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# Care 4 Kids Program



## Program Operations TRANSMITTAL

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Transmittal Number: C4K-OPS-19-02

Date: September 23, 2019

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**To:** Debra Johnson, Director of Licensing  
Office of Early Childhood

**From:** Harriet Feldlaufer, Director of Early Care and Education  
Office of Early Childhood 

**CC:** Distribution List

**Subject:** Emergency Preparedness Plans for Licensed Care 4 Kids Providers

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**Program Issue:** Federal law requires all licensed child care providers who are receiving Child Care Development Fund (CCDF) subsidies have emergency preparedness plans in place with procedures for emergencies resulting from a natural disaster or a human-caused event. Such plan shall include procedures for evacuation; relocation; shelter-in- place and lockdown; staff and volunteer training and practice drills; communication and reunification with families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Connecticut's Office of Early Childhood (OEC) current licensing regulations for Family Child Care Homes and for Child Care Centers/Group Child Care Homes do not include all of these specific requirements.

**Background:** The Child Care and Development Block Grant (CCDBG) Act of 2014 Pub. L. 113-186 and 45 CFR 98.41(a), defines health and safety standards including emergency preparedness and response planning for emergencies resulting from a natural disaster or a human- caused event (such as violence at a child care facility). The emergency preparedness plan requirements and response planning (at the child care provider level) must include procedures for evacuation; relocation; shelter-in- place and lockdown; staff and volunteer training and practice drills; communications and reunification with families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions.

**Policy Directive:** All licensed Family Child Care Homes, licensed Child Care Centers, and licensed Group Child Care Homes who currently receive Care 4 Kids subsidy shall establish a written emergency plan to respond to emergencies resulting from a natural disaster or a human- caused event (such as violence at a child care facility). Such emergency plans shall include procedures for evacuation, relocation, shelter-in-place and lockdown; staff and volunteer training and practice drills; communications and reunification with families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions.

Effective September 30, 2019, OEC Division of Licensing will monitor the emergency preparedness plans of all licensed Family Child Care Homes, licensed Child Care Centers, and licensed Group Child Care Homes who receive Care 4 Kids subsidy. OEC Division of Licensing will review the plans to ensure they include procedures for evacuation, relocation, shelter-in-place and lockdown; staff and volunteer training and practice drills; communications and reunification with families; continuity of operations; and accommodations for infants and toddlers, children with disabilities, and children with chronic medical conditions. Programs will be provided with resources to support compliance and will not be cited for non-

compliance with the requirements that exceed licensing requirements during the initial monitoring of this requirement.

Questions concerning this transmittal can be referred to Office of Early Childhood at 860-500-4421.

HF:ct