



COLORADO

Office of Early Childhood

Department of Human Services

THINKING THROUGH CLASS COMPOSITION AND TEACHER ASSIGNMENT WHEN REOPENING

RELATED SAFER AT HOME RULES:

Keep groups of children together with the same staff when possible.

REQUIREMENTS:

Groups must remain consistent and should not be combined throughout the day.

RECOMMENDATIONS:

1. Call your families to find out how many intend to come back when you reopen. If you have stayed open, contact any families of children that have been absent from your program to see if they plan on returning. Ensure it is close enough to your reopen date that you will have an accurate count. Create a list of children and ages.

- If you have open slots:
 - If you have a waitlist, reach out to those families to see if they are interested in filling any open spots you may have.
 - Text "ccopen" to Colorado Shines Resource and Referral at 898-211. They will respond asking for certain information, including open slots that you have available, and record the information for use when families contact them.

2. Sort children into groups based on age. The ratio and maximum group size for centers visual on the next page may help you in the sorting process.

- If you are experiencing low enrollment, consider including more ages within each group than you typically do. This will allow more flexibility in creating full groups. Programs that serve all ages might have just three types of groups: Infant (6 weeks-18 months); Toddler (12-36 months); Preschoolers/School-Aged (2.5 years +).
- To support stable groups for as long as possible, you have the option to keep a child who would normally transition to the next age group in their stable group for an additional six months. For example, if you want to keep an infant who is 18 months old in their same group in the infant room, you can do so for an additional six months. No waiver is required.

3. Determine how many teachers and staff will be required for each group based on age, ratio and group size.

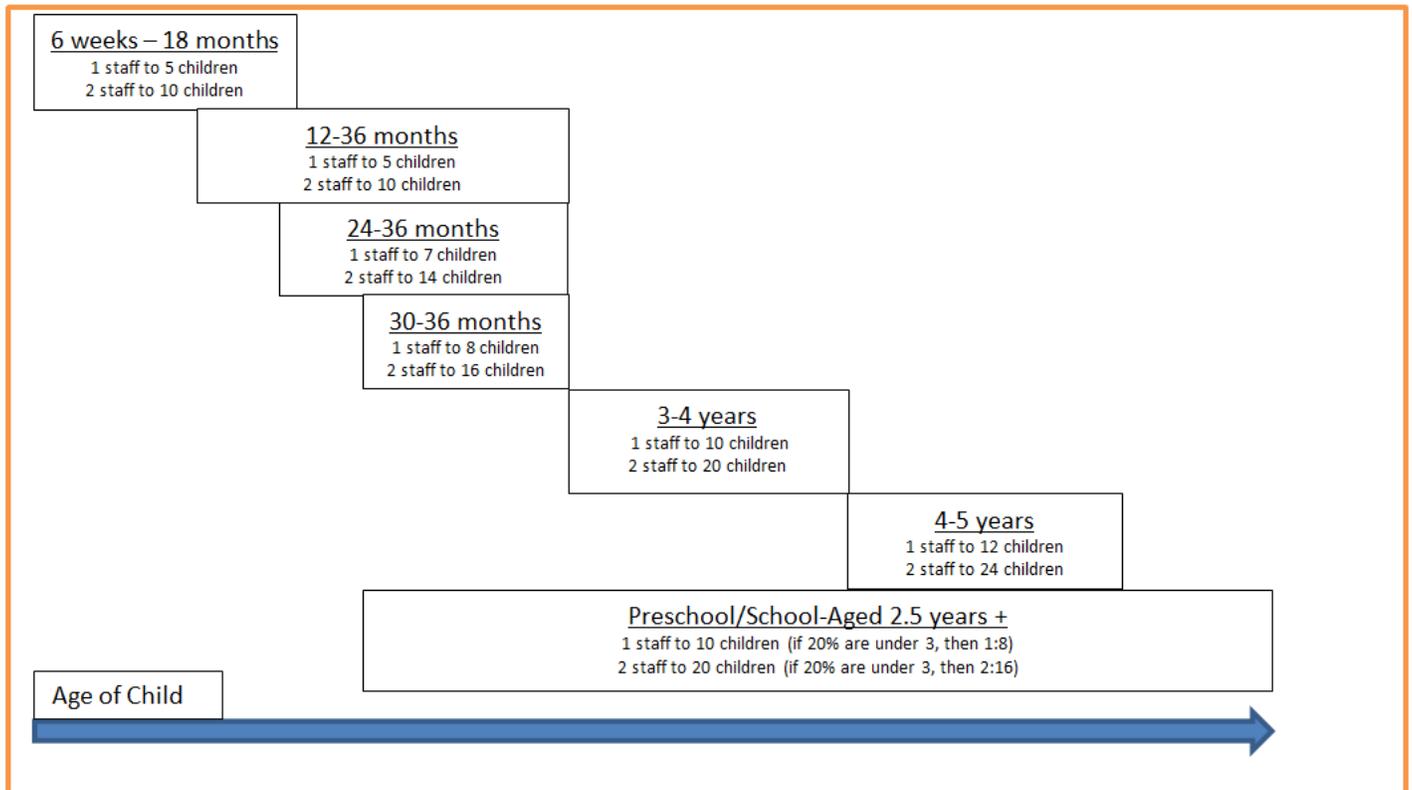
Teachers and staff should remain with their same group of children day-to-day to the extent possible.

- If you temporarily need more qualified staff, you can [create a free Healthy Child Care Colorado account](#) and post your job listings on the job board under the category "Temporary – COVID-19." Once your posting is reviewed, the position will be listed on the job board within 24 hours. You should include the following language in the job posting: "Only applicants with a verification letter from the Office of Early Childhood, Colorado Department of Human Services may apply for this temporary position. Applicants will be required to submit their verification letter as part of the application process."

4. Develop a plan to provide breaks to teachers that keeps, where possible, the same floater with the same groups of children. Ensure they follow your handwashing protocol before entering another room.



Ratios and Max Group Sizes for Centers



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