continuously throughout the day.
- Parents must wear a mask any time they are within 6 feet of any of our employees. Therefore, please ensure that you are wearing your mask when you bring your child to the center and at pick up time.
- All parents and children must attest to daily screening questions that they and their child are free of any virus symptoms identified by the CDC, have not tested positive and have not been in contact with any one who has tested positive. Additionally, families must ensure they have not traveled to restricted states outside of NYS.
- Parents will drop their child off at the front entrance and may not enter the center or classrooms. At this point the child will have their temperature taken to ensure a reading below 100.

Below is our typical illness policy:

Illness Policy

If your child develops symptoms of illness while at Generations, you will be called. The staff will notify you if you need to pick your child up. If pick up is indicated, it is expected that you do so **within 2 hours** of the time you were originally called. If your child is ill, we require that the child be kept home until symptom free. We realize that some illnesses come and go quickly with children, and we will make every effort to allow your child to come back to Generations.

Examples of symptoms that you may be notified of:

- a temperature of 100 or higher
- vomiting
- diarrhea
- pain
- difficulty breathing
- runny nose – thick yellow or green
- draining sores
- severe coughing
- a rash (unknown or possibly contagious)
- eye drainage, redness, swelling, crusty lids

Generations encourages parents to take extra care during flu season to be alert to symptoms and keep children home when ill to prevent the spread of the flu. Should Generations become aware of confirmed cases of communicable disease in enrolled children, a posting will be shared on the classrooms parent board. Please read the information and be alert for symptoms in your child. Adhere to exclusion criteria to prevent the further spread of illness.

During the current pandemic, the following additional criteria are in place:

- Children are observed throughout the day for signs of illness.
- If symptoms develop, (in staff or children) the individual is isolated right away and the family called for immediate pick up. An area has been identified within each location. Should this area be used, it will be fully sanitized following its use by an ill child.

- Generations nurse and / or Health Care Consultant is available by phone at any time if not specifically on site.

Signage regarding handwashing, appropriate protocol for coughing or sneezing into the elbow, mask wearing, social distancing, proper use of PPE as well as daily screening questions are available at each location. Generations has always had visual reminders about appropriate handwashing and cough / sneeze protocol and remind children about this practice frequently each day.

Children 3 and older will be wearing masks throughout the day whenever social distancing cannot be maintained. Mask breaks will be provided for throughout the day with social distance being practiced. Generations has both adult and child size disposable masks on hand for those who neglect to provide one. Cloth masks are also available.

Generations produced as part of the NY Forward plan, our protocol for responding to a positive case. That is as follows:

- Anyone who tests positive will be directed to follow the Health Department's directions.
- Anyone in close contact with a person who tests positive will be directed to follow the Health Department's guidance.
- Affected area(s) will be closed off, cleaned, and disinfected per CDC guidelines;
- Shared building spaces used by the individual will also be cleaned and disinfected per CDC guidelines;
- Anyone on mandatory quarantine or isolation will be required to show Generations the document releasing them from this hold before returning to the center.
- Students at high risk for medical reasons may opt for full remote instruction.

Social distancing is maintained when masks are not worn. This is always maintained during meal times. Staff may not sit together during breaks. Staff break rooms are marked as such and only the number of people who can occupy the space at a safe social distance may use the break room at one time.

Generations has extensive **cleaning** protocols for cleaning and disinfection as well as the related documentation. These include classrooms and bathrooms, offices, break rooms, common areas such as large motor space and the kitchen. Toys and materials are disinfected daily as well. Soft toys / items that cannot be easily cleaned have been removed from the classrooms. Blankets for rest time are stored in the child's cubby area and protected from contact with other children / staff.

Generations Nurse is conducting trainings with all staff and children 3 years and older about handwashing, proper respiratory hygiene (cough or sneeze into the elbow) and mask wearing (including putting on and taking off).

Fire / evacuation drills will be practiced without the horn to begin with so staff can discuss social distancing with the children. In an actual emergency, children will not be able to retrieve

or place their mask on their face quickly (Generations children will wear masks on a breakaway lanyard around their neck when not covering the child's face) so keeping the children a safe distance will be necessary. Likewise, when arriving at the meeting place, social distancing will be required. The drills will be practiced 2 times during September without a horn and then a 3rd time with the alarm to reinforce the concept.

Generations COVID 19 Safety Coordinator is our Human Capital Manager. This person is fully versed in policy and procedure for staff and children and is the point person for information collection for our company.

Facilities

Generations facilities are licensed through the Office of Child and Family Services. Our centers are inspected regularly and are compliant with all relevant building codes. No modifications have been made. Enhanced filters will be added to Air Conditioning and forced air heating units as indicated.

Generations programs do not use drinking fountains. Where they exist, they are marked as "off limits". Pitchers of water and individual cups are available in classrooms for children's use. All classrooms also have running water available to refill the pitcher as needed. Water coolers and disposable cups are also available on the playgrounds for use while outdoors.

Child Nutrition

Generations offers breakfast lunch and snack to all enrolled children. Meals are served in the classrooms and not in a common area. Tables are sanitized prior to the meal and both staff and children wash hands before and after each. During the pandemic, family style meals have been suspended and children are served meals individually. As always, children's food allergies are posted in our classrooms and reviewed by staff at each meal to prevent children being served accidentally. Meals will be served with 6 ft distance between children as masks cannot be worn during this time. Menus will be translated into Spanish and available for families.

Transportation

Generations Transportation services are not applicable at the Chili Ave and Baird Rd locations. However, when transportation is provided, the following applies:

1. All staff MUST wear a mask / face cover while at work. This is required on the bus and when boarding / exiting children and when escorting them to and from the centers. Generations has a supply of disposable masks if staff arrive without one.
2. All staff MUST complete the required screening survey each day before reporting to work. Staff temperatures will be checked upon arrival to ensure no temperature of over 100 is present.

3. Children 3 years of age and older wear a mask while on the bus. Generations has a supply of child size disposable masks if the child arrives without one.
4. Bus Monitors wear gloves when physical contact with the children occurs.
5. Hand sanitizer is not permitted on buses as it is flammable.

Disinfecting Buses

- Each morning, the bus should be thoroughly disinfected with the EPA approved disinfectant solution in the labeled spray bottle for tables and toys. This should also be completed in between each group of children that were delivered to the center. This process should include disinfecting all seats, seatbelts, buckles, windows, backs of seats, fronts of seats, 5-point harnesses, car seats, and all high touch areas such as handrails, door handles, steering wheel, dashboard, etc. Each time you complete a run with a group of children, spray everything down again. Upon returning to Lyell, you are to disinfect again..
- The disinfection solution is to be made fresh each Monday morning before leaving the location. Each spray bottle is to be emptied each Friday evening and refilled Monday morning. The solution is to be mixed in the 2.5-gal container located in the staff bathroom next to the washer and dryer. Fill the container with water and drop one PURTAB tablet in the water. Wait for it to fully dissolve and shake the container gently to ensure it is well mixed. The solution is completely safe and will not damage clothing, etc like bleach solution can.
- The disinfection process is to be repeated in the same manner for the series of afternoon runs. Spray prior to picking up the first group of children, in between each bus run and again at the end of the day upon returning to Lyell.

Children's Health Checks

- Prior to allowing a child to board the bus, the monitor will don a face shield and step off the bus. The monitor will take each child's temperature using the no touch thermometer provided. Ask the parent at each stop the required screening questions. These questions are answered by the parent on behalf of the child and for themselves to ensure the safety of all staff and children in our programs. If all responses to the screening questions are no, and the child's temperature is below 100, they can board the bus and be delivered to the center according to the bus route in place.
- Each bus is supplied with an additional tracking sheet to record compliance with the screening questions and temperature reading. This form should be completed for each child boarding the bus. if the child is absent from the bus, simply draw a line through the box. There is no need to document individual temperature readings, just check the box if it reads below 100.
- The monitor will also do a visual scan of the child to look for signs of illness. Check the box on the tracking sheet if nothing is observed.

- The families have been given an **Attestation** (a legal document) that states that they have no symptoms, have not tested positive and have not been around anyone who tested positive. It assures that should their responses change, either for themselves or their child, that they will report that information to the center and not send their child to the center. If the center has the attestation on file, it will be noted on the tracking sheets. If the child's section is marked stating that they handed in the Attestation, you do not have to ask the three screening questions.

Seating

Children may not choose their own seat. Name tags will be posted. We are required to maintain 6 feet distance as best we can during transport. All children and the bus monitor will ride in alternating seating (both front to back and side to side). Families must sit together to ensure seating for all. To the extent possible, use the same seat / row day to day for each child and alternate the pattern in between groups of children on the bus. For example, the first group sits in row 1, 3, 5 etc. The second group sits in rows, 2, 4, 6, etc. This should be the same day to day to reduce exposure to contaminants.

The bus will be loaded back to front and unloaded from front to back **only** so children are not in the aisle next to each other. This is to maintain social distancing.

Social Emotional Well-being

Generations does not provide counseling services but does have an array of community resources that are available for families when referral is indicated. These can be scanned and emailed to families when needed.

Generations uses the High Scope Curriculum for UPK which includes an excellent conflict resolution component. Additionally, Generations uses the PATHS Curriculum or the Second Step Curriculum to teach social emotional skills to young children. This will be incorporated into remote learning during hybrid and fully virtual learning.

Generations has an employment benefit, the Employee Assistance Program, and encourage staff to take advantage of the services when indicated.

School Schedules

Generations follows the school calendar for the district the center is located in. Additionally, should a program need to close temporarily, staff will immediately shift to remote instruction to avoid missed days. If necessary, for center reasons, make up days are added to the calendar and parents are informed in advance.

Attendance:

Student attendance is maintained in our Procure Software. During remote instruction, staff record parent contact time which includes emails, phone calls, virtual lessons, etc. RCSD also

requires parent contact to be recorded in its COMET attendance tracking system. Added this school year will be a weekly parent survey of activities provided for remote learning to assess if the child and parent participated. This will also be recorded as contact.

Technology and Connectivity:

Generations staff have contacted all families via phone call / emails to inquire if they have devices to access virtual learning. We have also asked about connectivity and have not had any indication of those with no access. When necessary, Generations will provide a device to ensure access to the program. Parent survey of activities weekly will inform / gauge learning during remote instruction. When in person, whether 2 or 5 days, in person observation will also be used and anecdotes recorded.

Teaching and Learning:

In Person UPK Program during COVID-19:

Generations proposes holding 5 day, in person instruction with a group size allowable by the current guidelines. That may include a class of 15 or 18 children functioning as one group. If smaller group size is necessary based on SED requirements, the group would be split into smaller groups of 8 or 9 children. If only 8 students are in a single group, Generations may opt to use just a teacher rather than a teacher and paraprofessional. The school day will be shortened to a 5-hour model and the school day will be adjusted to allow for additionally cleaning. Each classroom pod will remain apart from other groups in the building (groups will not share playground or gym spaces, etc). Meals are served in the classroom. (Space will be increased between children while sitting for meals to the extent possible.) Groups may not pass in the hallway but must wait in the classroom until the hall is clear. Bathrooms are located in the classroom also.

Increased diligence will be maintained regarding hand and respiratory hygiene. Children will not be called together in groups to wash hands, use the restroom or line up. Staff will discuss social distancing with children and encourage more space between children during meals and small group, and worktime as well as all times throughout the day. Should UPK children in Child Care centers be required to wear masks, Generations would follow that guidance and require them for all 4 year-olds enrolled. *Our comprehensive guidelines for staff, parents and regarding transportation services is also attached.*

The Highscope Curriculum will be used but will be modified to adhere to the current guidance from SED, DOH and OCFS. For example, Children will be spread out for group times by using markings on the floor or carpet squares. Centers where children normally work together will be limited according to guidance from SED and OEL. The teacher may create a “work in progress” station so children can label and save something they are working on rather than

returning the toys to a bin to be cleaned and sanitized. Small group instruction which focuses on ELA and Math skills, will happen during work time and will be conducted with smaller subsets of children (4 instead of 9) and individual materials will be set up in advance for each child. Materials are sanitized before being used by another child. These small groups will be consistent each time they happen. Materials that cannot easily be sanitized will be removed from the classroom such as sensory materials like sand, playdough, or clay. Soft toys, dress up clothes and cloth pillows will also be removed. The amount of manipulatives, blocks and other items will be reduced and split into multiple toy baskets to facilitate cleaning and disinfecting as well as to limit the number of children able to play with a specific toy at a time.

Sample UPK Daily Routine

*Class start and end times will be flexed to permit families to drop off safely. Some classes may start earlier / later.

Greeting/Breakfast	9:00am-9:30am
Morning Message	9:30am-9:40am
Planning Time	9:40am-9:50am
Work Time	9:50am-11:00am

*During work time the teacher will conduct small group. The small group consist of 3-4 children at a time.

Clean-up Time	11:00am-11:10am
Recall Time	11:10am-11:20am
Large Group	11:20am-11:30am
Lunch Time	11:30am-12:00pm
Planning Time	12:00pm-12:10pm
Work Time	12:10pm-1:15pm

*During work time the teacher will conduct small group. The small group consist of 3-4 children at a time.

Clean-Up Time	1:15pm-1:25pm
Recall Time	1:25pm-1:30pm
Outside Time	1:30pm-2:00pm

Toileting will be on an individual basis. Staff will wear gloves when assisting children. Children and staff will wash hands following any toileting activity. Bathrooms will be sanitized in between use.

IPads and computers will be wiped with sanitizing solution in between children using these materials.

Hybrid model (as indicated based on enrollment and guidance from OEL, SED or NYS):

- Two days in person, three days at home
- Class will be split into 2 groups. One group will come for in person instruction Monday/Tuesday and learn from home Wednesday-Friday. The second group will come for in person learning Thursday/Friday. They will learn from home Monday-Wednesday.
- A 5-hours school day will be used. Rest time will be eliminated.
- Wednesday teachers will use See Saw to conduct instructional activities. Instructional time will be 10 minutes. There may be 2 sessions on Wednesday, one related to ELA and one Math skills.
- The other 2 days that the children are not in the classroom activities will be sent home (email or hard copy) Teachers will use See Saw to post content, videos and links that are pertinent to learning. Teacher will send home one ELA and one Math activity each day. One music and movement activity will be sent home for use on home days also.
- If families request care on the days the UPK classroom is not in person, Generations will provide that based on space available. These children may be provided in person services while a teacher delivers content over a video platform (Seesaw) to children at home.
- Attendance will be recorded daily. In person days children are marked present or absent. If children attend on-line video meeting sessions they will be marked present. On at home days, parent will be asked to respond to a short survey about the activities completed with their child to be counted as present. Parent contact via email, phone, etc will also count as contact time.
- The teacher will send home a sample daily schedule to be used at home giving an outline to a typical day with includes personal care routines, work time, learning time, large motor, etc. Families may use this schedule to maintain a “school day routine” for their child at home.
- Classroom visuals will be sent home to offer familiar images related to learning such as Letter Links, social emotional supports, etc.

Distance learning only:

Continue with the curriculum cycle typically followed during the school year.

- Teachers will use See Saw to conduct instructional activities. Instructional time will be 10 minutes per session. These live video meetings will happen 3-5 times per week.

- There will also be 3-5 recorded video sessions per week. These will be posted on a digital platform (Seesaw) so that families can access the content on their own schedule.
- Video sessions will relate to ELA and Math skills. Teachers will also conduct read-alouds, group songs or other activities both through live video sessions or recorded postings.
- Activities will be sent home (email or hard copy) for parents to do at home with children daily. Teachers will use See Saw to post content, videos and links that are pertinent to learning. Teacher will send home one ELA and one Math activity each day. Three music and movement activity will be sent home for use also. Science activities will also be included regularly. Teachers will offer strategies to parents to modify activities for children’s developmental level.
- Attendance will be recorded daily. If children attend on-line video meeting sessions they will be marked present. Parent will be asked to respond to a short survey about the activities completed with their child to be counted as present. Parent contact via email, phone, etc will also count as contact time.
- Teacher will send home a sample daily schedule to be used at home giving an outline to a typical day with includes personal care routines, work time, learning time, large motor, etc. Families may use this schedule to maintain a “school day routine” for their child at home.
- Classroom visuals will be sent home to offer familiar images related to learning such as Letter Links, social emotional supports, etc.

Special Education

Generations is a Child Care provider and not a school district. While we support children with IEP’s, the school district is responsible for creating and servicing children enrolled in UPK. This section is not applicable to our program.

Bilingual Education and World Languages

Generations collects information on incoming UPK students using the ELL form created by the NYS Education Department. When that is collected, Generations attempts to utilize staff with some knowledge of the child’s home language. Overwhelmingly, the families enrolled speak English although some English is a second language. There is a variety of other languages present in very small numbers. When needed, Generations uses staff or other parents to assist with verbal translation. Google translate is often used for written documents.

Generations was offered access to one districts “Propio” translation services account as a resource for translation. This is used to the extent possible.

The school district our programs are located within also offers resources and/or training for UPK staff to better support the children and families.

Staffing

UPK teachers are verified as having the appropriate certification upon hire. Those are available in Generations Human Resources office.