



Our Mission is to provide access to quality child care and early education in Sonoma County through advocacy, direct service, and empowerment.

Pop-UP Child Care

Suggestions for Employers Providing Pop-up Child Care in Response to Coronavirus
March 2020

1. Staffing
 - a. Designate a Child Care Coordinator, responsible for setting up the space, creating and maintaining internal procedures, organizing child care staff, communicating with parents, and making any decisions as needed regarding the child care. The Coordinator should be present, or easily reachable, at all operational hours.
 - b. Child Care Staff
 - (i) We strongly recommend that you have staff fingerprinted and background checked as per Community Care Licensing PIN 20-04-CCP from March 16, 2020.
 - (ii) Make sure there are a minimum of 2 staff available in the room at any time. If children have to be escorted out of the room to go to the bathroom, e.g., 3 people should be available.
 - (iii) Staff to children ratio as per Community Care Licensing is 1:10.
2. Setting up the space
 - a. Divide the room into activity areas, such as:
 - (i) Welcome area with sign-in sheets & other documentation
 - (ii) Quiet area with books and areas to lounge and relax
 - (iii) Art & activity area with a table, chairs, art supplies, puzzles, and games
 - (iv) Meal & snack area. Can be the same as the Art & Activity area if cleaned before meals & snacks.
 - (v) Movement area or hallway where the children can jump, dance, and move.
 - b. For children 3 years and younger. Younger children have particular requirements for napping and diapering.
3. Documentation
 - a. Sign-in and out sheet.
 - i. Emergency contact information, including contact information for each child's family and information on allergies or any medical needs
 - b. Consider having a notebook for the families to write notes about any special needs or requirements.

NOTE: 4Cs shares this information from our experience providing emergency pop-up child care during the Sonoma County wildfires of 2017 and 2019. See Community Care Licensing PIN 20-04-CCP for regulatory requirements. 4Cs information does not supersede any Public Health, Community Care Licensing or other Public Directive regarding response to the COVID-19 emergency.