

Family FAQs

We will continue to add questions and answers as we receive them. Thank you for being patient during this new process for the Kansas Institute for Early Childhood Education and Research.

General

1. Why an Institute?

<https://www.k-state.edu/today/announcement/?id=66236>

2. Is the name of the CCD changing?

Yes, we are planning a new to the center to better reflect the mission of the Kansas Institute for Early Childhood Education and Research. Changing the name of the center requires KDHE licensing review and approval, so look for a new change in 2021.

3. Is the Stone House building closing permanently to children?

The Institute is a merger of and expansion on two programs to create a new entity, not a response to problems with either program. The children's classrooms at the Stone House building will not reopen. Instructors will teach in classrooms in the Center. We are working with licensing on using the outdoor learning environment at the Stone House.

4. How will a typical day in the classrooms change due to the merger and COVID?

I see the changes to the classroom's schedule changing minimally. The changes will include elimination of family style dining, alterations in the timing of the outside learning, water bottles and parent drop off altered to prevent parents from entering classrooms past a Predetermined drop off spot. The routine of activities will not change.

5. Why has it taken so long to give families information?

Plans to open have been delayed by continuing concerns about group sizes and providing and the capacity to provide safe care.

6. Are children who attended CCD or SH guaranteed a spot? Will availability of care reduce with two programs merging into one?

Care will be available to all previously/currently enrolled children. New children and families will enroll as spaces become available.

7. If enrollment isn't going to be cut, does this mean bigger class sizes, or will the center hire more staff to maintain smaller classes?

The Center is licensed by KDHE. As a licensed center, group size and child-teacher ratios are set according to the state regulations for care. The State does not require reduced capacity due to COVID19 although we are constantly mindful of group size. Children will return to their original classroom when possible. Children who are ready to transition to a new room will do so.

8. Does the new center have sufficient staff returning given their time on emergency furlough?

Yes. The majority of our staff from both physical locations are joining the Kansas Institute for Early Childhood Education and Research.

9. Will my child have the same teacher?

Children will return to their original classroom when possible. Children who are ready to transition to a new room will do so. When possible, we will pair children from Stone House with their original teacher.

10. How large will the classes be (# of kids, # of teachers)?

The Center is licensed by KDHE. As a licensed center, group size and child-teacher ratios are set according to the state regulations for care for each classroom. KDHE does not require reduced group sizes currently. However, we are always mindful of the number of children in each classroom.

11. Will a handbook with some of this information be made available soon?

Yes, a revised Handbook will be available soon representing the merged program.

12. The Stone House classrooms had a lead teacher with a master's degree in early childhood education. Do the lead teachers at the Center for Child Development have similar credentials?

Both Stone House and the CCD are KDHE licensed and NAEYC accredited facilities. Teachers meet the required credentials. Teachers in classrooms wherein the early childhood education students complete their clinical placements will have a master's degree in order to supervise and evaluate the university student.

13. Are there any plans to make evening pick-up more efficient?

We are consulting with the University on solutions to parking at the Center. We ask that you hold your child's hands as you leave the building until your child is secure in their car seat in your car. Please do not linger in the parking lot nor allow your child to move separately from you.

14. Why are hours of operation reduced?

Hours are temporarily reduced to 7:30 am to 4:30 pm to accommodate cleaning by staff prior to children's arrival and after departure. We anticipate returning to the full hours of operation when we are fully staffed.

15. Can I still use my MCCYN benefits?

The Center currently allows our military families to use our program due to our participating In Child Care Aware.

16. Are meals/snacks served dependent on hours of operation?

Yes. If we open at 7:30 am, breakfast will be served. If we open at 8:30 am, no breakfast will be served. All other meals and snacks will be provided assuming we are open until 4:30 pm or later.

17. Will credit cards still be accepted?

To reduce our operating costs, credit cards will no longer be accepted on October 1st or later. Additional payment options are being investigated.

18. Does the Department of Education influence the reopening of the CCD?

No, we are licensed by the Kansas Department of Health and Environment and we do not follow the dates proposed by the Kansas Department of Education.

19. If we had Pre-K children previously enrolled who would have been leaving for kindergarten but are now delayed due to the governors announcement, can they attend the CCD until they leave for kindergarten?

Unfortunately, we are not able to accommodate kindergarten students at this time.

20. If I want to wait and start my child at a later date, will my spot be held?

All spots will be held until September 8th. Please work with Bethany Cox to assure you are Moved to the top of the waiting list if you decide to not enroll by September 8th.

21. What will tuition and fees be?

We typically increase tuition slightly each year to ensure we can pay the increased costs of utilities, supplies, and food. We are operating from a very strict budget and we are mindful of keeping costs as low as possible.

Please see our tuition and fee schedule.

22. Is the center offering part-time care or staggered days such as M/W/F or T/U? Or is it full-time only?

We are only offering full-time care at this time.

23. Will the center close after Thanksgiving when the University transitions to online classes?

No. We will remain open except for our planned holiday breaks which are posted [here](#).

24. Will all the classrooms have outside time together or will individual classes have set times?

Each classroom will have their designated time to go outside. Classrooms will not be mingled On the playground.

25. What role will practicum students in early childhood education play? Will they replace the student staff members that were in CCD? Will they be designing and implementing learning experiences for classrooms?

Early Childhood Education students will continue to do observations at the center and have their learning placement sites at the center. They design and implement learning experiences as part of their academic requirements, which will continue. They are not substitutes for the lead or assistant teachers and they will not replace any staff.

26. How do I get my child's clothes and other items left at Stone House?

Please contact Mary DeLuccie at deluccie@k-state.edu to arrange a time to gather any belongings.

27. What curriculum will be used?

Currently both facilities are using Creative Curriculum/TS Gold. We will continue to use the same curriculum as in the past.

COVID-related

1. Will the center close if the university shifts to remote-only instruction?

The university recognizes child care for our faculty and staff is a critical service and intends to make every effort to keep the Institute open in the event the Manhattan campus goes to 100% remote instruction, as long as it is safe to do so and with guidance from local and state health authorities.

2. What are the testing requirements for employees, families, and children?

We will follow university guidance as posted [here](#):

3. Will staff be required to use personal protective equipment (PPE)?

Yes. All adults on campus must wear face coverings and follow CDC recommendations for handwashing. Children are not required to wear masks per KDHE. <https://www.k-state.edu/today/announcement/?id=65975>

4. What expectations are there of student workers in regards to safety?

The same expectations of all faculty and staff will be expected of student workers. Students will be required to report COVID-19 symptoms daily, take temperature daily, and wear face coverings and wash hands frequently.

5. Will the same parent be required to drop-off and pick-up the child every day?

We are asking that you help us minimize the number of people in the center. We realize that the same person is not always available for drop-off and pick-up.

6. What will be the number of children, teachers, and students in each room? Will class sizes be reduced to 10 per KDHE recommendations?

The CCD will follow KDHE licensed ratio's and group size, which is no longer at 10 per group.

7. Will the amount of toys (sensory bins, soft blankets, soft toys) be limited in each classroom?

Yes the toys will be limited at any given time. We will rotate toys and supplies on a daily or weekly cycle and the clean toys after use and before and after storage.

8. What are the contingency plans in the event of an outbreak at the center?

Please see our COVID-19 Response Plan.

COVID-19 Response Plan

This plan is subject to change as additional decisions are made by K-State administration, Riley County Health Department, Kansas Department of Health and Environment, and the Center for Disease Control regarding best practices for childcare during the COVID-19 pandemic.

KDHE Guidance

The Center is monitored and licensed under Kansas Department of Health and Environment. The Center will work closely with our State Surveyor, Heather Ritchey, and KDHE. All plans and operations will be monitored by KDHE. All regulations will be strictly followed by the Center.

Extenuating Circumstances

In the event of a major outbreak of COVID-19, the Center will follow instructions and guidance from KDHE, the local health department, or university officials. Some key factors that may impact the decision could include:

- Statewide or county orders
- Local indicators that show an exponential increase in positive or seriously ill patients
- Testing capabilities decline within the community
- Sufficient PPE is no longer available
- Local health care system is strained
- Public health system cannot promptly identify and isolate infected individuals and/or identify or quarantine their contacts
- Insufficient staffing able to maintain KDHE licensing requirements
- Low enrollment numbers
- Significant number of individuals exposed to or impacted by COVID-19
- Inability to maintain infection prevention

Hours of operation: The Center will be open to families from 7:30 am-4:30 pm pending proper staff support for sanitization.

Wellness Screening for Patrons and Staff

- 1) Sanitizing station will be set-up in the foyer by the screening station as families and staff come in the front door. Use of face coverings for adults will be required for access to the Center.
- 2) A semi-private screening station will be set up in the front foyer. Entry and exit will be divided by vinyl or plastic curtain for easy cleaning.
 - a) South (front) doors will be used to enter the foyer and patrons will use their ID card for vetting purposes instead of using their door code. West (side) doors will be provided for exiting the building.
 - b) One family at a time will enter foyer to be screened.
 - i) We will use a no-contact thermal thermometer to take the temperature of each adult and child then ask COVID-19 questions – any symptoms, history of travel, exposure to someone who has had COVID-19 etc. (as written on the KDHE form).
 - ii) A temperature below 100.4 degree without other symptoms will be allowed to enter the building.
 - iii) If patron responds “Yes” to questions of temperature, exposure, or contact, entry will not be granted to the Center. No exceptions.
 - (1) Anyone who has been exposed to COVID will need written documentation from a licensed medical doctor or medical facility stating such and will need to quarantine for 14 days before returning to the Center.
 - iv) If child passes all screening they will have access to their assigned classrooms. There will be no loitering in hallways or classrooms.

KDHE encourages the same individual to pick-up and drop off children to help minimize the spread COVID-19

Classroom Entry Procedures:

- 1) Parents are required to wear a mask.
- 2) Parents are asked to apply hand sanitizer prior to leaving the screening area.
- 3) Parents enter the classroom using their door code.
- 4) Parents/siblings will stop at the designated markings inside the classroom door.

- 5) One teacher will receive and check-in child upon arrival and parent will share any drop off information at that time.
- 6) Utilize hand sanitizing stations throughout the building at drop off and pick-up.

Pick-up Procedures:

- 1) Parents are required to wear a mask.
- 2) Parent will be screened upon arrival.
- 3) Parents apply hand sanitizer before going down the hall to get their child.
- 4) Parents enter the classroom using their door code.
- 5) Parents/sibling will stop at the designated markings inside the classroom door.
- 6) If child is outside for outdoor learning, teacher will continue to remain in ratio when delivering child to parent for pick-up.
- 7) Teacher will check-out child and share any pertinent information about the day with the parent.
- 8) In the event of emergency pick-up, management will check pick-up authorization and an employee will deliver the child.

COVID-19 Positive Case Found in a Classroom

- 1) We will contact Riley County Health Department and follow their recommendations. Current recommendations are to close the classroom for two weeks.
- 2) We will contact local licensing surveyor and follow their recommendations.
- 3) We will also partner with Lafene Health Center and K-State Environmental Health and Safety and University administration.

Two or More Symptoms Related to COVID-19 by Employee or Enrolled Child

- 1) We will require all employees and families who display two or more symptoms to stay home and seek advice from their physician or Riley County Screening Call Center, 785-323-6400.
- 2) Employee or Child may return to the Center if:
 - a) They are fever free for 72 hours without taking fever reducing medications and
 - b) They have written documentation that states from their licensed physician they are able to return work or to group care and are no longer infected with COVID19.
 - c) An employee or child awaiting COVID-19 tests results may not return to the Center until released by their physician.
- 3) Fewer symptoms or other illness would require them to follow normal illness policies.
- 4) Parents will be notified of confirmed COVID-19 cases

Enrolled Family Travel

- 1) A 14-day quarantine after visiting hot spot areas ([determined by KDHE](#)), cruises or international travel is required.

Modified Meal Requirements

- 1) The Center will provide:
 - a) Breakfast between 7:30 and 9:00
 - b) Lunch between 12:00 pm-1:00 pm
 - c) Afternoon snack between 3:00 pm-3:30 pm

Facility Cleaning and Disinfecting

- 1) Common Areas

- a) Management will be assigned frequently touched areas for cleaning every two hours throughout the day.
 - b) Our custodial staff will clean their regular scheduled items, including specialized cleaning to kill germs and unwanted bodily fluids.
- 2) Classroom Areas
- a) Teachers will clean frequently touched surfaces throughout the day and have 30 minutes in the evening to clean and disinfect areas and toys in their classrooms in addition to normal cleaning routines.
 - i) Staff will limit the amount of materials available for children to explore.
 - ii) Teachers will follow regular policies regarding cleaning and disinfecting materials utilizing soap and water, COVID-19 approved cleaners (Shurguard Plus) and EPA approved items.
- 3) Kitchen Area
- a) Kitchen staff will follow regular CCD kitchen cleaning policies in addition to cleaning frequently touches surfaces throughout the day.
 - b) Kitchen staff will no longer enter classrooms to deliver food products. Food carts will be left outside the doorways.

Monthly Fire and Tornado Evacuation Procedures

Due to mandated KDHE required drills for fire and tornado evacuation, social distancing may not be applicable due to limited designated locations assigned by the local fire department.

Restricted Access to the Center

- 1) Limited in-person parent tours until further notice.
- 2) No face-to-face meetings or in-person visitations from community partners unless deemed necessary by management.
- 3) Limited access to Facilities employees.
- 4) Delivery vendors will need to drop items outside with no contact. (to include; restaurants, mail, UPS, Fed-EX)



COVID-19 Childcare Provider Screening Guidance

If a child screens with a fever of 100.4° F or greater, he/she will not be allowed to enter the facility. If the child presents with a fever, complete the following screening:

Screening Guidance for potential COVID-19

1. Do you have any of the following symptoms? Yes No

Fever: Yes No

Recorded temperature: _____°F

Cough: Yes No

Shortness of Breath: Yes No

2. Do you have a history of travel to any area outside of Kansas in the last 14 days? Yes No

If yes please indicate travel destination(s) and date(s):

3. Have you been in close contact with someone confirmed to have or being evaluated for COVID-19? Yes No

GUIDE RECOMMENDATION FOR FURTHER EVALUATION

If answers no to questions 1, 2 and 3: You will not meet the criteria for further evaluation for COVID-19

If answers 'yes' to question 1, but no to questions #2 and #3: Please stay home and if your symptoms worsen, contact your primary care physician OR an urgent care clinic ((i.e.) K-STAT, Konza). The child will not be allowed to return to the facility until a minimum of being fever free for 24 hours without the use of fever reducing medications.

If answers 'yes' to questions 1, and 2 or 3: (this includes 'yes' to 1 and 2; 1 and 3; 2 and 3; 1,2,3)

Contact your primary care provider (if you do not have a primary care provider, contact an urgent care clinic ((i.e.) K-STAT, Konza) for further evaluation

The child will not be allowed to return to the facility until he/she has had no fever for at least 72 hours without the use of fever reducing medication, other symptoms have improved AND at least 7 days have passed since their symptoms first appeared.

If answers 'yes' to ONLY Question 2: Advise the parent/caregiver that they are to quarantine and self-monitor for 14 days and practice social distancing. If further symptoms develop within the 14 day monitoring period, contact your primary care provider (if you do not have a primary care provider, contact an urgent care clinic (i.e.) K-STAT, Konza) for further evaluation and alert them of travel history and symptoms

If answers 'yes' to question 3 only: Advise the parent/caregiver that they are to quarantine and self-monitor for 14 days and practice social distancing. If further symptoms develop within the 14 day monitoring period, contact your primary care provider (if you do not have a primary care provider, contact an urgent care clinic (i.e.) K-STAT, Konza) for further evaluation and alert them of travel history and symptoms Today's Date: ____/____/____