



CDE Management Bulletin 21-02: Guidance on Implementation of Program Quality Requirements during the COVID-19 Pandemic

State-subsidized early learning and care (ELC) programs are required to continue to provide quality program components to all currently enrolled children and families. State-subsidized programs described in this bulletin include:

- General Child Care and Development Programs (CCTR)
- California State Preschool Programs (CSPP)
- Family Child Care Home Education Network (CFCC)
- Migrant Child Care and Development Programs (CMIG)
- California Alternative Payment Programs (CAPP)
- CalWORKs Stage 2 (C2AP)
- CalWORKs Stage 3 (C3AP)
- California Resource and Referral Programs (CRRP)
- Severely Disabled Programs (CHAN)

Parent Involvement and Education (CCTR, CSPP, CMIG, CHAN, CFCC)

Parent Involvement and Education Requirements

- Parent orientation that explains the program
- At least two individual conferences with the parent(s) per year
- Parent meetings with program staff
- An open-door policy that encourages parents to participate in the daily activities whenever possible
- A Parent Advisory Committee
- Sharing information between staff and parents concerning their child's progress

Parent Involvement and Education - COVID Modifications

- Parent orientations, individual conferences, parent meetings, and Parent Advisory Committee meetings should be offered in a virtual space.
- Parents continue to have the right to access their children at all times. Parents must follow safety procedures such as social distancing and mask usage.

Education Programs (CCTR, CSPP, CMIG, CHAN, CFCC)

Education Program Requirements include:

- The program approach is developmentally, linguistically, and culturally appropriate to the greatest extent possible.
- The program is inclusive of children with disabilities.
- The program encourages respect for the feelings and rights of others, ensures equitable treatment of all children, and eliminates bias through practices.
- The program supports children's social and emotional development.
- The program provides for the development of each child's cognitive and language skills.
- The program promotes each child's physical development by providing time, space, and guidelines for active play and movement.
- The program promotes and maintains practices that are healthy and safe.

Education Program - COVID Modifications

- Education programs may be delivered in-person or in a distance learning format.

Staff Development (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, C2AP, C3AP, CRRP)

Staff Development Requirements

- Contractors who are currently open or who are physically closed, but funded to be operational, will provide all staff members professional development.

Staff Development - COVID Modifications

- Contractors should provide staff development, or access to professional development through distance learning opportunities.

Developmental Profile (DRDP) (CCTR, CSPP, CMIG, CHAN, CFCC)

Developmental Profile Requirements

- The DRDP is required for all direct service programs providing ELC services, whether those services are provided in-person or via distance learning.
- To the best of their ability, programs should be gathering family perspectives about their child's development and behavior.

Developmental Profile - COVID Modifications

- Contractors are permitted up to 90 days (rather than 60) from the time of a child's enrollment, to complete the DRDP.
- All programs may utilize a modified version of the DRDP, the DRDP Modified Essential View, which consists of fewer measures.
- If a family has chosen to shelter in place and cannot participate in distance learning services, teachers should document attempts to gather data regarding the child's development.

Parent Survey (CCTR, CSPP, CMIG, CHAN, CFCC)

Parent Survey Requirements

- All contractors must annually distribute the Desired Results Parent Survey to parents, collect the surveys from parents, and analyze the results.
- To the greatest extent possible, surveys should be provided in the family's preferred language.

Health and Social Services (CCTR, CSPP, CMIG, CHAN, CFCC)

Health and Social Services Requirements

- Contractors must identify, refer, and ensure that the families' health and social services needs are being met.
- To the greatest extent possible, services should be provided in the family's preferred language.

Health and Social Services - COVID Modifications

- For children and families that are receiving distance learning services, contractors must contact each family a minimum of once per week to keep up-to-date on the child, family, and their needs.

Environment Rating Scales (ERS) (CCTR, CSPP, CMIG, CHAN, CFCC)

Environmental Rating Scales Requirements

- Contractors who operate direct service contract programs and family child care home networks shall complete an ERS that is appropriate for the type of setting and age of children served to measure program quality.

Environmental Rating Scales - COVID Modifications

- For Fiscal Year 20–21, ELC programs being reviewed as part of the 3-year compliance review will complete a questionnaire to describe how the home or program has adapted their environment to meet health and safety guidelines, while providing quality learning experiences.
- Individuals entering a classroom or family child care home to complete an ERS should take necessary precautions to prevent the spread of COVID-19, such as wearing masks and maintaining social distance.
- If children, families, and providers are not comfortable with an individual entering the environment or when local health orders restrict individuals outside of the cohort group from entering an environment, the contractor may do the following:
 - Complete a virtual assessment;
 - Have family child care providers or center staff complete their own ERS assessment;
 - Or, for children who are being provided distance learning services, contractors will not complete ERS virtually on a child's home.
- Contractors may refer to the document *Use of the Environment Rating Scales during Pandemic Conditions*, located on the Environment Rating Scales Institute (ERSI) website at www.ersi.info.

Nutrition (CCTR, CSPP, CMIG, CHAN, CFCC)

Nutrition Requirements

- Each contractor shall provide children with nutritious meals and snacks during the time in which they are in the program.
- The meals and snacks shall be culturally and developmentally appropriate and meet the nutritional requirements specified by the federal Child and Adult Care Food Program (CACFP) or the School Nutrition Programs (SNP).

Nutrition Requirements - COVID Modifications

- Contractors that are offering distance learning services are encouraged to provide meals and snacks for children enrolled in the program, but are not required to.
- The Nutrition Service Division (NSD) hosts a recurring town hall every Tuesday at 2:00 p.m to discuss policy guidance and share best practices for operating the CACFP and SNP programs. You can register by following the link to the NSD's Webinar: Tuesdays at 2 p.m. School Nutrition Town Hall web page at www.cde.ca.gov/ls/nu/tuesdaysat2webinar.asp.

Program Self-Evaluation Process (CCTR, CSPP, CMIG, CHAN, CFCC, CAPP, C2AP, C3AP, CRRP)

Program Self-Evaluation Requirements

- Each contractor shall develop and implement an annual plan for its program self-evaluation process.
- The Early Learning and Care Division (ELCD) will be providing additional guidance about the narrative and submission of the Program Self Evaluation in Spring 2021.

Staffing Ratios (CCTR, CSPP, CMIG, CHAN, CFCC)

Staffing Requirements

- Contractors shall maintain ratios outlined in Division 5 Regulations.

Staffing Ratios - COVID Modifications

- Contractors providing distance learning services shall maintain ratios in a virtual environment, when possible.

Contract Monitoring Reviews (CMR)

Contract Monitoring Requirements

- The CDE will continue to conduct CMRs.

Contract Monitoring - COVID Modifications

- Most reviews will be conducted through virtual means, except as otherwise deemed necessary.

For additional details and resources, review [Management Bulletin 21-02](#). If you have any questions, please contact your assigned ELCD, Program Quality Implementation (PQI) Office Regional Consultant via the CDE Consultant Regional Assignments web page at www.cde.ca.gov/sp/cd/ci/assignments.asp or by phone at 916-322-6233.