



In response to CDE ELCD Management Bulletin 20-09
Subject: COVID-19 Guidance on Program Self Evaluation, Contract Monitoring, and
Program Quality Requirements
April 30, 2020

San Diego Community College District CTTR and CSPP Contractor Agency Plan

The San Diego Community College District (SDCCD) has three child development centers located on the college campuses of San Diego City, Mesa, and Miramar colleges. Each college serves a large and diverse population of students and community members. The enrollment at the child development centers reflect this population and the services provided are tailored to meet the unique needs of the families and children. This exceptional service continues even in cases of emergency closures.

When offering State-Subsidized early learning and care programs, the SDCCD Child Development Centers must continue to provide modified quality program activities to all currently enrolled children and families in compliance with 5 CCR and EC8203.

This Agency Plan provides districtwide guidance regarding modified program operations to address the needs of children and families who are no longer being served in the physical setting during an emergency closure.

Per the requirements of CDE ELCD Management Bulletin 20-09, the SDCCD Agency Plan includes districtwide requirements for:

- Engagement of staff during the emergency closure to provide support services to children and families
- The development and maintenance of family engagement plan(s) for disasters
- Provision of online resources and activities for children and families at home, including virtual opportunities
- Policy on assisting local efforts to provide child care and development services to essential employees
- Engagement in existing statewide quality projects supporting 5 CCR contractors for local and/or virtual professional development and support activities
- Engagement in external online/virtual professional development opportunities for program staff

The SDCCD Agency Plan will be on file at each Center and at the District office. Electronic versions will be maintained by each Center Director and the District Program Director.

In addition to the guidance and requirements included in this plan, the SDCCD Centers will contact the local [Resource & Referral agency](#) and the local Quality Counts California (QCC) consortia to identify additional resources to meet the needs of children, families, and staff.



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Contract Review

The SDCCD Child Development Centers will comply with all California Department of Education (CDE) Early Learning and Care Division (ELCD) guidance regarding modified monitoring of sites. The CDE supports contractors by providing technical assistance, training, and updated information remotely.

Per CDE ELCD Management Bulletin 20-09, the CDE has suspended all on-site visits.

The SDCCD on-site quality assurance monthly visits are also suspended.

Program Self Evaluation

Per CDE ELCD Management Bulletin 20-09, the requirement to submit the Program Self Evaluation (PSE) on June 1, 2020 has been suspended. The CDE will assess the need for the PSE and will provide additional guidance regarding submission of the PSE at a later date if necessary. The SDCCD Child Development Centers will comply with all CDE guidance regarding the PSE.

Parent Involvement

The SDCCD Child Development Center office and/or teaching staff will contact each currently enrolled family at a minimum of twice per week to keep updated on the child and family, in compliance with 5 CCR Section 18275.

To the extent possible, the Center staff will conduct family outreach in the family's preferred language via phone calls, emails, and/or texts in addition to the use of the Learning Genie software and other software tools. Center Directors will ensure ongoing weekly contact and communication with the parents through emails, texts, and/or phone calls, which will include distribution of college and community news, sharing of local resources, distribution of upcoming teacher communication, and resources for children activities. Center Directors are encouraged to include social emotional communication that strengthens parent/center relationships and the feeling of community. Heart-felt well-wishes during times of emergency are also encouraged.

Family outreach by Center staff will consist of a mix of individual and group activities to maintain relationships and a support system for families and children. Each Center staff member will document all outreach efforts (see Center Evidence and File Management section for details).

Center staff will communicate with families about their progress and needs with distance learning and the family's overall well-being. Center staff will provide resources and referrals to support services, social services, and health services as needed. All referrals and resources are documented and will be filed at each center. When individual referrals are provided to a parent, the staff conduct follow-up contact within a two-week period to document the outcome of the referral.



Per CDE ELCD Management Bulletin 20-09, parent conferences are suspended through June 30, 2020. However, SDCCD Centers are encouraged to conduct parent conferences virtually whenever possible and/or as needed.

The SDCCD Child Development Centers at San Diego City and San Diego Mesa College operate a collaboration with the local Head Start program, which provides additional office and teaching staff. The Head Start staff make weekly phone calls to ensure parents are receiving resources and/or to assess new needs for additional resources that may benefit their family during the Center's closure. They also provide follow-up communication with the family for all referrals made to ensure the needs of the family were met.

To avoid any duplication of communication with families, the Center staff and Head Start staff will maintain weekly contact to review outreach efforts, results, and any updates on local resources.

Educational Programs

The SDCCD Child Development Centers provide all enrolled families with developmentally appropriate activities that can be done at home. Activities comply with 5 CCR Section 18273 and are documented.

The SDCCD Centers Directors will offer virtual learning opportunities daily through various methods to maintain the developmental progress of currently enrolled children. These methods include, but will not be limited to: email, online learning platforms, video and/or activity packets. The preparation and dissemination of all learning activity packets and materials will comply with the SDCCD, County, and State social distancing requirements.

Each SDCCD Center's Lead Teachers make weekly contact with families. Contact is made in a variety of ways, including Learning Genie software (email/text), text, phone call, or a pre-recorded video sent via a YouTube link. Teachers continue to develop weekly lesson plans to share with families to provide ideas that can be incorporated at home with typical household materials. Teachers and/or Center staff will provide resources and follow-up with families who need access to free internet and/or computers. In the interim, and if necessary, accommodations will be made by the Teachers for any family who does not have access to technology.

The SDCCD Centers' Lead Teachers provide an activity plan for each child that can be incorporated into daily activities. Teacher outreach also focuses on family engagement activities and child learning activities, similar to those conducted on-site, including developing a regular routine or schedule to help the child build a sense of predictability, trust, safety, and comfort. Activities promote the developmental progress of social emotional skills, language and literacy skills, problem solving skills, math and science skills, and physical health. To the extent possible, activities are provided in the family's preferred language. When needed, Teachers provide guidance to parents for the modification of activities to suit the individual needs of the family and/or child.



Lead Teachers report to Center Directors on outcomes and delivery of education services. All contact and activities are documented, and if contact cannot be made, the attempt to make contact is also documented

Center staff will refer families to the distribution of free meals, which are offered by Head Start and San Diego Unified School District at various locations throughout the city. Once a week, the Head Start meals will include activity kits for children 3 to 5 years old to complete at home. The activities focus on the learning foundations in the major domain areas:

- Social-emotional development
- Language development
- Cognitive development
- Perceptual and motor development
- Gross and Fine Motor development

Center Staffing

Center staffing will comply with all SDCCD HR requirements and guidance.

Per the March 2020 SDCCD guidance regarding employment during campus and district closures in response to COVID19 precautions, SDCCD employees will maintain current compensation and employment at typical scheduled weekly hours until further notice. As such, the SDCCD Center staffing remains the same.

Staff Development

The SDCCD values professional development and provides regular and ongoing access to professional development opportunities. All Center professional development will comply with SDCCD policies.

The SDCCD will continue to provide Center staff professional development and/or access to professional development through distance learning opportunities for priority topics including, but not limited to, health and safety and child development. Center staff Development will continue to comply with 5 CCR 18274.

The SDCCD Centers will continue to engage in existing statewide quality projects supporting 5 CCR contractors for local and/or virtual professional development and support activities.

Each Center Director will continue to document all professional development activities.

Per CDE ELCD Management Bulletin 20-09, each Center provides staff development using, but not limited to, the [CDE resources](#) as well as the following:

- [California Early Childhood Online](#) Health and Safety Modules for Child Care
- Local Quality Counts California [professional communities of practice](#)
- Local Resource and Referral Network agency for [professional development opportunities](#).



- Professional development resources at the [Head Start Early Childhood Knowledge Center](#)

Additionally, the Center Directors will continue to distribute and encourage engagement in the following professional development resources to all Center staff:

- [Learning Genie YouTube learning videos](#)
- [Desired Results Developmental Profile](#)
- [Community Care Licensing](#)
- [Child and Adult Care Food Program](#)
- [EveryChild California](#)
- [YMCA Childcare Resource Service](#)
- [San Diego Community College District](#)
- [Vision Resource Center](#)
- [California Community College Chancellors Office](#)

Each Center Director and/or College Dean will ensure individual work plans for Center staff. Work plans include professional development for the maintenance and/or upgrading of their Child Development Permit. Work Plans also include an activity/task to complete, a timeline, and documentation of completion. Work Plans are approved, reviewed, and adjusted by supervisors on a weekly basis where additional guidance and support is also provided.

Each Center Director will make contact with Center staff no less than once per week through online meetings and/or personal phone calls/texts.

The SDCCD Child Development Districtwide Program Director will provide, at minimum, bi-weekly support to the Center Directors and enrollment staff via online meetings, emails, and phone calls. Support and communication includes new or upcoming changes that impact the programs operations, reporting, compliance, professional development opportunities, and child care information for essential workers as per the local resource and referral agency information. Additionally, the Program Director will provide, as needed, online live trainings regarding Title 5 and 22 requirements, Child and Adult Care Food Program requirements, and other relevant information. These trainings may be provided to all three Centers or tailored to a specific Center's unique needs. Center Directors may request additional training topics from the Program Director and/or the SDCCD.

Developmental Profiles

The SDCCD Child Development Centers will submit data in DRDP Online for any rating period that complete data has been collected. The SDCCD Centers will not upload partial data into DRDP Online.

Per CDE ELCD Management Bulletin 20-09, rating periods after March 17, 2020 are suspended through June 30, 2020.



Parent Surveys

Per CDE ELCD Management Bulletin 20-09, the CDE parent survey requirement has been suspended through June 30, 2020.

Health and Social Services

The SDCCD Child Development Center staff will communicate with families to ensure the family's overall well-being. The SDCCD Center staff will identify, refer, and ensure the families' health and social services needs are being met. All referrals and resources will be documented, and if referrals are provided to a family, Center staff will conduct a follow-up to document the outcome of the referral.

Additionally, no less than once every other week, each Center's Lead Teachers or Center staff incorporates individual parent outreach specifically for inquiring about family needs into their regular family and child engagement.

Center staff will refer families to the distribution of free meals, which are offered by Head Start and San Diego Unified School District at various locations throughout the city. Once a week, the Head Start meals will include activity kits for children 3 to 5 years old to complete at home. The activities focus on the learning foundations in the major domain areas:

- Social-emotional development
- Language development
- Cognitive development
- Perceptual and motor development
- Gross and Fine Motor development

The SDCCD Child Development Centers at San Diego City and San Diego Mesa College operate a collaboration with the local Head Start program, which provides additional office and teaching staff. The Head Start staff make weekly phone calls to ensure parents are receiving resources and/or to assess new needs for additional resources that may benefit their family during the Center's closure. They also provide follow-up communication with the family for all referrals made to ensure the needs of the family were met.

To avoid any duplication of communication with families, the Center staff and Head Start staff will maintain weekly contact to review outreach efforts, results, and any updates on local resources.

Environmental Rating Scales

Per CDE ELCD Management Bulletin 20-09, the CDE Environmental Rating Scales (ERS) requirements has been suspended through June 30, 2020. The CDE will assess the needs of the ERS in light of the developments of the State of Emergency in California as a result of the threat of the global pandemic disease COVID-19, and will provide additional guidance regarding ERS at a later date if necessary. The SDCCD Child Development Centers will comply with all guidance from the CDE regarding ERS requirements.



Center Evidence and File Management

The SDCCD Child Development Centers and the SDCCD office each maintain an evidence box. Each box is set-up identically with labeled files to easily place documents (flyers, printed emails, photos, etc.) that will demonstrate the area of compliance. Family files documenting need and eligibility for the CCTR and CSPP services are stored and maintained in the center locked offices. During operation of the centers documentation of ongoing services are placed in the family file.

This Agency Plan will be maintained in the Centers' evidence box as well as the District's evidence box. Electronic copies will be maintained by the Center Directors and District Program Director and made available to Center staff remotely.

During modified program services, staff will save digital documentation and/or handwritten notes of the communication between them and the families. On a weekly basis, Center staff will submit documentation to Center Directors electronically and/or deliver documentation directly to the applicable Center for filing in the Family Files and/or evidence boxes.

Center Directors maintain electronic record of all evidence to be transitioned to the Center. Electronic documentation management is consistent across all three Centers and mirrors the Family File and/or evidence box.

Assisting Local Efforts to Provide Services to Essential Employees

Per the Districtwide Child Development Center Staff Handbook, if the local elementary school district closes due to a natural disaster the Centers may also close. If the Center's College campus closes, the Center must close. Closure of any SDCCD Center always takes into account the safety of the children, families, and staff and follows SDCCD decision making processes.

Per the March 2020 districtwide guidance regarding COVID19 precautions, all SDCCD campuses have closed and will remain closed until further notice. Per March 2020 decisions by each College President, each Center will be closed for the duration of the spring 2020 semester. Centers will not re-open to provide services to essential employees unless otherwise directed by the SDCCD Chancellor.

The SDCCD Program Director is a member and the First Chair to the San Diego County Child Care and Development Local Planning Council, which is providing resources for essential workers. All pertinent information is shared with Center staff to distribute to the families.

Development & Maintenance of Family Engagement Plan(s) for Disasters

This Agency Plan serves as the districtwide comprehensive plan for family engagement during disasters. Family Engagement Planning for disasters will be integrated into the Board Approved Family Handbook and Center Staff Handbook. Centers will develop and/or maintain family engagement plan(s) for disasters.