**NH Preschool Technical Assistance Network**

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**Policy for Providing Limited In-Person Child Care Consultation and Coaching**

As of July 1, 2021 PTAN Child Care Inclusion Project services will offer limited in-person services, following [State of NH Universal Best Practices](https://www.covidguidance.nh.gov/welcome) and [CDC Guidance for COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance.html) ([Recommendations for Fully Vaccinated People](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html))

1. Child care programs will be offered both virtual and limited in-person consultation options
* During the intake call the Project Assistant will ask the director whether the program is allowing consultants/therapists to enter their program
	+ If no, she’ll ask whether the program is open to participating in virtual consultation
		- If yes, do they have stable wireless internet and the equipment and software required for virtual consultation
	+ If consultants/therapists can enter their program, she’ll ask whether there are any specific guidelines in place re: masking, social distancing, or other modifications specific to COVID
	+ All information will be documented on the intake form in the “miscellaneous” section
1. During the initial consultation call, the Project Director will confirm the information gathered at intake and finalize plans for consultation format
2. Consultants will conduct their initial session by phone or video conference.
* Review and sign the Consultation Agreement
* Review proposed action plan and clarify as needed
* Review program guidelines re: COVID modifications
* Schedule child or classroom observation
1. For programs that are allowing consultants/therapists to enter their program, observations (classroom or child-specific) will be conducted at the site, either within the classroom or outside on the playground; location to be determined collaboratively by teacher and consultant
* Prior to conducting the in-person observation, the consultant will contact the program (by phone or email) and ask whether there are any positive COVID cases at the program.
	+ If yes, the observation will be cancelled and rescheduled
* The consultant will follow all COVID guidelines in place at the program
* The consultant will follow universal best practices re: mask use, sanitizing before and after entering the program and social distancing (mask use is recommended but not required)
1. Reflection, feedback, and action planning will be conducted virtually or by phone with preference determined collaboratively by teacher and consultant
2. All trainings will be conducted virtually July-September 2021 at which time offering in-person trainings will be reassessed in accordance with current State and CDC recommendations.
3. This policy will remain in place through September 2021 at which time removing the limitations will be reassessed in accordance with current State and CDC recommendations.