



MARIN COUNTY

EMERGENCY POPUP CHILDCARE

Enrollment is open to all essential workers during school closure

4 AGE BASED PROGRAMS @ 6 LOCATIONS

Free for TK through grade 12!

Scholarships available for infants, toddlers, and preschoolers.

1. **Infants & toddlers** @ North Bay Children's Center (Novato)
2. **Preschoolers** @ Old Gallinas Children's Center (San Rafael)
3. **TK - 5th graders** @ Bacich Elementary (Kentfield), Vallecito Elementary (San Rafael), or Rancho Elementary (Novato)
4. **Middle & high schoolers** @ South Novato Library



Marin County Emergency PopUp Childcare Program:

Overview and Important Information for Parents, Guardians, and Staff

Last Updated 5.8.2020

Please note that as of May 8, 2020 all TK-5 programs, as well as infant / toddler and preschool programs are at or near capacity. You are welcome to apply, and will be contacted should space be available or open up. Space is still available in the program for 6th - 12th grade at the South Novato Library. Many of our local childcare providers are now opening doors, and operating under public health guidelines. For additional information on these programs please contact the [Marin Childcare Council](#).

Overview:

The Marin County Emergency PopUp Childcare Program supports all [essential workers](#) working or living in Marin while classroom instruction has been suspended in our community. Launched on March 19, The program was first opened to frontline hospital workers at Kaiser San Rafael Medical Center, Marin Medical Center, and Novato Community Hospital / Sutter Health. The program is now open to public safety first responders, active disaster service workers, and all essential workers. Drop-in childcare is *not* being offered at any location. If you are not considered an essential worker, please contact the [Marin Child Care Council](#) for other options that may be available in our community.

All childcare centers follow social distancing, sanitation, and hygiene practices described in detail in the [March 13, 2020 Public Health Advisory on Novel Coronavirus \(COVID-19\) Childcare Guidance](#).

The program is being offered through a collaboration of agencies and organizations across the County: County of Marin, Marin County Office of Education, Marin County public school districts, Marin County Free Library, City of San Rafael, North Bay Children's Center, Community Action Marin, Marin YMCA, and North Marin Community Services.

Application and Registration:

To apply for this program, parents / guardians will first be required to fill out this [survey](#). Space in these programs is limited. We would like each child to attend at least three times a week.

Our daily cut-off time for new placement is 4:00 pm. You will be notified via email within 1-2 business days. The notification email or call will come from your [site administrator](#).

IMPORTANT: To be guaranteed a spot, you must officially accept your space within 24 hours or the space will be released.

Registration Forms:

Upon accepting an assignment, parents / guardians must complete a registration form which includes important health, medical, dietary, and emergency contact information. Please use the appropriate registration form linked below for the respective sites and age / grade levels:

- 6 Weeks to 36 months and Grades TK-12: [Standard Registration Form](#)
- 3 to 5 year olds: [Community Action Marin Registration Form \(3 to 5 years\)](#)

If possible complete and print a hard copy to help streamline the registration and intake process. Hard copies will also be available for you to complete on site, if needed. A completed form must be submitted upon arrival on the first day and will be maintained and accessible onsite for site staff and administrators to be able to refer to throughout the program.

Cost:

Initial program costs in March were covered through a generous donation from the Marin Community Foundation and an equal funding match by the County of Marin. Fee schedules for programs will begin as follows:

- Effective April 1, 2020, fees for infant, toddler, and preschool programs are \$1,554 per month. **Scholarships are available based on income.** Please contact Site Administrator, Teri Porter (if assigned to North Bay Children's Center for infants and toddlers) or Kelsey Lombardi (if assigned to Community Action Marin for 3 to 5 year olds).
- **No fees for grades TK - 12** (updated 4/9/20; effective 4/6/20). Any prior payments will be retroactively refunded.

Once assigned to a site, Site Administrators will provide families with invoicing and payment information.

Financial Assistance:

- The State of California has expanded emergency child care funding for essential workers that begins on April 1, 2020. See [program application](#) administered by the Marin Child Care Council. Contact Jody Stamps (415.491.5779) with any questions.
- Families who need help paying for childcare are encouraged to fill out an [online application](#) to be placed on the [centralized eligibility list](#) for subsidized child care through the [Marin Child Care Council](#).

Locations / Hours of Operation / Photos:

Sites are open weekdays with varying hours. See [photo gallery here](#).

All sites are closed to observe public holidays, including: Memorial Day (5/25)

Age/Grade	Location and Primary Contact
6 weeks to 36 months	North Bay Children's Center 932 C St, Novato, CA 94949

	<p>Hours of operation - 7:00 am -7:00 pm Teri Porter (707) 479-9193 or (415) 883-6222 / tporter@nbcc.net Cost - \$1,554 per month; scholarships available based on income</p>
<p>3 to 5 years</p> 	<p>Community Action Marin / Old Gallinas Children's Center 251 N San Pedro Rd, San Rafael, CA 94903 Hours of operation - 7:00 am -7:00 pm Monique Liebhard (707) 319-7497 / mliebhard@camarin.org Kelsey Lombardi - Enrollment (415) 272-0555 / klombardi@camarin.org Cost - \$1,554 per month; scholarships available based on income</p>
<p>TK - 5th grade</p> 	<p>Bacich Elementary 699 Sir Francis Drake Blvd, Kentfield, CA 94904 Hours of operation - 8:00 am -4:30 pm (may extend based on needs) Cost - Free through end of school year CLOSED as of June 10, 2020</p>
<p>TK - 5th grade</p> 	<p>Vallecito Elementary 50 Nova Albion Way #40, San Rafael, CA 94903 Hours of Operation - 7:00 am - 6:00 pm Kelly Albrecht (415) 497-6933 / Kelly.Albrecht@cityofsanrafael.org Cost - Free through end of school year *Due to high demand, space is reserved for Kaiser healthcare workers CLOSED as of June 10, 2020</p>
<p>TK - 5th grade</p> 	<p>Rancho Elementary 1430 Johnson St, Novato, CA 94947 Hours of operation - 7:00 am -6:00 pm Torrey Kelly (415) 279-1461 / Tkelly@ymcasf.org Cost - Free through end of school year CLOSED as of June 10, 2020</p>
<p>6th - 12th grade</p> 	<p>South Novato Library 931 C St, Novato, CA 94949 Hours of operation - 7:00 am -7:00 pm Raemona Little Taylor (415) 306-4710 / RLittleTaylor@marincounty.org Cost - Free</p>

Meal Service:

Breakfast and lunch (and an afternoon snack or dinner for sites that are open until 7:00) will be provided at each location. Please do not bring in outside food, except for formula and breast milk. If

students have special dietary needs, Site Administrators will do everything they can to work with Meal Service Providers to accommodate them, and please feel free to provide any supplemental items as needed. Please do provide detailed information on your registration form regarding any special dietary needs and/or allergies.

Small group activities:

Following public health guidelines, groups will be in stable clusters and will be limited to a maximum of 12, with typical programming including:

- Distance Learning with classroom teachers, if available (for TK-12 participants)
- Developmentally age appropriate activities (while maintaining social distance)
- Limited free play to 30 minute increments four times a day
- One movie a day, aligned with childcare movie licensed guidelines and be rated G
- STEAM & Achievement Gap are working on collecting options of programming to implement in these programs.
- Staff will utilize existing program supplies, and should request additional supplies through site administrators

Some Age and Grade level reminders:

- **6 weeks to 36 months** - Please bring labeled bag consisting of pre-mixed formula and or breast milk in labeled plastic bottles (no glass), diapers, change of clothing, and wipes for infants.
- **3 to 5 years old** - Please bring a labeled bag/child's backpack containing a change of clothes.
- **TK to 5th Grade** - Classroom distance learning work will be encouraged and supported. If available, please bring a mobile device (e.g., laptop, chromebook, or tablet). Some desktop computers or laptops may also be available to support distance learning.
- **6th to 12th Grade** - Classroom distance learning work will be encouraged and supported. If available, please bring a mobile device (e.g., laptop, chromebook, or tablet). Some desktop computers or laptops may also be available to support distance learning.

Cloth Face Coverings for Staff (and children over 12 years of age)

Based on the [April 17, 2020 Public Health Order](#), which went into effect on April 22, 2020 children 12 and under are not required to wear face coverings. All staff and children over 12 years of age are required to wear face coverings, as described in the order. This order is reinforced by recommendations from the [Center for Disease Control](#), the [California Department of Public Health](#). The Center for Disease Control provides [easy to follow instructions](#) on how to make homemade cloth face coverings from items you likely have at home. Each site has a small supply of disposable ear loop face coverings for anyone who is unable to provide their own. Face coverings should not be used on any child under 2, or anyone who has trouble breathing.

Intake Check-In and Pick up / Sign Out:

Our goal is to limit outside adult to youth interaction beyond the site staff and children, and we greatly appreciate your support in helping our registration and check-in team develop an efficient check-in and check-out system. Parents/guardians must present valid photo ID at check-out.

Staff to Child Ratio:

Emergency PopUp Childcare Programs will be staffed by a combination of Childcare Center staff and Disaster Services Workers and will include one or two site administrators, and trained childcare staff, public school staff, and Marin County Free Library staff. As detailed in guidelines from public health, children will be divided into stable groups of 12 or fewer, and will not change from one group to another, with a stable team of staff assigned to each group, and a morning and afternoon / evening staff shifts. At all times a 10:1 ratio or lower will be maintained.

Staff Training:

Each site administrator will review the March 13, 2020 Public Health Advisory on Novel Coronavirus (COVID-19) Childcare Guidance with all staff, and coordinate schedules to ensure meals, playground time, and toileting activities are kept separate for each group. An emphasis will be placed on teaching and practicing infection control measures detailed in the advisory.

Health & Safety Checks:

It is vital that all parents and guardians keep children at home if they are sick until a fever has been gone for at least 24 hours without the use of medicine. We are making every effort to provide forehead thermometers at each site, with a plan to check temperatures daily upon check-in. We may not have thermometers at each site on opening day. If possible, please check your child's temperature before arriving. If a child's temperature is above the threshold noted below, they will be excluded from participation.

Health Questionnaire at Intake:

Staff and parents will be required to respond to the following questionnaire daily upon intake.

- Do you or your child live with anyone or have you or your child had close contact with anyone with a prolonged cough, fever, or flu-like symptoms? or with anyone who has been diagnosed with COVID-19 within the last 14 days?

- Do you or your child have a fever, cough and/or shortness of breath? For children and adults fever is 100 degrees or above using a forehead thermometer.
- Do you or your child have any other signs of communicable illness such as a cold or flu?
- Have you or your child experienced diarrhea or vomiting (within the past 24 hours)

Signs of Illness During Program:

Children will be monitored for signs of illness throughout the day including:

- Headache or tiredness, unable to participate in routine activities or need more care than staff can provide
- Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired, persistent crying, etc.
- Open sores, rash, signs of infection, etc.
- Runny nose with colored mucus

If children are exhibiting any of the above symptoms, they will be physically separated from the group and will be required to wear a surgical mask until pick-up. ***Parents / guardians are required to and must agree to come pick up their child without delay if they are exhibiting these symptoms.***

Programming:

Site administrators and staff will coordinate schedules so that each group is able to enjoy outdoor recreation as weather and conditions permit. It is the goal that each group will have at least two outdoor based activity sessions each day, and more if possible.

Facilities and Cleaning:

All sites will be equipped with cleaning and sanitation supplies, including hand sanitizer, gloves, clorox wipes, disinfectant / bleach solutions. Each site will provide custodial service including wiping and disinfecting high touch surfaces, and following Centers for Disease Control (CDC) guidance for schools and childcare centers.

Approval of Waiver Department of Social Services / Community Care Licensing Division:

All K-12 sites that do not normally operate a Childcare Program are required to obtain this waiver in advance of operations. The waiver is only being approved for PopUp Childcare Programs and sites that are providing service to frontline healthcare workers, first responders, Disaster Services Workers and other essential services workers.

Best Practices:

Administrators and staff will make every effort to implement best practices as defined by the California Department of Social Services (CDSS) including:

- Review all updates from CDC, CDSS and local public health on guidance for childcare centers

- Have clearly designated family drop off/pick up station
- Screen all children/family/any visitors before entry
- Self screen at home before coming to work
- Stay home if showing or experiencing any sign of sickness
- Post signage of COVID 19, risk assessment and preventative measures
- Limit parent volunteers (not permitted currently)
- Restrict activities and visitors, including volunteers and parent tours
- Require children and youth to conduct handwashing as their first activity upon arrival each day
- Stock hand sanitizer and wipes for each cohort / classroom and make them visible at registration desk (based on availability)
- Have a stock of surgical masks in the event that a child or staff member exhibits symptoms
- Clean and disinfect frequently
- Keep play materials on site; and not be sent home
- Implement social distancing best practices including no hugs or shaking hands
- Teach and model social distancing greetings
- Keep emergency contact information up to date

Key Documents / Resources / Links:

- [March 13, 2020 Public Health Advisory on Novel Coronavirus \(COVID-19\)](#)
- [March 14, 2020 Environmental Health Advisory for Cleaning Community Spaces](#)
- [CDC Guidance for School Settings](#)
- [Reminders for Using Disinfectants at Schools and Childcare Centers](#)
- [CDC Environmental Cleaning and Disinfecting Recommendations](#)
- Communicable Disease Nurse line available 9:00 am - 5:00 pm M-F **(415) 473-4163**
- [Spanish translation of this overview document](#)

Questions and Contacts:

If you have any questions about this overview document, staffing, and logistics, please email Mike Grant at mgrant@marinschools.org.

For placement related questions or need an accessible version of this document, please email Jacalyn Mah at jmah@marincounty.org.

Once you are placed at a site, please **only** communicate with the [site administrators](#).

Thank you again for all you do for our community!