

HiMama Helps Webinar

Reopening Checklist



Your Hosts



Ria Simon
RECE Specialist
HiMama



Carmen Choi
Community Coordinator
HiMama



Our Special Guests



Missy Knechel

Director

Victory Early Learning Academy

- Based in Philadelphia, PA.
- Professor in the early childhood department at Eastern University
- Been married for 15 years, and has 4 children
- Has been open for essential workers the entire time
- Just reopened to non-essential workers on Monday (June 8)



Disclaimer

*This content **is not** personalized legal advice for your center. The goal is to have a conversation around the topic to inspire and give you ideas that you can implement at your centers.*

*Each State and Province has different licensing rules and regulations. **Please consult with your own legal and financial advisors before implementing something that you are not 100% sure about at your center.***

Topics Covered

- Getting organized
- Updating your center
- New daily routines and procedures
- Budgeting and general admin
- Parent Communication
- Team bonding and reset
- Setting families up for success
- Back to school!!



**One month
before
opening day**

Getting organized

- Familiarize yourself with licensing requirements and CDC guidelines.
- Survey how many children will return right away.
- Survey how many staff will be able to return right away and identify which staff will not return due to age or health restrictions.
- Build up your substitute list.



Updating your center process & preparedness plans

- Update your policies with what will happen with sudden closures for tuition and enrolment purposes.
- Switch to online billing completely.
- Create a plan for another temporary shutdown if one should occur (e.g. distant learning, YouTube channel, newsletter, and/or billing online).



Plan your new daily routines and procedures

- Create a plan for how staff will be trained prior to opening day.
- Create new health screening procedures for children each day.
- Create new drop-off and pick-up procedures.
- Decide if staff and/or children will be wearing masks.
- Create new classroom procedures.
- Create new cleaning procedures.



Budgeting and general admin

- Budget for new expenses.
- Check staff files and make sure all items enclosed are up to date.
- Check child files and make sure all items enclosed are up to date.



**Two weeks
before
opening day**

Parent communication training

- Train staff on what to expect.
- Deep clean each classroom that will be in use.
- Communicate ALL changes to families and what to expect.
- Purchase all cleaning items needed.
- Send a “what to pack” list for parents who are returning.



Face-to-face team reset

- Staff meeting in person (if possible) with social distancing to do some team building and get reacquainted.
- Have one day of training and lesson planning for teachers to do together with social distancing in place.
- Have teachers decide how they will greet the children.



Communicating with families

- Give each staff person a handbook/packet of new changes in policy and procedures.
- Send email to parents confirming “first day back” procedures.
- Consider having a parent Zoom meeting for “back to school” jitters.
- Take a deep breath!



**Reopening
day!!**

Back to school (not our first rodeo)!!!

- Arrive early.
- Make sure all staff have proper masks and wearing correctly ready to greet the families.
- Take LOTS of pictures.
- Make a “first day back” sign and take each child’s photo as a keepsake.
- Debrief as a staff at the end of the day for 10 minutes.
- Get a good night’s rest and show yourself grace!



Open Audience Questions

Shout-outs!



Certificate Instructions

1. **Please check your Inbox for an email from WebinarJam titled “Your Webinar Certificate”**
2. That email will include a link to the certificate for today’s session that you can download.
3. **You will need to fill in your name and center name information.** You can do this using a PDF form filler or print a copy and fill it out manually.
4. That’s it, you’re done!
5. If you miss it today, watch out for the Show Notes email tomorrow - we will be sending it out there as well.



What's Next?

- **Show Notes & Recording** - You will receive an email linking to resources and this recording tomorrow!
- Our next session will be **Back to School Experiences**, happening next week at the same place and same time - **Thursday (June 18th) at 2 PM ET**



1:1 Q&A On Slack

- We would love to continue questions for the Q and A session on our **ECE Professionals Slack Group**
- We're sharing **the invitation link in the chat** so join us if you have some time and want to connect further!
- It's a great place to get support, answer your questions, connect with attendees and hosts and lift each other up!



**We are all in this
together,
stay Healthy and
safe!**

**Thanks for spending
your time with us!**