

- A. CALL TO ORDER
- B. PUBLIC COMMENT
- C. INTRODUCTIONS
- D. ADDITIONS TO AGENDA
- E. READING OF MINUTES

- I. June Minutes

Documents:

[JUNE MINUTES.PDF](#)

- F. OLD BUSINESS
 - I. Strategic Planning Session
Strategic Planning Session

- G. NEW BUSINESS
 - I. COVID -19 Services Plan

Documents:

[COVID-19 SERVICES PLAN.PDF](#)

- H. Region XIII Preschool Developmental Disabilities Services
 - I. Early Education/Child Care
 - J. Early Head Start

- K. BUDGET
- L. OTHER NEW BUSINESS

- I. By-Laws 2020

Documents:

[BYLAWS2020 BOD.PDF](#)

- II. Governance Policies 2020

Documents:

[GOVERNANCE POLICIES 20 .PDF](#)

- III. BOD Committees Checklist 2020

Documents:

[BOD COMMITTEES CHECKLIST 2020-2021.PDF](#)

M. DIRECTOR'S REPORT

- I. August Director's Report
Verbal Report

N. TREASURER'S REPORT

- I. July Financial Report

Documents:

[JULY FINANCIAL REPORT.PDF](#)

O. STATISTICAL REPORT

- I. July Statistical Report

Documents:

[JULY STATISTICAL REPORT.PDF](#)

P. NEXT MEETING DATE:

September 30, 2020

Q. ADJOURN

Children's Developmental Services of Campbell County
Board of Director's Meeting
July 29, 2020

MEETING PLACE:

The Children's Developmental Services of Campbell County Board of Directors met in a regular meeting, July 29, 2020.

CALL TO ORDER:

The meeting was called to order by Chairwoman Wendy Balo at 7:04p.m.

PUBLIC COMMENT:

There was no Public Comment.

INTRODUCTIONS:

Board members present Wendy Balo, Holly Hink, Tyler Watts, Cindy Reardon via Microsoft Teams, Director Bob Tranas, and Senior Administrative Assistant Melissa Kline.

ADDITIONS TO AGENDA:

There were no additions to the agenda.

READING OF MINUTES:

Cindy Reardon made a motion to approve the June 2020 minutes as written. Tyler Watts seconded. With a unanimous vote, the motion carried.

OLD BUSINESS:

Board Evaluation:

Completed Board Evaluation forms were collected.

NEW BUSINESS:

Board Elections:

Board Elections resulted in the following:

Chair: Bertine Bahige

Cindy Reardon made a motion to accept Bertine Bahige as Chairman, Tyler Watts seconded, with a unanimous vote the motion carried.

Vice-Chair: Wendy Balo

Cindy Reardon made a motion to accept Wendy Balo as Vice-Chair, Holly Hink seconded, with a unanimous vote the motion carried.

Secretary: Cindy Reardon



Wendy Balo made a motion to accept Cindy Reardon as Secretary, Holly Hink seconded, with a unanimous vote the motion carried.

Treasurer: Tyler Watts

Wendy Balo made a motion to accept Tyler Watts as treasurer, Holly Hink seconded, with a unanimous vote the motion carried.

REGION XIII PDDS:

FERPA Policy:

Bob Tranas shared an updated policy on privacy practices, FERPA (Family Educational Rights and Privacy Act) is consistent with Federal law.

Tyler Watts made a motion to approve the FERPA Policy as submitted. Holly Hink seconded. With a unanimous vote, the motion carried.

Part C

Annual Reports for CDS Part C Program:

Determination Letter: Bob Tranas shared a letter from the Department of Health that shows we are complying.

Annual Report Card: Bob Tranas shared the Annual Report Card.

EARLY CHILDHOOD EDUCATION:

Brain Architect Game:

Bob Tranas shared a slide show of a staff development activity involving the Brain Architect Game.

COVID -19 Funds:

Bob Tranas shared that \$3,800.00 in COVID-19 funds were applied for and have arrived. The funds will be used for materials that are required to operate with COVID-19.

Holly Hink made a motion to accept the \$3,800.00, Tyler Watts seconded. With a unanimous vote, the motion carried.

Update Annual Staff Training:

Bob Tranas shared the Annual Staff Training has been canceled due to the only option to provide the training is via online.

EARLY HEAD START:

Information Memorandum – Transportation:

Bob Tranas provided an Information Memorandum that outlines procedures for the use and sanitization of buses and transportation during COVID-19.

Office of Head Start Review Report:

Bob Tranas shared the results of the Federal Review. The results were passed with no findings and no issues.

BUDGET:

Nothing on budget was reported.

OTHER NEW BUSINESS:

There was no new business.

DIRECTOR'S REPORT:

June Director's Report:

Bob Tranas provided a written directors report for July.

TREASURER'S REPORT:

EHS Federal Financial Report:

Bob Tranas shared the EHS Federal Financial Report.

Cindy Reardon made a motion to accept the EHS Federal Financial Report as submitted, Holly Hink seconded. With a unanimous vote, the motion carried.

May Treasurer's Report:

Bob Tranas provided the June Treasurer's Report.

Holly Hink made a motion to accept the May Treasurer's Report as submitted, Tyler Watts seconded. With a unanimous vote, the motion carried.

STATISTICAL REPORT:

The April statistical reports were reviewed.

ADJOURN:

There being no further business, Tyler Watts made a motion to adjourn. Holly Hink seconded. With a unanimous vote, the motion carried. Meeting adjourned at 8:10pm.

NEXT MEETING DATE:

The next scheduled meeting for Children's Developmental Services of Campbell County Board of Directors is August 26, 2020 6:00 P.M. at the Children's Developmental Services of Campbell County.

Respectfully Submitted,

Cindy Reardon, Secretary
CDS -CC Board of Directors

Wendy Balo, Chairwoman
CDS -CC Board of Directors

August 31, 2020

Children's Developmental Services of Campbell County COVID-19

PHASE 3 – MANAGEMENT PLAN

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Children’s Developmental Services of Campbell County Plan for Services During COVID-19 Emergency Orders

August 31, 2020

In an on-going effort to manage the operations of Children’s Developmental Services of Campbell County (CDS-CC) during the coronavirus (COVID-19) pandemic, CDS-CC has established this working document to guide our services until the COVID-19 Emergency Orders are lifted. This service plan includes: this document, operating procedures, and the CDS-CC Adapted Learning Plan. Guidance through the Center for Disease Control (CDC), Wyoming Department of Health, Wyoming Department of Family Services, Campbell County Public Health, and current orders of the Governor were used in the development of this plan and accompanying documents.

Children’s Developmental Services of Campbell County is committed to doing our part to assist the community in efforts to improve the economy and limit the spread of COVID-19. CDS-CC is committed to providing a safe and healthy environment for all staff, families, and children who interact with CDS-CC. An on-going cooperative effort is necessary to establish and maintain the safety and health of our workers and families we serve. Staff and families are responsible for implementing and complying with all aspects of this plan.

The following is a summary of our re-open timeline up to this point.

March 27, 2020

Discontinued all services.

April 6th – May 1, 2020

Beginning the week of April 6, 2020, CDS-CC implemented virtual educational services and supports to the children and families enrolled in programming at CDS-CC. This plan was explained in our Adapted Learning Plan.

Phase 1 May 4th to June 5, 2020

Children of working parents who were enrolled in full-day childcare, prior to the closure, resumed services. Special procedures and staffing plans were implemented to ensure safe and

healthy environments for all staff, children, and families. Classrooms did not exceed a capacity of 10 individuals; this included up to eight children and two teaching staff.

To maintain social distancing, staff had varying schedules. Remote work agreements were developed to ensure continuity of services to children. Children enrolled in half-day preschool, Part C, and EHS continued to receive virtual educational services through the Adapted Learning Plan.

Phase 2 - June 8 to present

Phase 2 of the reopening consisted of opening three additional classrooms and all half-day preschool services. During this phase we served approximately 110 children in the morning sessions and 70 children in the afternoon sessions. The largest class sizes were 17 children with a maximum of three staff, which ensured we stayed below the maximum group size of 25 individuals. Children remained with their classroom groups, meaning we did not have children from different classrooms interacting with one another.

Children enrolled in Part C and EHS continued to receive virtual educational services through the Adapted Learning Plan.

Phase 3:

Our proposal for Phase 3 will include the continuation of the preschool classrooms in Phases 1 and 2 and will also include the re-opening of home based and outreach services. Home based services for children (birth to three years) will include Early Head Start home visits and socializations and Part C early intervention visits. Outreach services will include Special Education services and supports for children (3-5 years) who attend community preschools. Early Head Start services will be made available to 36 families, Part C services will be opened to 66 children and their families. We are currently scheduled to provide outreach services to 20 children attending seven different preschools throughout Campbell County.

Communication:

Timely communication is an essential component of a successful plan. The following methods will be used to ensure the necessary information is delivered timely to those individuals who need to know:

- Mailings
- Phone
- E-mail
- Remind.com (texting app set up with your classroom)
- Campbell County Social Media Pages – Facebook and Instagram
- CDS-CC Website

CDS-CC will continually monitor communication from the Center for Disease Control (CDC), Wyoming Department of Health, Campbell County Public Health, and the Governor of

Wyoming. Necessary changes to our operations plan and procedures, as a result of the communication, will be applied and explained through these methods of communication. Parents are encouraged to maintain open communication with CDS-CC as we all navigate this pandemic together.

Service Delivery

This plan ensures services will be carried out in a manner which complies with State orders while promoting a safe and healthy environment for all involved. Cloth face coverings will be required to be worn by staff when in public spaces and when 6 feet of separation cannot be maintained. Children will not be required to wear a face covering as it will interfere with their ability to effectively participate in educational activities and it may increase the risk of disease transmission because of increased hand to face contact. The following procedures (attached) will be used to guide CDS programming:

- Preschool and Full Day Health screening for children and staff
 - o East and West Side Drop-off and pick-up
- Health and Illness
- Meal preparation and serving
- Daytime sanitation (classroom and front office)
 - o Front office
 - o Classroom
 - o Facility
 - o Playground
 - o Laundry
 - o NAEYC Frequency Table
- Healthy Hand Hygiene
- Custodial sanitation procedures (daytime and evening)
- Nap time
- Bus/Transportation
- Screening and Testing
- Home Visit
- EHS Socialization

- Outreach Services
- PPE Use
- Social Distancing

Children’s Developmental Services will operate according to a Tiered System for delivery of services:

Tier I – CDS-CC will offer our full array of services with COVID-19 protocols and procedures in place.

Tier II - CDS-CC will provide services as allowed by Public Health and/or Governors orders. These services may include center-based services, home based services, outreach services, and/or services through Zoom and/or teleservices as identified on the CDS-CC Adapted Learning Plan.

Tier III – CDS will provide in-person center-based services to full-day children only. All other services will be offered through Zoom and/or teleservices, according to the CDS-CC Adapted Learning Plan.

Tier IV – All CDS services will be provided through Zoom and/or teleservices according to the CDS-CC Adapted Learning Plan.

The following scenarios provide examples and guidance to assist in determining what Tier CDS programming will be offered for children and families:

Scenarios:

1. A student or staff member develops a verified diagnosis of COVID-19. Campbell County Public Health will issue an order for quarantine. The individual will be quarantined at home for a period of time, based on requirements from Campbell County Public Health. Students and staff members who came into close contact (within 6 feet of the infected person for 15 minutes or more) may be quarantined as directed by Public Health. CDS-CC may be temporarily or partially closed at the discretion of Public Health in order to sanitize the building, while public health conducts contact tracing. Unaffected classrooms and programs will remain open. This scenario will initiate a **Tier II** delivery model.
2. A public health order limits the number of children who can be in a classroom at a time. If the order requires a classroom limit of less than 10 children, CDS-CC will implement a **Tier III** delivery model.
3. A statewide order is issued closing all schools. All programming and activities will be suspended. All children will receive services and supports as identified through the CDS-CC Adapted Learning Plan.

4. A child on a current Individual Education Plan (IEP) who has a compromising health condition or parents who are concerned with their student attending school on-site due to COVID-19. This child will receive support according to the CDS-CC Adapted Learning Plan.

5. A child who attends through one of the paid positions who has a health compromising condition or parents who are concerned with their student attending school on-site due to COVID-19. This child will be placed at the top of the waiting list and can be brought back in once they are ready and a vacancy occurs.

Upon approval, this plan will be posted and shared with staff and families.

Reminder, as with all plans during this time, they are subject to change based on the latest information and directives from the President, Governor, County Commissioners and County Health Department. Significant changes to this plan will be approved before those changes are implemented.

Please let me know if there are any questions.

Sincerely,

Robert Tranas, Director
Children's Developmental Services of Campbell County

Children’s Developmental Services of Campbell County
Adapted Learning Plan
August 31, 2020

Children’s Developmental Services of Campbell County (CDS-CC) is currently working under Phase 2 of the CDS-CC Re-Opening Plan, which allows us to operate our full array of preschool services. The purpose of this updated version of the Adapted Learning Plan, is to provide guidance for staff and families during the duration of this COVID-19 Emergency in the event additional COVID-19 restrictions or closures are required. The following will detail specific education plans for each CDS-CC program in the event program services are suspended or shut down for a period of time.

Early Intervention and Education Program

Part B/619 Services:

In the event of a closure due to COVID-19 to a specific classroom or a center-wide closure CDS-CC staff will maintain communication with families weekly to communicate the status of the closure. In the event the closure lasts longer than 10 school days, we will offer Individual Education Plan (IEP) special education services through a virtual format. Families with students who are on an IEP and are involved in the closure or who “opt-out” of center-based services due to their health concerns, will be eligible for virtual IEP special education and therapy sessions. Families who “opt-out” of virtual services will continue to receive twice monthly communication and materials support from their case-manager. Early childhood classroom teachers will also maintain ongoing communication with the family during classroom closures. CDS-CC will continue to offer services through the virtual format and/or phone communications until we return to Tier 1.

Community Preschools who are serving students who are on an IEP will be provided with face-to-face Services following the COVID-19 Health guidance and specific requirements from each individual preschool. Families will be offered the virtual format if there are any health concerns or we are unable to see the students at their home school.

Part C Home Based Services:

In the event of a closure to a portion or all of Part C services due to COVID-19, staff will maintain communication to keep families informed of the closure. If the closure lasts longer than 5 days, CDS will offer Individual Family Service Plan (IFSP) special education services through a virtual format. Individual families who have students that are on an IFSP and “opt-out” of home-based services due to their health concerns, will be eligible for virtual IFSP special education and therapy sessions. Families who “opt-out” of virtual services will continue to receive twice monthly communication from their case-manager. We will continue to offer the virtual format services and/or phone communications until we return to Tier 1.

Child Find:

CDS-CC will continue offering in-person screenings and evaluations to identify children for special education in Part B/619 or Part C services. In the event COVID-19 restrictions do not allow for in-person screenings or evaluations, CDS-CC will offer virtual screenings and evaluations. On a case by case basis CDS-CC may choose to continue the Interim IFSP guidance for students that have a profound and clear need for IDEA Part C Services and may have health concerns that contradict face-to-face evaluation. Hearing and vision will be completed at a later time.

Transition:

Transitions from Part C to Part B/619 will continue with the most recent COVID-19 guidance. We will address the needs of children as appropriate while continuing to plan for the child to progress to the Part B/619 program. We will adapt the required observations in a preschool environment as necessary with safety precautions.

Early Childhood Education Preschool

Tier 1: On-Site – Traditional preschool setting with additional safety precautions in place. Children attend in person each day. Instruction occurs in classrooms as designed.

Tier II: On-site education will be offered as well as Virtual Education to those unable to attend due to Public Health or Governors orders. The Early Childhood Instructor will maintain communication with families weekly to communicate the status of the closure using remind, e-mail, phone calls, and Campbell County Social Media Pages. In the event On-Site Education cannot be resumed within 10 days, Virtual Education will be implemented by the Early Childhood instructor for those impacted by the orders.

Virtual Education will include weekly Zoom circles, sharing of education activities through on-line resources provided by our curriculum and child assessment program, Creative Curriculum/Teaching Strategies Gold. Social-emotional resources will be shared through The National Center for Pyramid Model Innovations (NCPMI). Additional developmentally appropriate activities will be shared through a variety of methods: Facebook, YouTube, and other curriculum resources. Literacy activities will also be promoted through our Public Library. Families can call the library to check out books using curbside checkout.

Tier III: On-Site education will be offered to full-day children only and Virtual Education offered to children receiving services or attending ½ day programs. The Early Childhood Instructor will maintain communication with families weekly to communicate the status of the closure using remind, e-mail, phone calls, and Campbell County Social Media Pages. In the event On-Site Education cannot be resumed within 10 days, Virtual Education will be implemented by the Early Childhood instructor.

Virtual Education will include weekly Zoom circles, sharing of education activities through on-line resources provided by our curriculum and child assessment program, Creative Curriculum/Teaching Strategies Gold. Social-emotional resources will be shared through The National Center for Pyramid Model Innovations (NCPMI). Additional developmentally appropriate activities will be shared through a variety of methods: Facebook, YouTube, and other curriculum resources. Literacy activities will also be

promoted through our Public Library. Families can call the library to check out books using curbside checkout.

Tier IV: Virtual Education will be offered to all students. The Early Childhood Instructor will maintain communication with families weekly to communicate the status of the closure using remind, e-mail, phone calls, and Campbell County Social Media Pages. In the event On-Site Education cannot be resumed within 10 days, Virtual Education will be implemented by the Early Childhood instructor.

Virtual Education will include weekly Zoom circles, sharing of education activities through on-line resources provided by our curriculum and child assessment program, Creative Curriculum/Teaching Strategies Gold. Social-emotional resources will be shared through The National Center for Pyramid Model Innovations (NCPMI). Additional developmentally appropriate activities will be shared through a variety of methods: Facebook, YouTube, and other curriculum resources. Literacy activities will also be promoted through our Public Library. Families can call the library to check out books using curbside checkout.

Early Head Start

In the event that Early Head Start is unable to conduct home visits due to closure or public health orders related to COVID-19, EHS staff will communicate with enrolled families to ensure that they are informed of the closure and offer to complete the next scheduled home visit using a remote platform. Methods of communication will include text through Google Voice, CDS-CC Facebook page, Zoom and phone calls. Regular home visits will be scheduled with each family through Zoom or phone conferencing based on family preference. Families who opt-out of home visits using virtual means will be contacted by their EHS home visitor at least twice monthly to provide updates on closure status, assist with accessing needed resources, and determine if the family would like to engage through remote services. All families enrolled in Early Head Start home-based programming will receive continued services and supports from EHS home visitors, including dually enrolled Part C children. Home visitors will share educational activities through on-line resources provided by our curriculum (Partners for a Healthy Baby) and child assessment program, Teaching Strategies Gold. Social-emotional resources will be shared through The National Center for Pyramid Model Innovations (NCPMI) as well as the Partners curriculum. Additional developmentally appropriate activities will be shared through a variety of methods including the CDS-CC Facebook, YouTube, and handouts. Referrals to other community agencies will continue to be made based on individual family needs. Group socializations will also be offered using a virtual platform such as Zoom. Virtual socializations will be scheduled with families and facilitated by EHS home visitors.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY COVID19 Preschool HEALTH SCREENING PROCEDURE

Reminder: Current exclusion policy still applies if your child is running a fever, vomiting/diarrhea or in general is not feeling well, please keep them home.

Procedure:

1. A COVID-19 Self Symptom Checklist will be sent home with each child and completed daily before coming to school.
2. Upon arrival, prior to checking in, a CDS-CC employee will check each child's temperature.
 - a. If the child does not have a temperature, a staff member will walk the child to his/her classroom.
 - b. If the child has a temperature of 100.4 or above, the child will be excluded for the day. Please refer to the COVID19 Health and Illness Procedure for guidance on when the child may return.
3. Staff will self-screen at arrival.
 - a. Classroom staff will complete the screening prior to each class session before entering the classroom
 - b. All other staff will complete the screening in one of the health screening rooms.
 - c. Staff will use the same thermometer every time they take their temperature.
4. After taking their temperature, staff complete and fill in the *Health Tracking Protocol*.
5. Health Tracking Protocols will be retained for three weeks to ensure Public Health can conduct necessary contact tracing. After three weeks the record will be destroyed by a designated staff person.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY COVID19 Full-Day SCREENING PROCEDURE

Reminder: Current exclusion policy still applies if your child is running a fever, vomiting/diarrhea or in general is not feeling well, please keep them home.

Procedure:

1. A COVID-19 Self Symptom Checklist will be sent home with each child and completed daily before coming to school.
2. Upon arrival, prior to checking in, a CDS-CC employee will check each child's temperature.
 - a. If the child does not have a temperature, the child and parent/caregiver may return to the entryway to check in with front office staff and a staff member will walk the child to his/her classroom.
 - b. If the child has a temperature of 100.4 or above, the child will be excluded for the day. Please refer to the COVID19 Health and Illness Procedure for guidance on when the child may return.
3. Children will be screened for the second time as they wake up from their nap. A staff member will complete the screening in the classroom.
 - a. If the child passes the screening protocol, the child will resume
 - b. If the child does not pass the screening protocol the child will be taken to the "sick" room while another staff member contacts the child's parents/emergency contact to pick up the child as soon as possible.
4. Staff will self-screen at arrival for each work-day.
 - a. Staff will complete the screening, in the screening in the nurse's office, prior to entering the classroom.
 - b. Staff will use the same thermometer every time they take their temperature.
5. After taking their temperature, staff complete and fill in the *Health Tracking Protocol*.

East Side Pick Up Procedure

1. Classroom staff will wait by the window of their classroom or assigned door, watching for parents as they arrive to pick their children up.
 - a. Pandas – Panda Classroom – blue social distancing circles
 - b. Otters – East side atrium Door – red social distancing circles
 - c. Rascals – Exit door near the east side atrium – purple social distancing circles
2. Parents/caregivers will park their car and wait on the colored social distancing circles for their turn to check their child out with a CDS-CC employee. At that time, check out information will be recorded, including the name of the person picking the child up. CDS-CC pick up procedures are still in effect. Please contact the front office if someone needs to be added to the list.
3. Once all children have been checked out, a classroom staff member will walk the form to the front office so children can be checked out in ProCare.

West-Side Drop Off Procedure

1. Parents/caregivers will park their cars in the west parking lot, enter the building thru the delivery door and wait on a social distancing disc until checked in.
2. As the child approaches the sanitation station parents will assist their child in sanitizing their hands.
3. Parents/caregivers will maintain social distancing as they wait to be checked in. At that time, the child's temperature will be taken and check in information will be recorded, including name of person dropping off and current temperature.
4. A second classroom staff member will be waiting in the hallway (chairs will be available for children) until five children have been checked in at which time, they will take the children to the classroom following the entrance path (entrance path is hallway by the play-based room). Parents will exit thru the double doors on the right.
5. Drop off must adhere to the strict schedule outlined below. If you are unable to drop your child off during the scheduled times, please call CDS-CC at 682-2392 to see if alternate arrangements can be made. Children will not be accepted until **after 9:00 a.m. or 12:45 p.m.** due to strict COVID-19 health guidelines.
 - a. Arctic: AM 8:00-8:15 or 12:05-12:15
 - b. Outback: AM 8:15-8:30 or 12:15 -12:30
 - c. Amazon: AM 8:35-8:50 or 12:35-12:50
 - d. Meadow AM 8:50-9:05 or 12:50-1:05
6. Once all children have been checked in, the EI will check in all the children using Pro-care.

West-Side Pick Up Procedure

1. Classroom staff will walk the entire class to the west-side entrance at the beginning of their scheduled pick up time, using the exit path (the far west hallway by the retreat). Pick up must adhere to the strict schedule outlined below due to strict COVID-19 guidelines. If you are going to be late, please call CDS-CC at 682-2392 to see if arrangements can be made.
 - a. Arctic: PM 11:15-11:25 or 3:15-3:25
 - b. Outback: 11:30-11:40 or 3:30-3:40
 - c. Amazon: 11:45-11:55 or 3:45-3:55
 - d. Meadow: 11:55-12:05 or 4:00-4:10
2. Parents/caregivers will park their car and wait, while maintaining social distance, for their turn to check their child out with a CDS-CC employee. At that time, check out information will be recorded, including name of person picking the child up. CDS-CC pick up procedures are still in effect. Please contact the front office if someone needs to be added to the list.
3. Once all children have been checked out, the EI will check out all children using Pro-Care.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
COVID19 Health and Illness PROCEDURE

- 1.** All staff, children, and parents/caregivers must conduct a daily home health screening before coming to the center.
 - a. Section 1: Symptoms
 - i. Temperature of 100.4 (or would have, but have used fever reducing medicine)
 - ii. Sore Throat
 - iii. New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline.)
 - iv. Diarrhea, vomiting, or abdominal pain
 - v. New onset of severe headache, especially with a fever.
 - b. Section 2: Close Contact/Potential Exposure
 - i. Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19)
 - ii. Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases.
 - iii. Live in areas of high community transmission while school remains open.
- 2.** If the staff member/child/parent/caregiver answer YES to any question in Section 1 but NO to any question in Section 2, the staff member or child will be excused from the center.
- 3.** If the staff member/child/parent/caregiver answer YES to any question in Section 1 and YES to any question in Section 2, the staff member or child should be referred for evaluation by their healthcare provider and possible testing.
- 4.** If a child develops any of the above symptoms while at CDS-CC, the child's parents or emergency contact will be notified. A mask will be provided for the sick child and the child will be moved to an isolated area with a trained staff member, until the child can be picked up. For your child's comfort, and to reduce the risk of contagion, we ask that children be picked up as soon as possible upon notification.
- 5.** Children may return to CDS-CC when they have been symptom free for 24 hours, without fever reducing medication or with a doctors release.

**CHILDREN’S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
COVID19 PROCEDURES for FOOD PREP AND MEAL SERVICE**

1. Family-style meals will continue in the classrooms.
2. Kitchen staff will prepare meals following their standard sanitation requirements and practices. In addition to those requirements, they will be required to wear a mask and rubber gloves.
3. Each meal will be plated and covered in the kitchen prior to classroom delivery. The kitchen staff will prepare extra food in a covered serving dish and delivered to each classroom with the individually covered meals.
4. Classroom dining area shall be set-up to put at least one chair between teachers and each child during mealtime.
5. Teachers should ensure children wash hands prior to and immediately after eating.
6. Teachers should wash their hands before preparing food and after helping children to eat.
7. Children will not be allowed to serve themselves from serving dishes. Teachers will wear rubber gloves and facemasks to provide additional servings to children.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY COVID19 CLEANING AND SANITIZING PROCEDURE

Front Office Procedure:

Clean and sanitize frequently touched surfaces upon arrival and frequently throughout the day.

Classroom Procedure:

- Continue to implement NAEYC's Cleaning, Sanitizing, and Disinfection Frequency Table for guidelines regarding regular cleaning and sanitizing.
- Sanitize frequently touched surfaces with a bleach solution.
 - o Door handles
 - o Drinking fountain
 - o Toilet flusher/handle
 - o Counters
 - o Cabinets
- Frequently touched surfaces will be cleaned or disinfected after breakfast, after lunch and after snack.
- Each classroom will have a bin for dirty toys. Place any toy that has been mouthed in the bin as well as any toy that is dirty.
- Disinfect the surfaces using a bleach solution. Prepare the bleach solution **daily** by mixing:
 - o 5 Tbs (1/3rd cup) bleach per gallon of water or
 - o 4 tsps bleach per quart of water.

Building Procedure:

- Sanitize frequently touched surfaces twice a day at 9:40 a.m. and 2:45 p.m.
 - o Front office doors leading to the outside, handles on both sides and handicap buttons
 - o The piano

- Hand railings and door handles and outside edge of double doors throughout the building
- Door handles to and from the garden and nature nook
- Bathroom's on east side, west side, and in west side planning room - door handles inside and outside, faucet handles, toilet flusher, and light switches
- Teton Room, Fishbowl, Retreat, Bell Tower, and both planning rooms
 - Door handles, outside edges of propped doors, tables, phones, keyboards, mousepads, refrigerator handle, microwave handle, faucets, table, chairs, cupboards and handles
- Laundry Room
 - Washing machine, dryer and sink area

Playground Procedure:

- After each use, clean and sanitize frequently touched surfaces on the playground.

Laundry Procedure:

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance for surfaces.
- Remove gloves, wash hands right away.

Cleaning, Sanitizing, and Disinfection Frequency Table



Definitions¹

- › **Cleaning**² –Physically removing all dirt and contamination, oftentimes using soap and water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
- › **Sanitizing**³ –Reducing germs on inanimate surfaces to levels considered safe by public health codes or regulations. Sanitizing may be appropriate for food service tables, high chairs, toys, and pacifiers.
- › **Disinfecting**–Destroying or inactivating most germs on any inanimate object, but not bacterial spores. Disinfecting may be appropriate for diaper tables, door and cabinet handles, toilets, and other bathroom surfaces.
- › **Detergent**–A cleaning agent that helps dissolve and remove dirt and grease from fabrics and surfaces. Soap can be considered a type of detergent.
- › **Dwell Time**–The duration a surface must remain wet with a sanitizer/disinfectant to work effectively.
- › **Germs**–Microscopic living things (such as bacteria, viruses, parasites and fungi) that cause disease.



Cleaning, Sanitizing, and Disinfecting Frequency Table¹

Relevant to NAEYC Standard 5 (Health), especially Topic C: Maintaining a Healthful Environment

Areas	Before each Use	After each Use	Daily (End of the Day)	Weekly	Monthly	Comments ⁴
Food Areas						
Food preparation surfaces	Clean, and then Sanitize	Clean, and then Sanitize				Use a sanitizer safe for food contact
Eating utensils & dishes		Clean, and then Sanitize				If washing the dishes and utensils by hand, use a sanitizer safe for food contact as the final step in the process; use of an automated dishwasher will sanitize
Tables & highchair trays	Clean, and then Sanitize	Clean, and then Sanitize				
Countertops		Clean	Clean, and then Sanitize			Use a sanitizer safe for food contact
Food preparation appliances		Clean	Clean, and then Sanitize			
Mixed use tables	Clean, and then Sanitize					Before serving food
Refrigerator					Clean	
Toilet & Diapering Areas						
Changing tables		Clean, and then Disinfect				Clean with detergent, rinse, disinfect
Potty chairs		Clean, and then Disinfect				Use of potty chairs is not recommended, but if used should be cleaned and disinfected after each use.
Hand washing sinks & faucets			Clean, and then Disinfect			
Countertops			Clean, and then Disinfect			
Toilets			Clean, and then Disinfect			

Areas	Before each Use	After each Use	Daily (End of the Day)	Weekly	Monthly	Comments ⁴
Diaper pails			Clean, and then Disinfect			
Floors			Clean, and then Disinfect			Damp mop with a floor cleaner/disinfectant
Child Care Areas						
Plastic mouthed toys		Clean	Clean, and then Sanitize			
Pacifiers		Clean	Clean, and then Sanitize			Reserve for use by only one child; use dishwasher or boil for one minute
Hats			Clean			Clean after each use if head lice present
Door & cabinet handles			Clean, and then Disinfect			
Floors			Clean			Sweep or vacuum, then damp mop, (consider micro fiber damp mop to pick up most particles)
Carpets⁵ and Large Area Rugs			Clean		Clean	Daily: Vacuum ⁶ when children are not present; clean with a carpet cleaning method consistent with local health regulations and only when children will not be present until the carpet is dry Monthly: Wash carpets at least monthly in infant areas and at least every three months in other areas, or when soiled
Small Rugs			Clean	Clean		Daily: Shake outdoors or vacuum Weekly: Launder
Machine washable cloth toys				Clean		Launder
Dress-up clothes				Clean		Launder
Play activity centers				Clean		

Cleaning, Sanitizing, and Disinfection Frequency Table

Areas	Before each Use	After each Use	Daily (End of the Day)	Weekly	Monthly	Comments ⁴
Drinking Fountains			Clean, and then Disinfect			
Computer keyboards⁷		Clean, and then Sanitize				Use sanitizing wipes, do not use spray
Phone receivers			Clean			
Sleeping Areas						
Bed sheets & pillow cases				Clean		Clean before use by another child
Cribs, cots, & mats				Clean		Clean before use by another child
Blankets					Clean	

1 Definitions and table adapted from: American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. *Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs*. <http://cfoc.nrckids.org>.

2 Routine cleaning with detergent (see definition above) and water is the most useful method for removing germs from surfaces in the child care setting. Safer cleaning products are not only less-toxic and environmentally safer, but they also often cost the same or less than conventional cleaners. **Green Seal** and **UL/EcoLogo** are non-profit companies that research and certify products that are biodegradable and environmentally friendly.

3 Sanitizing and disinfecting can be achieved with a solution of chlorine bleach and water. However, the use of chlorine bleach for disinfecting and sanitizing is not a requirement; there are other EPA-approved sanitizing and disinfecting agents that can be used instead of chlorine bleach/water solutions. When purchasing products, look for an EPA registration number on the product label, which will describe the product as a cleaner, sanitizer, or disinfectant. When using sanitizing and disinfecting agents, it is important that manufacture instructions for 'dwell time' (see definition above) is adhered to.

When sanitizing or disinfecting is warranted, staff use EPA-registered least-toxic disinfecting and sanitizing products. The easiest way to find least-toxic cleaning products is to use products that have been tested and certified by a third party group such as Green Seal, UL/EcoLogo, and/or EPA Safer Choice. For alternative methods and products to be used in lieu of chlorine bleach, please refer to the *Green Cleaning Toolkit for Early Care and Education*, a set of resources developed by the EPA.

Follow manufacturer instructions for how to mix chlorine bleach / water solutions for sanitizing and disinfecting. Refer to *Caring for Our Children*, Appendix J, (http://cfoc.nrckids.org/files/CFOC3_updated_final.pdf) for instructions on how to identify EPA-registered sanitizing and disinfecting products (including chlorine bleach), and how to safely prepare chlorine bleach solutions.

4 In addition to the frequencies listed here, all items should be cleaned when visibly dirty.

5 It is best practice to use alternatives to installed carpets in the child care environment.

6 All area rugs and carpeted areas should be vacuumed with a HEPA filtered vacuum and according to instructions for the vacuum. Use proper vacuuming technique: (1) push the vacuum slowly; (2) do a double pass—vacuum in 2 directions, perpendicular to each other; (3) start at the far end of a room and work your way out (to avoid immediate re-contamination); (4) empty or replace vacuum bags when 1/2 to 2/3 full.

7 "Each Use" of computer keyboards should be defined as use by each group of children, not each individual child. Keyboards connected to computers should be cleaned daily if one group is in the room all day, or after each different group of children uses the room. These guidelines do not apply to keyboards that are unplugged and used for dramatic play.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
COVID19 Healthy Hand Hygiene PROCEDURE

1. All children, staff, and volunteers will engage in hand hygiene at the following times:
 - a. Upon entering the classroom and after breaks
 - b. Before and after preparing food or drink
 - c. Before and after eating or handling food, or feeding children
 - d. Before and after administering medications or medical ointment
 - e. Before and after diapering
 - f. After using the toilet or helping a child use the bathroom
 - g. After coming in contact with bodily fluid
 - h. After playing outdoors or in sand
 - i. After handling garbage
2. Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
3. Supervise children when they use hand sanitizer to prevent ingestion.
4. Assist children with handwashing.
 - a. After assisting children with handwashing, staff will also wash their hands.

**CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
COVID19 PROCEDURES for CUSTODIAL SERVICES**

1. Regular housekeeping practices will continue to be implemented in the evening.
2. Routine cleaning and disinfecting of work surfaces and areas in the work environment, including restrooms, staff planning rooms, classrooms, and meeting rooms.
3. Frequent cleaning and disinfecting during the day will be conducted by CDS employees in high-touch areas, such as phones, keyboards, touch screens, controls, door handles, railings, copy machines, etc.
4. Campbell County custodial staff will clean the building each evening.

**CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
COVID19 Nap PROCEDURES**

1. Children will nap in their classroom.
2. Naptime mats will be placed 6 feet apart and children placed head to toe.
3. Staff will wear masks as they help children fall asleep.
4. Children will wake up in their classroom.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY COVID19 BUS PROCEDURES

Procedure:

1. The bus will be cleaned and sanitized before and after each use, including the steering wheel, all seat's, buckles, door lever, doors, etc.
2. The bus driver and assistant will wear a mask during the transporting of children.
3. The assistant will sanitize his/her hands after assisting each child on or off the bus.
4. The transportation department will develop a seating chart maintaining proper social distancing, alternating rows and seats per row. Bus windows will be open, weather permitting, to encourage air flow.
5. Before a child gets on the bus, a CDS-CC employee will check the child's temperature and document the temperature on the tracking form. The employee will confirm with the parent/caregiver that the child passed the symptom checklist at home.
 - a. If the child does not have a temperature, the child may get on the bus and an employee will help him/her to the assigned seat and buckle him/her in.
 - b. Each child will be offered a mask to wear, as tolerated.
 - c. If the child has a temperature of 100.4 or above, the child will be excluded for the day. Please refer to the COVID19 Health and Illness Procedure for guidance on when the child may return.

COVID Summer Screening Clinics Plan Face-to-Face in Annex

Procedures

- Schedule is developed to limit the number of children/parents in the building. There is a limit of one parent and one child for each screening appointment. The only exception is if a parent has a sibling with them and they have no one else they can leave them with.
- Parents will wait in their cars or the parking lot (in case someone walks to the clinic) until we are ready, and staff will bring them in one at a time and will wear a mask. There will be no play area or waiting room. Parents will be asked to bring a mask and wear it during screening. A disposable mask will be provided if they do not have one.
- Child and Parent will go through a Health Screening prior to starting the developmental screening. Staff, parent and child will use hand sanitizer before proceeding.
- Parents will then sign a pre-filled out Screening Permission Form, will check for accuracy of the information and will use a sanitized pen to sign Consent for the screening. Pen will be placed in a container for cleaning.
- The same staff member that brings the family in will do the Health Screening protocol, and then will take the child and parent to one of the Vision and Hearing Rooms. Vision will be completed with the use of the camera only. Hearing will be completed as usual. Staff will use a mask during both screenings. Then that staff will take the Parent and Child to the Brigance Screening. An additional CDS-CC staff member will be assigned to each clinic and will disinfect the V & H room after each use using appropriate disinfecting techniques for the equipment.
- Staff will wear cloth masks until they get into screening room, then we will use plexi-glass barriers on tables (or floor) to complete the Brigance protocol.
- Once screening is completed and parent has been given the results and any further recommendations, staff will take parent and child out the back hallway to the East door and directed to the parking lot from there. This will limit contact with other children/parents going into screening rooms.
- Staff will bring folder back to front, sanitize their hands and then go and sanitize their screening room, including the table, chairs, door handle, and any toys that were used, and wait for their next appointment.
- In between appointments, staff will need to limit interactions with each other and practice social distancing by staying at least 6 feet apart. If the open EI office or spare office is used, frequently touched surfaces including the keyboard, desk, and mouse need to be sanitized after each use. Part B EI staff may bring their laptops to work on between appointments.
- Bathrooms will be sanitized before and after each session.
- Families who are not comfortable with a face-to-face screening, will be offered a Tele-Screen appointment using the Ages & Stages screening following the Covid-19 Telescreen Guidance Document. We will follow the sanitizing guidance that is written in the evaluation document.

We will need to have the following

- Hand Sanitizer
- Sanitizing spray/cloths for cleaning screening rooms after each appointment and for offices used by staff in between appointments
- Pens
- Disposable masks for parents (if they do not bring one)
- Cleaning supplies for V/H Rooms and Equipment

COVID19 Special Education Testing PROCEDURES for Face-to-Face Interactions

Goals:

- Provide a safe, effective environment to evaluate children from Campbell Co. to meet Child Find obligations
- Identify any children who may need special education services with a comprehensive evaluation through a combination of virtual and face-to-face procedures as appropriate
- Assist families in the evaluation process during these unprecedented times by providing appropriate assessments and eligibility determinations in order to develop appropriate education programming

Procedural Changes

1. Please let Annex Administrative Assistant know the date/time that you have scheduled or are trying to schedule an evaluation appointment. She will keep track of the appointments and will coordinate who is entering the building and going through the health screening.
2. Children will be scheduled to complete any face-to-face evaluations in the Annex. Please communicate to parents the restrictions we are under:
 - a. Parent/child will stay in car until staff get them.
 - b. Prior Health Screening:
 - i. Parent will need to answer Health questions for the child
 - ii. Child's temperature will be taken
 - iii. Child will wash hands and sanitize prior to the screening
 - c. Adults are not allowed in the building with the child unless the child will not separate from the parent or the child is under the age of 3. If the parent needs to go with the child for one of the reasons listed (one parent or one adult only), then these additional precautions will be put into place:
 - i. Parent will be asked to bring and wear a mask or one will be provided and will need to wear it throughout the time in the building.
 - ii. Parent will also have to pass the Health Screening protocol and take their temperature. Then the parent will use hand sanitizer and help their child use hand sanitizer immediately after the health screening and before proceeding to the testing room.
 - iii. The screening room will be set up with the adult in the room socially distanced.
3. All staff must also complete a health screening using the *Health Screening Symptom Monitoring Protocol twice a day*. Staff must successfully pass the health screener before they can interact with children.
4. Staff must wash hands with soap and water for at least 20 seconds prior to meeting with children or use an alcohol-based hand sanitizer with at least 60% alcohol which will be available for use during and after the testing.
5. Staff conducting the educational test must wear a cloth mask until they can get into the testing room and then can use the plexi-glass barriers if children are having difficulty engaging with the staff member due to the mask. Full PPE will be available if staff request it.
6. The room and supplies used for the testing will be sanitized with approved methods prior to and after each testing session.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY COVID-19 **HOME VISIT PROCEDURE**

Procedure:

Each Part C or EHS home visitor will communicate with the families on their individual caseloads to determine family comfort and preference for resuming face-to-face visits or continuing with services according to the Adapted Learning Plan. Families may choose a combination of in-person and telehealth services to best meet their needs.

In order to protect the health of families, staff, and our community while continuing to provide quality services, the following procedures will apply if a family opts to resume in-person services:

- 1) CDS-CC staff will complete a health screening and temperature check upon arrival and in the afternoon. Staff must successfully pass the health screener before they can engage in home visits.
- 2) Families will be provided with a COVID-19 Screening questionnaire to complete prior to each home visit. The CDS-CC home visitor will review this questionnaire with the family before all scheduled visits. If any person in the home (child, siblings, parents, and anyone else staying in or visiting the home) has active symptoms, recent exposure, or is ill in any way the in-person visit will be canceled and teleconferencing services will be offered.
- 3) In the event that more than one CDS-CC staff member is scheduled to participate in a home visit, only one staff person may go to the home. Additional staff members may attend the visit through virtual platforms such as Zoom or Microsoft teams.
- 4) Upon arrival, prior to entering the home, CDS-CC home visitors will check each person's temperature who will be engaged in the visit. If anyone in the home has a temperature of 100.4 or higher, the visit must be canceled or rescheduled to teleconferencing.
- 5) CDS-CC staff will sanitize their hands at the beginning and end of each visit. Anyone in the home who is engaging in the home visit will be asked wash or sanitize their hands prior to the visit.
- 6) Visits will be conducted outside whenever possible. Home visitors will be required to wear masks, gloves, and a removeable gown/smock when conducting in-home visits. Shoe coverings will be recommended and made available. Social distancing guidelines will be followed as much as possible during visits. Cloth masks and smocks will be changed between homes and sanitized daily according to existing procedure. Staff will be trained in proper use of PPE.
- 7) Participants over age 5 will be asked to wear a mask during home visits. When outdoors, masks may be removed if 6 feet of social distancing is able to be maintained.

- 8) Anyone in the home during the visit who is not actively participating is asked to maintain at least 6 feet social distancing from the home visitor.
- 9) Limited supplies will be brought into or removed from the home. Any supplies brought into the home will be sanitized using approved methods prior to and after each home visit.
- 10) Vehicles used for transportation to home visits will be cleaned and disinfected according to CDC recommendations. At a minimum, commonly touched surfaces in the vehicle will be cleaned and disinfected at the beginning and end of each day. If more than one adult is riding in a vehicle at the same time, masks shall be worn.

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY COVID-19
EARLY HEAD START SOCIALIZATION PROCEDURE

Procedure:

Each EHS home visitor will communicate with families on their individual caseloads to determine family interest in attending socializations, as well as to identify potential times which would work best for scheduling. In order to protect the health of families, staff, and our community while continuing to provide quality services, the following procedures will apply when families choose to participate in socializations:

- 1) CDS-CC staff will complete a health screening and temperature daily- upon arrival. Staff must successfully pass the health screener before they can engage in socializations.
- 2) Families will be provided with a COVID-19 Screening questionnaire to complete prior to each socialization. The CDS-CC home visitors will review this questionnaire with the family prior to the scheduled start time of the socialization. If any person in the home (child, siblings, parents, and anyone else staying in or visiting the home) has active symptoms, recent exposure, or is ill in any way the family will not be able to participate in the socialization.
- 3) Upon arrival at the socialization, CDS-CC home visitors will check each person's temperature who will be participating. If any participant has a temperature of 100.4 or higher, that family will be excluded from the socialization.
- 4) All participants (CDS-CC staff, parents, children, guests) will wash their hands with soap and water for at least 20 seconds at the beginning and end of each socialization and prior to and after each meal or snack. If soap and water are not available, participants may use a hand sanitizer with at least 60% alcohol.
- 5) Socializations will be conducted outdoors whenever possible. EHS staff will follow existing procedures to ensure safety of the environment prior to the socialization. If a socialization is being held indoors, participant numbers will be limited to allow for adequate social distancing dependent upon the location.
- 6) Participants will be expected to follow social distancing guidelines during socializations whenever possible. If unable to maintain 6 feet social distancing, masks will be worn by all participants over age 5. CDS-CC staff will wear cloth face coverings which will be washed daily. If parents or guests do not have a mask, one will be provided for them.
- 7) All meals or snacks served at socializations will be pre-packaged in individual servings. Kitchen staff will continue to follow existing sanitation procedures when preparing food.
- 8) Any materials used will be cleaned and sanitized using approved methods prior to and after each socialization according to the COVID-19 Cleaning and Sanitation procedure. Public playground equipment will not be used during socializations.

- 9) Vehicles used for transportation to socializations will be cleaned and disinfected according to CDC recommendations. At a minimum, commonly touched surfaces in the vehicle will be cleaned and disinfected at the beginning and end of each day. If more than one adult is riding in a vehicle, masks will be worn.

CHILDREN’S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY COVID-19
OUTREACH PRESCHOOL SERVICES PROCEDURE

Procedure:

Designated Part B Special Education employees assigned to outreach services will communicate with their assigned families to determine the feasibility of returning to provide services and supports in the private preschool.

In order to protect the health of children, families, staff, and our community while continuing to provide quality services, the following procedures will apply once outreach services resume:

- 1) CDS-CC staff will complete a health screening and temperature check upon arrival. Staff must successfully pass the health screener before they can engage in community preschool visits.
- 2) The preschool being visited by CDS will conduct health and safety checks on their staff and children as per Wyoming Department of Health orders.
- 3) CDS-CC staff will sanitize their hands at the beginning and end of each visit and will follow each preschool’s specific requirements to maintain health and safety.
- 4) CDS staff will be required to wear masks and follow social distancing guidelines as much as possible during visits. Cloth masks will be washed daily.
- 5) Any supplies used will be sanitized using approved methods prior to and after each preschool visit.
- 6) Vehicles used for transportation to visits will be cleaned and disinfected according to CDC recommendations. At a minimum, commonly touched surfaces in the vehicle will be cleaned and disinfected at the beginning and end of each day. When more than one adult is riding in a vehicle at the same time, masks shall be worn.

**CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
COVID19 PPE Use PROCEDURE**

1. Cloth masks will be worn (per PPE training) by staff whenever they are in a public space, interact with the public or leave an enclosed office.
 - a. Masks will be washed daily, at the highest temperature, either by CDS-CC or at home. If washed at CDS-CC masks will need to be labeled so they can be returned to the appropriate staff member.
 - b. Place used masks in the labeled container in the east planning room each night to be laundered.
 - c. Staff may use the masks provided to them by CDS-CC or purchase their own.
2. N-95 masks are available for staff and children to use when demonstrating COVID19 symptoms. At which time they will be sent home.
3. Protective eye equipment is available upon request.
4. Gloves are required to be worn during diapering, laundry, treating a wound, handling bodily fluids, administering first aide, and while cleaning and sanitizing.

**CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
COVID19 PROCEDURES for Social Distancing and Protecting Yourself at CDS**

1. CDS-CC staff will limit face-to-face contact with others, as it is the best way to reduce the spread of coronavirus disease 2019 (COVID-19).
2. To practice social or physical distancing at CDS-CC:
 - Stay at least 6 feet (about 2 arms' length) from other people
 - Do not gather in groups
 - Stay out of crowded places and avoid mass gatherings
3. Everyone should wash their hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
4. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
5. Avoid touching your eyes, nose, and mouth with unwashed hands.
6. Avoid close contact with people who are sick
7. Reminder, you could spread COVID-19 to others even if you do not feel sick.
8. Everyone should wear a cloth face cover when they are around others in public settings, including work.
9. The cloth face cover is meant to protect other people in case you are infected. Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.
10. Cover coughs and sneezes.
11. Throw used tissues in the trash.
12. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

BY~LAWS
BOARD OF DIRECTORS
OF THE

CHILDREN'S DEVELOPMENTAL SERVICES
OF CAMPBELL COUNTY

AUGUST 2020
Board of Directors

Bertine Bahige, Chairman

Wendy Balo, Vice-Chairwoman

Tyler Watts, Treasurer

Cindy Reardon, Secretary

Holly Hink, Member

Bob Tranas, Executive Director

BY~LAWS
OF
CHILDREN’S DEVELOPMENTAL SERVICES
OF CAMPBELL COUNTY

Article I

NAME

The name of this agency is the Children’s Developmental Services of Campbell County. It shall be located in the City of Gillette and County of Campbell, Wyoming.

Article II

The Children’s Developmental Services of Campbell County is a department of county government.

“The Mission of the Children’s Developmental Services of Campbell County is to serve the community by providing comprehensive quality early childhood services, for children and their families, in caring and compassionate integrated environments, so that all children may achieve their fullest potential as unique individuals in society.”

GOAL: Children’s Developmental Services of Campbell County will establish a foundation of learning that promotes the necessary skills of attention, memory, problem solving, creativity, language and literacy.

GOAL: Children’s Developmental Services of Campbell County will create a culture that promotes socially competent individuals who will build relationships by interacting with peers and gain skills to appropriately regulate and express emotions.

GOAL: Children’s Developmental Services of Campbell County will provide opportunities for wellness to allow children to meet their own needs and live an active healthy lifestyle.

GOAL: Children’s Developmental Services of Campbell County will partner with families in naturally occurring environments to provide supports, services, information and resources.

GOAL: Children’s Developmental Services of Campbell County will partner with community resources to advocate in meeting the needs of children and families.

The Children’s Developmental Services of Campbell County shall serve the needs of children regardless of economic status, race, color or national origin.

Article III

BOARD OF DIRECTORS

- Section I. MANAGEMENT: The management and control of the affairs of this agency shall be vested in and exercised by the Board of Directors. (The Board of Directors shall consist of not more than nine (9) members nor fewer than five (5) members and an EHS Liaison who does not vote.) The Board of Directors shall also consist of people residing in Campbell County and will be appointed by the Board of County Commissioners. The Board will be accountable to the County Commissioners for all actions.
- Section II. ELECTION OF BOARD: The members of the Board of Directors shall be appointed by the Campbell Count Board of Commissioners to serve a 3-year term. Terms of the Board of Directors should be rotating so that their terms do not expire at the same time.
- Section III. TERMS OF OFFICE OF MEMBERS OF THE BOARD OF DIRECTORS: Officers shall be elected by the existing Board of Directors. No Board of Directors officer shall be eligible for reelection to a third consecutive term in office, except when at least one year has lapsed since the previous term.
- Section IV. CONFLICT OF INTEREST: The Board of Directors shall exercise due care and caution, and avoid potential or actual conflict of interest considerations, in any relationships between any Board Member and the agency.
- Section V. POWERS OF THE BOARD OF DIRECTORS: The Board shall have all powers to conduct and control the affairs of the agency, subject to the limitations established by these by-laws. Its duties shall include, but not be limited to, the following:
- (A) Adoption of the fiscal year of the agency.
 - (B) Adoption of operation, budget and authorization of its officers and director, to carry out activities authorized by the budget.
 - (1) Authorization of purchases and other expenditures over a certain predetermined sum, within the limits of the year's budget.
 - (2) Exploration of sources of income, other than tuition, to maintain

- adequate operation of the Center.
- (3) Arrangement for necessary bonding of all persons who are required to handle agency funds.

(C) Formulation and adoption of operating procedures, policies and regulations, as may be necessary to carry out its responsibilities and effectively administer the affairs of the Children’s Developmental Services of Campbell County.

(D) Hire an executive director to administer both the program and business aspects of the Center’s operation.

- (1) Describe the duties of the Director.
- (2) Establish salary based on County pay structure.

(E) Serve as a liaison between the Center and the sponsoring body (Board of Campbell County Commissioners).

(F) Formulate a strong program of community relations and services.

(G) Support the program in the light of changing external and internal needs.

(H) Support the program developed.

Section VI: BOARD VACANCY: A vacancy on the Board of Directors shall be filled for the remainder of the term. The Chairperson of the Board shall notify the County Commissioners of the vacancy. Each person appointed by the Campbell County Board of Commissioners to fill a vacancy shall serve the unexpired term.

Section VII. REMOVAL FROM THE BOARD: Any member of the Board of Directors who is absent at three successive regular meetings of the Board will be questioned as to his or her continuing interest in the Children’s Developmental Services of Campbell County and asked whether or not he or she wishes to remain on the Board. The Board then may or may not recommend to the County Commissioners consideration of removal from the CDS-CC Board of Directors.

Section VIII. BOARD MEETINGS: The Board of Directors shall meet once a month at a time and place designated by the Chairperson. Regular monthly meetings, generally, will be held the last Wednesday of every month at 6:00 P.M. at the Children’s

Developmental Services of Campbell County. Special meetings of the Board of Directors shall be called at the request of two (2) Board Members or may be called at the discretion of the Chairperson. Notice of any regular or special meetings shall be given to each Board member.

Section IX. ANNUAL MEETING: The annual meeting shall be held in the month of July.

Section X. QUORUM: A quorum at any regular or special meeting shall consist of not less than sixty percent (60%) of the Board Members. Less than a quorum may adjourn any meeting from time to time, and the meeting may be held as adjourned without further notice.

Section XI. VOTING: All matters considered during meeting shall be decided by a majority vote of those present, or as designated in Roberts Rules of Order, all votes shall be by voice except upon request of anyone present; a roll call vote shall be taken. The Chairperson shall not vote except in case of a tie, in which event he or she shall cast the deciding vote.

Article IV

OFFICERS

Section I. OFFICERS: The officers of this agency shall be a Chairperson, Vice-Chairperson, Secretary, and Treasurer. All officers and members of the Board of Directors shall serve without compensation.

Section II. ELECTION OF OFFICERS: A majority of the whole Board of Directors present at each annual meeting, shall elect a Chairperson, a Vice-Chairperson, Secretary, and Treasurer. The officers of the corporation shall hold office for a term of one year.

Section III. DUTIES OF OFFICERS: The duties of elected officers shall be those usually pertaining to their positions and shall include the following specific duties assigned to each office:

(A) Chairperson

1. Call all meetings of the Board of Directors.
2. Preside over meetings of the Board of Directors.
3. Appoint the standing committees and their chairperson.

(B) Vice-Chairperson

1. The Vice-Chairperson will assist the Chairperson in the discharge of his or her duties and will preside at the meetings of the Board of Directors in the absence of the Chairperson.
2. In case of inability from any cause of the Chairperson to act, the Vice-Chairperson will perform the duties of the office of Chairperson.

(C) Treasurer

1. The Treasurer shall review the books and records of the financial transactions of the corporation.
2. He or she shall review the annual reports of the financial status after agency preparation for presentation at the annual meeting, and such other reports regarding financial plans and results of operations.
3. The Treasurer shall insure that an annual audit is conducted. Such audit to be open to any Board of Directors member upon request.
4. He or she may serve as Chairperson of the finance and Budget Committee and may perform such other duties as the Board of Directors may designate.

(D) Secretary

1. The Secretary shall be responsible for the preparation and distribution of the minutes of all meetings of the Board of Directors.
2. The Secretary shall also maintain a current list of Board Membership, and shall, under the direction of the Chairperson, issue notices of meetings of the Board of Directors, and shall perform such other duties as may be required by these By-Laws, or assigned by the Board of Directors Chairperson.

Article V

EXECUTIVE DIRECTOR AND STAFF

- Section I. EXECUTIVE DIRECTOR: The Executive Director of the agency is responsible to the Board of Directors for the operation of the agency in accordance with governance policies established by the Board.
- Section II. STAFF: There shall be an Executive Director and such other members of the staff as the Board of Directors shall deem necessary.
1. The Executive Director shall employ such staff as are required to fulfill the purposes and objectives of the agency, in accordance with policies and governance policies established by the Board of Directors and Campbell County.
 2. The Executive Director shall keep the Board informed on all aspects of the program, and shall keep a record of all information of value to the agency, and shall be the medium of communication among all departments of the agency and between the agency and community as adopted by the governance policy.

Article VI

STANDING COMMITTEES

- Section I. STANDING COMMITTEES: The following Standing Committees shall be appointed for a term on one (1) year by the Chairperson, as soon as feasible after his or her election:
- (A) POLICY COMMITTEE: The Policy Council at the grantee agency level and the Policy committee at the delegate agency level have policy-making authority and, therefore, are governed by locally determined bylaws that ensure clarity and consistency in function and purpose.
 - (B) NOMINATING COMMITTEE: This committee shall be composed of not less than two (2) Board Members, and shall be appointed by the Chairperson. It shall be the purpose of the committee to seek individuals interested in early childhood education/special education, and to fill vacancies on the Board of Directors. These names shall be submitted to the County Commissioners for consideration.
 - (C) PROGRAM AND LONG-RANGE PLANNING COMMITTEE: Shall investigate and make recommendations to the Board on issues pertaining to possible

future number of children, and the facility's capacity, services to be offered, size and type of physical facilities, acquisition of land and/or buildings, funding possibilities for programs and facilities, and other issues that may be assigned by the Chairperson.

(D) FINANCE AND BUDGET COMMITTEE: Shall investigate and make recommendations to the Board on all issues pertaining to budgets, financial reporting systems, anticipated expenditures not included in the budget, general financial condition of the agency, and other financial matters that may be assigned by the Chairperson.

(E) PERSONNEL COMMITTEE: Shall investigate and make recommendations to the Board on issues pertaining to agency staff, including: type and level of benefits, cost of living increases, merit increases, personnel policies, grievance procedures, staff salary levels, hiring policy, nondiscrimination policy, and other issues as may be assigned by the Chairperson.

1. Recommended employment of Executive Director.
2. Annual review, revise personnel practices, job description, and pay scales, subject to the approval of the Board.
3. Review board in personnel procedures, set discussion between Executive Director and personnel Committee on matters pertaining to personnel and personnel procedures.

(F) BY-LAWS REVIEW COMMITTEE: Shall investigate and make recommendations to the Board on issues pertaining to adequacy of the agency By-Laws. Such issues to include agency purposes, goals and conformity with legal requirements.

Section II. SPECIAL COMMITTEE: The Chairperson, from time to time, shall designate such additional committees as may be necessary, and the membership with such powers and for such purposes as designated by the Chairperson.

Section III. SIZE AND COMPOSITION OF COMMITTEES: The number of members on all committees shall be determined by the Chairperson.

Article VII

FUNDS AND SECURITIES

Section I. The Board of Directors may authorize any officer or officers the authority to enter into any contract, sign checks, drafts, or other orders for payment of money or indebtedness in the ordinary course of business. Such authority may be general or may be confined to specific instances, unless so authorized by the Board of Directors. No officer or employee shall have the power or authority except by the Board of Directors. No officer or employee, without designation, shall have the power or authority of bind the agency by any contract or engagement, to pledge its credit, or to render it financially liable for any purpose or in any amount, and:

1. Checks and vouchers will be approved during the monthly Board meetings.
2. All checks and vouchers must be signed by Campbell County Clerk.

Section II. All funds of the Agency will be taken to Campbell County Treasurer to be deposited to the credit of the Children’s Developmental Services of Campbell County in such banks, trusts, or other depositories as the Board of Directors may select.

Article VII

FISCAL YEAR

Section I. The Fiscal Year shall begin on the first day of July each year.

Article IX

AMENDMENTS

These By-Laws may be altered or amended by two-thirds (2/3) vote of the Board of Directors present at any regular meeting of the Board of Directors, notice of which proposed amendment or amendments have been given to the Board of Directors.

**Children’s Developmental Services of Campbell County
Board of Directors
Governance Policies**

I. Mission & Purpose

The mission of the Children’s Developmental Services of Campbell County is to serve the community by providing comprehensive quality early childhood services for children and their families, in caring and compassionate integrated environments, so that all children may achieve their fullest potential as unique individuals in society.

II. General Executive Restraint and Board of Directors /Executive Director relations, Board of Directors Delegation to Executive Director

- A. The Executive Director shall not cause or allow any practice, activity, decision, or organizational circumstance which is unlawful, negligent, contrary to the mission, values or policies as expressed by the Board of Directors (Board), or in violation of local, state and federal laws and regulations or professional ethics.
- B. Board responsibility focuses on establishing broad policies; the Board delegates implementation and supplemental policy formation to the Executive Director, unless otherwise stated.
 - 1. The Board delegates authority to the Executive Director, therefore authority and accountability of staff is that of the Executive Director.
 - 2. The Executive Director shall act within acceptable boundaries of prudence and ethics. The Executive Director is authorized to establish all further policies, make all decisions, take all actions and develop all activities as long as they are consistent with a reasonable interpretation of the Board’s policies.

3. The Board may change its policies, thereby shifting the boundary between Board and Executive Director. Consequently, the Board may change the latitude of choice given to the Executive Director, but so long as any particular delegation is in place, the Board and its members will respect and support the Executive Director's choice. This does not prevent the Board from obtaining information concerning delegated areas.
4. Board authority is corporate, not individual. The Executive Director is not obliged to respond to individual requests by members of the Board.

III. Selection and Support of Executive Director/Assess Executive Director Performance.

- A. The Board shall annually conduct formal, objective evaluation of Executive Director performance. Evaluation will be based on:
 1. Review of previous monitoring data, and/or
 2. Other objective criteria consistent with county policies and procedures.

In order to protect the Board from the unexpected loss of Executive Director services, the Executive Director shall have at least one senior manager familiar with Board and Executive Director issues and processes and shall have a plan for emergency executive leadership.

IV. Determine, Monitor, and Strengthen Program and Services to Maintain Accountability.

- A. The Executive Director is the Board's official link to the operating organization and is accountable to the Board for achievement of ends and operating within the boundaries of the executive limitations policies.

The Board will monitor executive fulfillment of board-directed ends and policies. The purpose of monitoring is to determine the degree to which board ends and policies are being fulfilled. Monitoring will be as routine and concise as possible. Policies may be monitored through:

Internal report: Disclosure of necessary information to the Board from the Executive Director.

External report: Inspection of necessary information by a disinterested external auditor or assessor who reports to the Board.

Direct inspection: Inspection of necessary information by a board member, a committee, or the Board as a whole. This is a board inspection of documents, activities, or circumstances directed by the Board which allows a prudent person test of policy compliance.

The Board may monitor any policy at its discretion. However, regular monitoring will include the following:

POLICY	FREQUENCY	TYPE OF REPORT
Ends	Monthly	Internal (Director's Report)
Financial Condition	Monthly	Internal (Financial Statement)
Human Resources	Annual	Internal
Financial Planning (Budget)	Annual	Internal
Board/Executive Director Relationship Policy	Annual	Internal
Emergency Executive Session	As deemed necessary	Internal

Financial Planning/Management.

The Executive Director shall submit for board approval an annual operating budget in compliance with the established timeline of the county and Board.

- A. The Executive Director shall not prepare an operating, capital or construction budget which allows for expenditures in excess of revenues.
- B. The Executive Director shall not permit the budget for any fiscal period to deviate materially from Board priorities, jeopardize fiscal integrity, nor fail to show reasonable foresight.
- C. The Executive Director shall not fail to provide the Board with financial statements (balance sheets and income sheets) detailing monthly expenditures, year to date and actual to budget revenues and expenditures.
- D. The Executive Director shall not fail to implement internal controls to insure fiscal responsibility and sound financial condition.
Accordingly:

The Executive Director shall:

Participate and cooperate with the County Auditing process.

Maintain Directors and Officers liability insurance.

Not allow un-bonded personnel access to material accounts of funds.

Follow County fiscal policies including disposal of organization assets.

Not fail to insure organization assets against casualty and theft.

Not borrow funds or encumber organization assets without express Board approval.

Not fail to obtain Board approval for any capital expenditure not approved within the budget.

Not allow non-designated cash to drop below the amount needed to satisfy normal operating expenses for one month.

VI. Human Resources

The Executive Director shall not fail to operate within established County Human Resources policies.

- A. The Executive Director shall not cause or allow jeopardy to the fiscal integrity or public image of the organization with respect to employment and compensation of employees.
- B. The Executive Director shall not change the Executive Director's compensation or benefits.
- C. The Executive Director shall implement the County compensation and benefits.
- D. The Executive Director shall not promise, imply or guarantee permanent employment.
- E. The Executive Director shall comply with County personnel guidelines.

VII. Enhance Public Standing

The Board of Directors will serve as the organization's ambassadors, advocates and community representatives.

- A. The Board of directors shall appoint the Executive Director as the organization spokesperson.
- B. No Board member shall represent himself/herself as speaking for the Board or organization unless specifically authorized to do so.
- C. The Board shall develop a Public Awareness/Relations Plan to identify their roles and responsibilities.

VIII. Recruit and Orient New Board Members and Assess Board Performance

The Board of Directors shall recruit potential Board Members based on membership needs.

The nominating committee shall develop a Statement of Board Responsibility.

The nominating committee shall establish an orientation plan for new Board of Director's Members for orientation to the organization.

The Board of Directors will participate in a Board Performance Assessment annually.

The undersigned, comprising at least two-thirds (2/3) of the Board of Directors present at the meeting at which the vote was taken, each voted in favor of the attached Governance Policies, to be adopted in August 2019.

Bertine Bahige, Chairwoman Date 8/26/2020

Wendy Balo, Vice-Chair Date 8/26/2020

Tyler Watts, Treasurer Date 8/26/2020

Cindy Reardon, Secretary Date 8/26/2020

Holly Hink, Member Date 8/26/2020

FOR THE MONTH OF July 2020

REVENUES Received	
Enrollments	\$22,522.80
Over Payment in Child Care	\$0.00
Enrollments DFS	\$845.15
Enrollments Preschool	\$6,100.22
Over Payment in 1/2 day Preschool	\$196.27
Misc	\$0.00
Sub total Preschool Monies	\$29,271.90
BHD Region XIII Part B State July	\$156,139.20
BHD Region XIII Part B VIB Federal July	\$4,680.00
BHD Region XIII Part B Flow thru Federal July	\$6,804.00
BHD Region XIII Part C State - July	\$61,256.51
BHD Region XIII Part C Federal	\$0.00
Child Find -- CCSD	\$0.00
Medicaid Waiver/Title 19	\$3,689.33
Reimbursement	\$3,800.00
Early Head Start	\$0.00
Early Head Start T & TA	\$0.00
Early Head Start COVID Funds	\$0.00
TOTAL RECEIPTS	\$236,369.04

Monies Transferred to Campbell County	
REGION XIII Expenses - DD Expenses DD Exp	
including Part C/Title VIB/Medicaid/Flow Thru Expenses	\$0.00
REGION XIII Expenses - DD Expenses DD Exp	\$0.00
June Federal Part C monies/transferred	\$0.00
Early Head Start Expenses - May	\$0.00
Early Head Start Expenses - June (7-17-2020)	\$0.00
TOTAL Monies transferred	\$0.00

Miscellaneous Income	
Collections	\$0.00
Reimbursement /COVID Funds WYO Kids First	\$3,800.00
	\$0.00
Total	\$3,800.00

SUMMARY REPORT

DISBURSEMENTS	
ADMINISTRATION	\$14,315.74
EARLY CHILDHOOD	\$74,835.59
EARLY INTERVENTION	\$200,194.48
EARLY HEAD START	\$29,301.42
TOTAL DISBURSEMENTS	\$318,647.23

Preschool Monies + Transferred Monies - Less Disbursements	
DIFFERENCE = CAMPBELL CO. APPROPRIATION	-\$289,375.33

<i>Total Enrollment Accounts Receivable as of 6-30-2020</i>	\$1,660.75
Child Care/Preschool & DFS -	
Charges and adjustments	\$ 30,522.53
Less payments received	\$ 29,468.17
Balance Accounts Receivable as of 7-31-2020	\$ 2,715.11

GRANT FUNDED BANK BALANCES: 1ST NATIONAL BANK	
REGION XIII ACCOUNT	\$245,326.73
EARLY HEAD START	\$84.45
7/31/2020	\$245,411.18

CHILDREN'S DEVELOPMENTAL SERVICES OF CAMPBELL COUNTY
FISCAL YEAR 2020-2021
FINANCIAL STATEMENT FOR July 2020
Percentage of Year Expended 8%

	JULY REVENUES	CURRENT YEAR 2020-2021 BUDGETED	2020-2021 RECEIVED TO DATE	PERCENT OF BUDGET	UNENCUMBERED BALANCE	CHART OF ACCT NUMBER	Explanation
REVENUES EARLY CHILDHOOD EDUCATION							
Enrollments/Full Day Preschool	22,522.80	266,650.00	22,522.80	0.08	244,127.20	1.4856	Parent's Fees
Enrollments/DFS	845.15	40,000.00	845.15	0.02	39,154.85	1.4856.1	DFS Clients
Enrollments/ Preschool	5,903.95	189,500.00	5,903.95	0.03	183,596.05	1.4856.2	Preschool
Interest Income & Misc	0.00	1,500.00	0.00	0.00	1,500.00	1.5220.20	Misc Income
Totals Early Childhood Education	29,271.90	497,650.00	29,271.90	0.06	468,378.10		
REVENUES EARLY INTERVENTION							
Grants							
Title VI-B Federal 619 2020-2021	4,680.00	56,160.00	4,680.00	0.08	51,480.00	1.4493.20	Federal VIB Funding 20-21 216 children @ 260.
Title VI-B Federal Flow Thru 2020-2021	6,804.00	81,648.00	6,804.00	0.08	74,844.00	1.4495.20	Federal Flow Thru Funding 20-21 216 Children @ 378
BHD - Region XIII Part B State 2020-2021	156,139.20	1,873,670.00	156,139.20	0.08	1,717,530.80	1.4523	State Part B Funding includes Social Emotional 216 @ 8674.40
BHD - Region XIII Part C Federal 2020-2021		111,693.00	0.00	0.00	111,693.00	1.4498	Federal Part C funding 20-21 84 children @ 1329.68
BHD - Region XIII Part C State 2020-2021	61,256.51	745,078.00	61,256.51	0.08	683,821.49	1.4497.06	State Part C Funding 20-21 84 children @ 8750.93 includes SE + PD Funds
Child Find		65,000.00	0.00	0.00	65,000.00	1.4629	school district contract
Medicaid Title 19	3,689.33	62,000.00	3,689.33	0.06	58,310.67	1.4432.3	reimbursement from State/OT,PT, SPEECH
Reimbursement Income	3,800.00	5,000.00	3,800.00	0.76	1,200.00	1.5491	in/out unexpected reimbursement
Total Early Intervention	236,369.04	3,000,249.00	236,369.04	0.08	2,763,879.96		
REVENUES EARLY HEAD START							
Early Head Start 2020-2021		361,256.00	0.00	0.00	361,256.00	1.4412.22	EHS Budget FY 20 (Sept-August)
Early Head Start 2020-2021 T & TA Funds		10,000.00	0.00	0.00	10,000.00	1.4412.23	Technical Assistant Funds
Total Early Head Start	0.00	371,256.00	0.00	0.00	371,256.00		
Campbell County Appropriation	289,375.33	2,377,435.00	289,375.33	0.12	2,088,059.67		Income less expenses
TOTAL ALL REVENUE	555,016.27	6,246,590.00	555,016.27	0.09	5,691,573.73		Totals

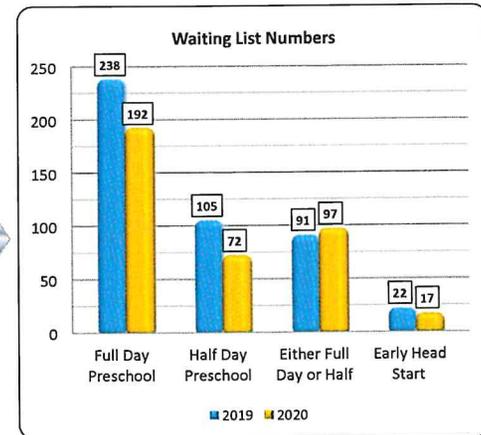
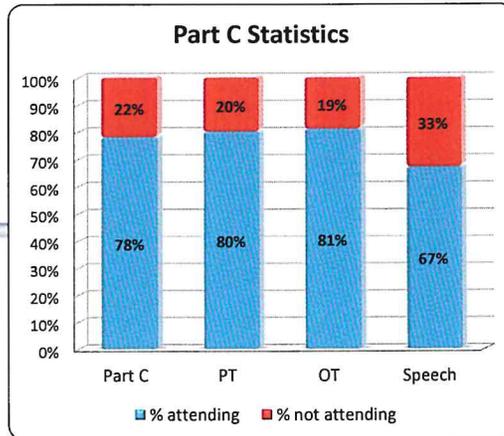
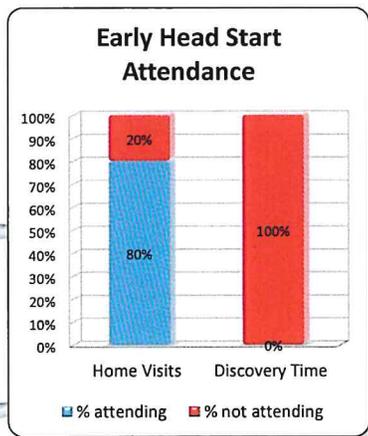
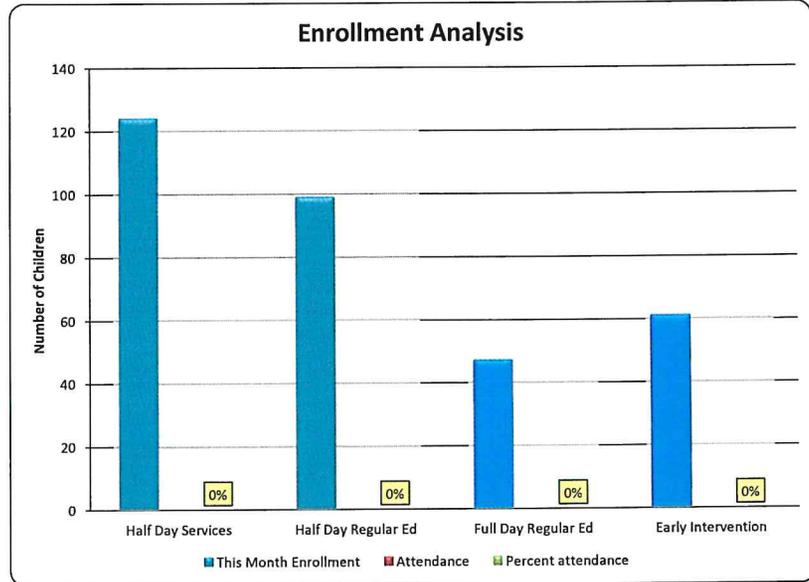
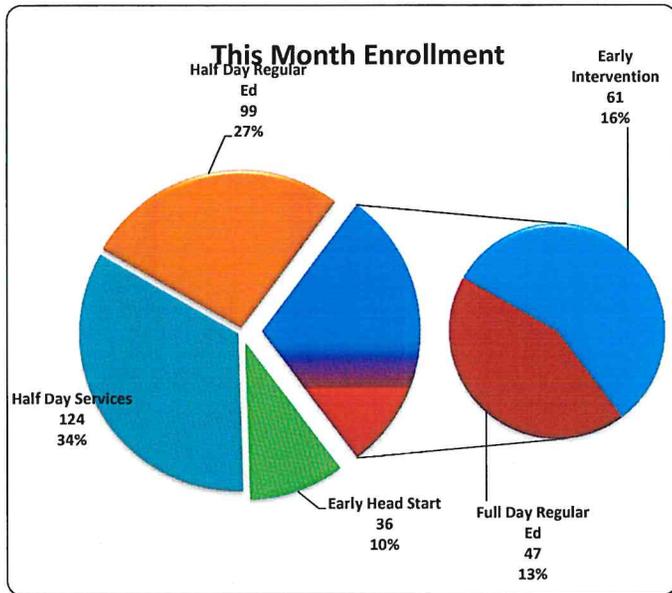
EXPENDITURES	JULY Expenditures	CURRENT YEAR	2020-2021	PERCENT OF BUDGET	UNENCUMBERED BALANCE	Explanation
		2020-2021 BUDGETED	Expended TO DATE			
ADMINISTRATION						
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	10,048.55	138,079.00	10,048.55	0.07	128,030.45	701.6022 4 full time/ less DD
Regular Earnings Overtime	243.25	6,200.00	243.25	0.04	5,956.75	701.6023 Overtime for non-exempt employee
Regular Earnings/part time	1,768.09	23,797.00	1,768.09	0.07	22,028.91	701.6024 1 part time less DD
Additional Requested Payroll		0.00	0.00		0.00	701.6028
Compensation Adjustment		0.00	0.00	#DIV/0!	0.00	701.6039 As per County Commissioners
Employers Contributions						
Empl. Contribution Fica	1,859.32	25,146.00	1,859.32	0.07	23,286.68	701.6041 7.65% Fica Tax
P/R Benefit Expenditures	4,551.12	193,953.00	4,551.12	0.02	189,401.88	701.6042 life/dental/health/18.62% RET
TOTAL WAGES AND BENEFITS	18,470.33	387,175.00	18,470.33	0.05	368,704.67	
Contractual Services						
Communications & Transportation						
Postage & Freight	-121.49	300.00	-121.49	-0.40	421.49	701.6052 postage meter and scale
Publicity						
Public Relations/Board Expense		200.00	0.00	0.00	200.00	701.6091 Board/Committee Work
Dues & Subscriptions						
Periodicals		400.00	0.00	0.00	400.00	701.6101 Subscriptions
Collection Agency		750.00	0.00	0.00	750.00	701.6102
Utility Service						
Electricity, Water & Sewer	-4,130.26	25,000.00	-4,130.26	-0.17	29,130.26	701.6111 shared exp with EHS DDD
Propane & Natural Gas	-274.40	3,000.00	-274.40	-0.09	3,274.40	701.6114 shared exp with EHS DDD
Garbage Collections	168.25	2,000.00	168.25	0.08	1,831.75	701.6116 shared exp with EHS DDD
Maintenance/Licensing Agreement						
Maintenance Agreement	769.34	8,500.00	769.34	0.09	7,730.66	701.6234 copier/fax
Travel Employees						
Tuition & Fees		1,000.00	0.00	0.00	1,000.00	701.6517.1
Conferences/Seminars & Workshops		750.00	0.00	0.00	750.00	701.6517.3
Employee Transportation		300.00	0.00	0.00	300.00	701.6517.4 mileage @ .58
Meals & Lodging		750.00	0.00	0.00	750.00	701.6517.5 Leadership WY
TOTAL CONTRACTUAL SERVICES	-3,588.56	42,950.00	-3,588.56	-0.08	46,538.56	
Supplies						
General Office Supplies	-380.08	2,500.00	-380.08	-0.15	2,880.08	701.6531 shared exp with EHS DDD
Paper Supplies	-185.95	1,200.00	-185.95	-0.15	1,385.95	701.6533 shared exp with EHS + DDD
TOTAL SUPPLIES	-566.03	3,700.00	-566.03	-0.15	4,266.03	
Fixed Charges						
Insurance						
General Liability		150.00	0.00	0.00	150.00	701.6933 surety Bonds for Carol/Emily/Treasurer
TOTAL FIXED CHARGES	0.00	150.00	0.00	0.00	150.00	
Capital Outlay						
Furniture/ Fixtures/Equipment	0.00	1,000.00	0.00	0.00	1,000.00	701.7202 Replacement of Chairs/items under 1000
Technology/Phone/Pro Care Software	0.00	750.00	0.00	0.00	750.00	701.7214 support Pro Care Software
TOTAL CAPITAL OUTLAY	0.00	1,750.00	0.00	0.00	1,750.00	
SUB TOTAL ADMINISTRATION	14,315.74	435,725.00	14,315.74	0.03	421,409.26	

EXPENDITURES EARLY EDUCATION/CHILD CARE	JULY Expenditures	CURRENT YEAR		2020-2021 Expended TO DATE	PERCENT OF BUDGET	UNENCUMBERED BALANCE	Explanation
		2020-2021 BUDGETED					
Wages and Benefits							
Salaries & wages Permanent Emp.							
Regular Earnings	56,165.56	766,276.00	56,165.56	0.07	710,110.44	702.6022	22 full time employees (less DD)
Regular Earnings/Part Time		0.00	0.00	#DIV/0!	0.00	702.6024	
Salaries & wages Temp. Emp.							
Regular Earnings/Subs	-2,598.75	30,400.00	-2,598.75	-0.09	32,998.75	702.6032	10.81 per hour on call
Additional Requested Payroll		0.00	0.00	#DIV/0!	0.00	702.6038	
Compensation Adjustment		0.00	0.00	#DIV/0!	0.00	702.6039	
Employers Contributions							
Empl. Contribution Fica	5,446.84	75,910.00	5,446.84	0.07	70,463.16	702.6041	7.65% fica
P/R Benefit Expenditures	11,750.26	640,634.00	11,750.26	0.02	628,883.74	702.6042	health/dental/ 18.62% RET
TOTAL WAGES AND BENEFITS	70,763.91	1,513,220.00	70,763.91	0.05	1,442,456.09		
Contractual Services							
Printing/Duplicating							
Printing Cartridges		500.00	0.00	0.00	500.00	702.6072	ink cartridges for printers
Dues & Subscriptions							
Periodicals/Curriculum		9,000.00	0.00	0.00	9,000.00	702.6101	Creative Curriculum/Gold Portfolios/Teaching Strat
Assoc., Committee Dues		250.00	0.00	0.00	250.00	702.6102	DFS and Food Licencese
Hepatitis B Vaccination/CRIML Bckgrnd		1,200.00	0.00	0.00	1,200.00	702.6381	background ck 39.00 per person
Naeyc Accreditation		1,000.00	0.00	0.00	1,000.00	702.6383	NAEYC Accreditation/school chapters
Family Functions		500.00	0.00	0.00	500.00	702.6391	Parents/Family Activities
Travel Employees							
Tuition & Fees		2,162.00	0.00	0.00	2,162.00	702.6517.1	CDA's/CPR
Conferences/Seminars/Workshops		4,650.00	0.00	0.00	4,650.00	702.6517.3	annual staff training
Employee Transportation	96.00	250.00	96.00	0.38	154.00	702.6517.4	.545 mileage reimbursement
Meals & Lodging		500.00	0.00	0.00	500.00	702.6517.5	
TOTAL CONTRACTUAL SERVICES	96.00	20,012.00	96.00	0.00	19,916.00		
Supplies							
School Supplies	263.71	8,000.00	263.71	0.03	7,736.29	702.6554	
Classroom Supplies		2,200.00	0.00	0.00	2,200.00	702.671	classroom supplies
Food	3,302.08	60,000.00	3,302.08	0.06	56,697.92	702.6665	
Kitchen Supplies	403.60	6,500.00	403.60	0.06	6,096.40	702.669	dishes/paper products
Medical Supplies	20.54	500.00	20.54	0.04	479.46	702.6671	misc. medical including sunscreen
Repairs & Maintenance							
Furnishings		1,000.00	0.00	0.00	1,000.00	702.6762	cots/tables/chairs
Kitchen Maintenance		1,000.00	0.00	0.00	1,000.00	702.6762.4	Steamer/Convey Oven/repair
TOTAL SUPPLIES	3,989.93	79,200.00	3,989.93	0.05	75,210.07		
Fixed Charges							
Insurance							
Preschool Accident Insurance	-14.25	4,300.00	-14.25	0.00	4,314.25	702.6942	100 deductible
TOTAL FIXED CHARGES	-14.25	4,300.00	-14.25	0.00	4,314.25		
Capital Outlay							
Playground Equipment	0.00	2,000.00	0.00	0.00	2,000.00	702.7216	outside toys
TOTAL CAPITAL OUTLAY	0.00	2,000.00	0.00	0.00	2,000.00		
Sub Totals Early Education/Child Care	74,835.59	1,618,732.00	74,835.59	0.05	1,543,896.41		

EXPENDITURES	JULY Expenditures	CURRENT YEAR	2020-2021	PERCENT OF BUDGET	UNENCUMBERED BALANCE		Explanation
		2020-2021 BUDGETED	Expended TO DATE				
EARLY INTERVENTION							
Wages and Benefits							
Salaries & wages Permanent Emp.							
Regular Earnings	153,613.89	2,121,024.00	153,613.89	0.07	1,967,410.11	703.6022	28 full time employees + ADM & PRE/EHS DD + SPA
Regular Earnings/Part Time	4,171.28	54,328.00	4,171.28	0.08	50,156.72	703.6024	2 part time employees + ADM DD
Temp Part time/Subs	2,598.75	31,185.00	2,598.75	0.08	28,586.25	703.6032	substitues on call 10.81
Additional Requested Payroll		0.00	0.00	#DIV/0!	0.00	703.6038	
Compensation Adjustment		0.00	0.00	#DIV/0!	0.00	703.6039	as per county commissioners
Employers Contributions							
Empl. Contribution Fica/WC	11,341.95	169,716.00	11,341.95	0.07	158,374.05	703.6041	7.65% fica + WC
P/R Benefit Expenditures	23,324.32	1,154,162.00	23,324.32	0.02	1,130,837.68	703.6042	health/dental/17.12% ret /Def Com
Flex Benefits		21,900.00	0.00	0.00	21,900.00	703.6046	100.00 flex + employee/Health Savings Plan included
TOTAL WAGES AND BENEFITS	195,050.19	3,552,315.00	195,050.19	0.05	3,357,264.81		
Contractual Services							
Communications							
Postage & Freight	66.57	800.00	66.57	0.08	733.43	703.6052	
Telephone/Data Plan	13.38	2,500.00	13.38	0.01	2,486.62	703.6053	Cell Phones + Data Plan for I pads
Publicity							
Advertising		2,300.00	0.00	0.00	2,300.00	703.6092	open positions/Dev wheels
Recruitment/Relocation		2,500.00	0.00	0.00	2,500.00	703.6093.01	open positions
Dues & Subscriptions							
Periodicals		500.00	0.00	0.00	500.00	703.6101	LRP Publications
Professional Dues	99.00	3,000.00	99.00	0.03	2,901.00	703.6102.2	Certifications/License Fees/Assoc Dues
Utilities	4,518.51	54,222.00	4,518.51	0.08	49,703.49	703.6111	DDD portion of utilities.Annex
Professional Services							
Children's Transportation	-208.34	8,830.00	-208.34	-0.02	9,038.34	703.6137	mileage reimbursement/fuel
Consulting		10,000.00	0.00	0.00	10,000.00	703.6146	Outside contracts/Translators
Infant Inter Agency Council		500.00	0.00	0.00	500.00	703.6386	Agency acitivities/luncheons ICC
Region XIII Social Emotional		10,000.00	0.00	0.00	10,000.00	703.6393	Trainings/Contracts/Parent classes as per SF34 Social Emotional/Prymid
Travel Employees							
Tuition & Fees		3,000.00	0.00	0.00	3,000.00	703.6517.1	
State Training and Technical Assistance		15,000.00	0.00	0.00	15,000.00	703.6517.22	state funds for training
Employee Transportation		500.00	0.00	0.00	500.00	703.6517.4	.545 per mile
Meals & Lodging		5,000.00	0.00	0.00	5,000.00	703.6517.5	
TOTAL CONTRACTUAL SERVICES	4,489.12	118,652.00	4,489.12	0.04	114,162.88		
Supplies							
General Office Supplies	400.00	5,000.00	400.00	0.08	4,600.00	703.6531	includes shredder expense
Paper Supplies	216.67	3,000.00	216.67	0.07	2,783.33	703.6533	
School Supplies		8,000.00	0.00	0.00	8,000.00	703.6554	Protocols
School Furnishings		1,000.00	0.00	0.00	1,000.00	703.6771.1	Items under 1,000
School Furnishings/Additional Classroom		0.00	0.00	#DIV/0!	0.00	703.6771.2	
Part C Supplies		1,400.00	0.00	0.00	1,400.00	703.6748	Teaching Strategies Gold/Net/Supplies
Repairs & Maintenance							
Vehicle Parts & Repairs		5,760.00	0.00	0.00	5,760.00	703.6751	
TOTAL SUPPLIES	616.67	24,160.00	616.67	0.03	23,543.33		
Fixed Charges							
Reimbursement Expense	38.50	5,000.00	38.50	0.01	4,961.50	703.7105	in/out expense
Total Fixed Charges	38.50	5,000.00	38.50	0.01	4,961.50		
Capital Outlay							
Office Equipment		500.00	0.00	0.00	500.00	703.7194	desks/file cabinets
School Equipment		5,000.00	0.00	0.00	5,000.00	703.7217	Equipment Repair and Maintenance
TOTAL CAPITAL OUTLAY	0.00	5,500.00	0.00	0.00	5,500.00		
Sub totals for Early Intervention	200,194.48	3,705,627.00	200,194.48	0.05	3,505,432.52		

EXPENDITURES	JULY Expenditures	CURRENT YEAR	2020-2021	PERCENT OF BUDGET	UNENCUMBERED BALANCE	Explanation
		2020-2021 BUDGETED	Expended TO DATE			
EARLY HEAD START						
Wages and Benefits						
Salaries & wages Permanent Emp.						
Regular Earnings	19,052.47	247,684.00	19,052.47	0.08	228,631.53	704.6022 5 FULL TIME / 1 PART TIME/less DD
Compensation Adjustment		0.00	0.00	#DIV/0!	0.00	704.6039 As per County Commissioners
Employers Contributions						
Empl. Contribution Fica	1,664.51	22,453.00	1,664.51	0.07	20,788.49	704.6041 7.65% fica + WC
P/R Benefit Expenditures	3,488.34	144,518.00	3,488.34	0.02	141,029.66	704.6042 health/dental/17.12% ret/Def Comp
Flex Benefits		3,800.00	0.00	0.00	3,800.00	704.6046 100.00 per employee flex + health savings plan
TOTAL WAGES AND BENEFITS	24,205.32	418,455.00	24,205.32	0.06	394,249.68	personal services include CDS share
Contractual Services						
Communications						
Postage & Freight/Copies	54.92	700.00	54.92	0.08	645.08	704.6052 Monthly expense to CDS
Printing Special Forms		600.00	0.00	0.00	600.00	704.6071 Home Visits/lesson plans
Associate Dues	72.00	552.00	72.00	0.13	480.00	704.6102 WYO + Region VIII Dues
Utilities						
Utilities	446.59	6,393.00	446.59	0.07	5,946.41	704.6111 Monthly expenses to CDS/annex (source gas/qarbage/elec
Travel Employees						
Consulting Training		300.00	0.00	0.00	300.00	704.6146.01 Nutrition Contract
Technical Assitance (carry over June)	2,000.00	2,000.00	2,000.00	1.00	0.00	704.6146.07 Require Training Dollars
Technical Assitance (current year)	2,200.00	8,000.00	2,200.00	0.28	5,800.00	704.6146.09 Require Training Dollars
Vehicle Transportation	208.34	2,500.00	208.34	0.08	2,291.66	704.6517.4 monthly expense/fuel
Vehicle Maintenance/Repair		900.00	0.00	0.00	900.00	704.6751 repairs on vehicles
TOTAL CONTRACTUAL SERVICES	4,981.85	21,945.00	4,981.85	0.23	16,963.15	
Supplies						
General Office Supplies	100.00	1,300.00	100.00	0.08	1,200.00	704.6531 Monthly expense to CDS
Classroom/Home Base Educational Supplies		1,775.00	0.00	0.00	1,775.00	704.6554 actual for x-tra supplies/mo for CDS supplies/CC Net/GOLD
Preschool Accident Insurance	14.25	171.00	14.25	0.08	156.75	704.6942 Monthly expenses to CDS
TOTAL SUPPLIES	114.25	3,246.00	114.25	0.04	3,131.75	
Parent Services						
Parents Books & Resources		150.00	0.00	0.00	150.00	704.6181.01 parents books & supplies
Other Parent Services/Child Care		1,400.00	0.00	0.00	1,400.00	704.6181.02 child care for classes/interactions/translation
Parents Activities/Travel		250.00	0.00	0.00	250.00	704.6517.9 reimbursement for parents
Family Enrichment Counsel		38,060.00	0.00	0.00	38,060.00	704.6181.03 Contract w/mental health provider/QI Mental Health
Health Services Contract		3,000.00	0.00	0.00	3,000.00	704.6181.04 contracted nurse
TOTAL PARENT SERVICES	0.00	42,860.00	0.00	0.00	42,860.00	
Sub totals for Early Head Start	29,301.42	486,506.00	29,301.42	0.06	457,204.58	
TOTAL EXPENDITURES	318,647.23	6,246,590.00	318,647.23	0.05	5,927,942.77	Totals

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