For more information on the points in this list, see the full guide here: https://blog.himama.com/guide-to-reopening-a-childcare-center-during-covid-19/

### One Month Prior to Opening

For the first month, you should:
- Familiarize yourself with licensing requirements and CDC guidelines.
- Survey how many children will return right away.
- Survey how many staff will be able to return right away.
- Identify which staff will not return due to age or health restrictions.
- Build up your substitute list.
- and enrolment purposes.
- Switch to online billing completely.
- and Distance learning, YouTube channel, newsletter, and/or billing online).
- Create a plan for how staff will be trained prior to opening.
- Create new screening procedures for children each day.
- Create new drop-off and pick-up procedures.
- Decide if staff and/or children will be wearing masks.
- Create new classroom procedures.
- Create new cleaning procedures.
- Budget for new expenses.
- Check staff files and make sure all items enclosed are up to date.
- Check child files and make sure all items enclosed are up to date.

### Two Weeks Prior to Opening

For the two weeks prior to opening, you should:
- Train staff on what to expect.
- Deep clean each classroom that will be in use.
- Communicate ALL changes to families and what to expect.
- Purchase all cleaning items needed.
- Send a “what to pack” list for parents who are returning.

### One Week Prior to Opening

For the week prior to opening, you should:
- Staff meeting in person (if possible) with social distancing to do some team building and get reacquainted.
- Have one day of training and lesson planning for teachers to do together with social distancing in place.
- Have teachers decide how they will greet the children.
- Give each staff person a handbook/packet of new changes in policy and procedures.
- Send email to parents confirming “first day back” procedures.
- Consider having a parent Zoom meeting for “back to school” jitters.
- Take a deep breath!

### First Day Back

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