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# **Call for the Child Care Community**

## **Topic: More About Resources for NH Child Care Programs and Staff**

To hear, use your computer audio  
or phone: **(312) 626-6799**

We will begin promptly at 6:00pm

# Hello! And a few Logistics

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Everyone is muted so we can all hear well.

We are recording this call, and this PowerPoint will be posted.

Email **info@earlylearningnh.org**:

- to share your questions, ideas and solutions throughout the call and
- to give us your name(s), your email and the name of your child care program, if you would like us to email you a certificate.

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# **More About Resources for NH Child Care Programs and Staff**

**Thursday, April 9, 2020**

**6:00 pm to 7:00 pm**

## **Agenda**

- 1. Welcome and Purpose of the Call**
- 2. Role of the NH Small Business Development Center (NH SBDC)**
- 3. Small Business Administration (SBA) Programs through the federal CARES Act**  
~ Questions, Ideas, and Solutions ~
- 4. SELA Supports for:**
  - Nonprofit, Privately-Owned and Faith-Based Programs**
  - Licensed and License-Exempt Programs**
  - Currently-Open and Currently-Closed Programs**
  - Administrative and Teaching Staff**~ Questions, Ideas, and Solutions ~
- 5. Next Steps**

## Today's Speakers for this Call are:

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Jackie Cowell  
Early Learning NH



Cellissa Hoyt  
Early Learning NH and SELA



Amy Bard  
Business Advisor, NH SBDC



Katie Brissette  
Early Learning NH



Stefany Shaheen  
**SELA Response & Recovery Team**



Julie McConnell

# Welcome and Purpose of the Call

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# NH Small Business Development Center

## COVID-19 ASSISTANCE

- NHSBDC is committed to doing everything we can to help you navigate the challenges your business will face in the days and weeks ahead as a result of Covid-19.
- Our Covid-19 Assistance Page will help you navigate the myriad of new programs and resources available to NH small businesses.
- <https://www.nhsbdc.org/covid-19-assistance>
- SBDC will continue to provide highly individualized advising and education to businesses at no cost.



**[nhsbdc.org](https://www.nhsbdc.org)**

# SBA Programs available through the federal CARES Act

U.S. Small Business Administration

## Economic Injury Disaster Loans & **Emergency Economic Injury Grants (EIDL)**

- **ALL Privately-Owned and 501(c) 3 Nonprofit Child Care Programs are eligible**
- **Grants (in the form of forgivable loans) of up to \$10,000 within 72 hours**
- This program provides a grant portion of up to \$10,000 in the form of an emergency loan advance to small businesses and private non-profits harmed by COVID-19 within three days of applying for an SBA Economic Injury Disaster Loan (EIDL).
- To access the advance, you first apply for an EIDL and then request the advance. The advance does not need to be repaid under any circumstance and may be used to keep employees on payroll, to pay for sick leave, meet increased production costs due to supply chain disruptions, or pay business obligations, including debts, rent and mortgage payments.
- Applications are made directly through the SBA for this program.

To apply: <https://covid19relief.sba.gov/#/>

# **SBA Programs available through the federal CARES Act**

U.S. Small Business Administration

## **Paycheck Protection Program (PPP)**

**Provides small businesses with funds to pay up to 8 weeks of payroll costs (wages, paid leave) including benefits. Funds can also be used to pay interest on mortgages, rent and utilities.**

- Applicable if business was harmed by COVID-19 between February 15 and June 30, 2020 (can be applied retroactively).
- Cash-flow assistance to employers (500 or fewer employees) who maintain their payroll.
- Maximum loan of 2.5 times the borrower's average monthly payroll costs (loan of up to \$10 million).



# SBA Programs available through the federal CARES Act

## U.S. Small Business Administration

- If payroll is maintained, the funding received is eligible for forgiveness (does not need to be repaid) for up to 8 weeks of qualifying expenses. At least 75 percent of the forgiven amount must have been used for payroll. The intention is for this funding to be forgiven if these conditions are met.
- For any part of the loan that is not forgiven, it is automatically converted to a two-year loan with payments deferred for six months at an interest rate of 1 percent.
- For businesses that have already laid off staff, there's a window to rehire them (by June 30th) and not be penalized (still receive forgiveness if funds are spent for eligible purposes).

# SBA Programs available through the federal CARES Act

## U.S. Small Business Administration

### Paycheck Protection Program (PPP)

- Currently, applications are being accepted for small businesses, nonprofit organizations, and sole proprietors. Applications open up to self-employed individuals (e.g., family child care providers) on April 10.
- Applications are being accepted through June 30, 2020. This represents the last day a provider would be able to apply for this program.
- The Treasury is encouraging businesses to apply quickly as there is a limited amount of funding and lenders need time to process loans. Applications will be processed on a first-come, first-served basis.
- Applications for this program are made through SBA approved lenders.
  - [https://www.sba.gov/sites/default/files/articles/SBA\\_PPP\\_Lenders\\_in\\_NH\\_Apr\\_2020.pdf](https://www.sba.gov/sites/default/files/articles/SBA_PPP_Lenders_in_NH_Apr_2020.pdf)
- Application Form: <https://home.treasury.gov/system/files/136/Paycheck-Protection-Program-Application-3-30-2020-v3.pdf>

**SBA is currently running daily webinars**  
at 9 a.m. and 2 p.m. with an overview of  
the program and how to apply.

To join the Skype meeting:

[https://meet.lync.com/sba123/rmroderi/0B  
MNLHDM](https://meet.lync.com/sba123/rmroderi/0BMNLHDM)

Join by phone: Toll number: +1 (202)  
765-1264, 522409519# Conference ID:  
522409519

If you have any questions, please contact  
the SBA's NH District Office at:

603-225-1400 or e-mail:

**[newhampshire\\_do@sba.gov](mailto:newhampshire_do@sba.gov)**

# More COVID-19 NH Business Resources

NH Department of Business and  
Economic Affairs

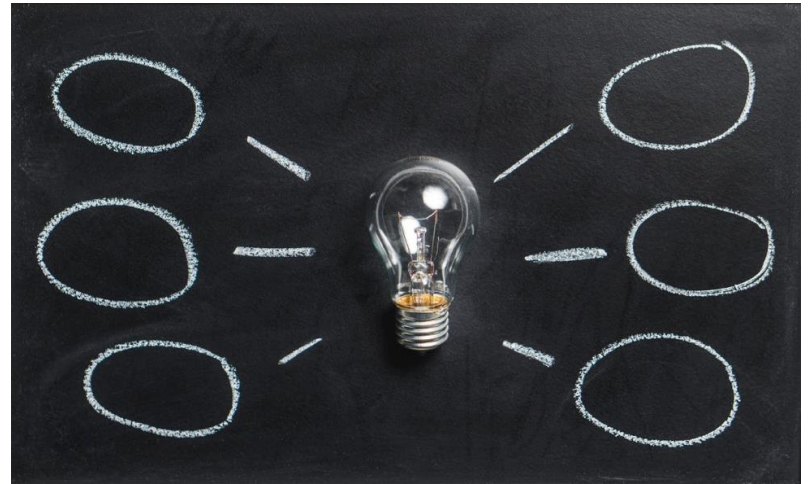
BEA stands ready to provide assistance to businesses affected by COVID-19 through custom and personal input from our **Business Retention Specialists**.

<https://businesshelp.nheconomy.com/hc/en-us>

For the list of Business Retention Specialists (and MORE),  
click on “State Resources” on the webpage



# **Your Questions, Your Ideas, and Your Solutions**



# Shared Services

State Early Learning Alliance (SELA),  
powered by Early Learning NH

## SELA SHARED SERVICES EMERGENCY RESPONSE & RECOVERY TEAM

To take the burden off child care programs, Early Learning NH will deploy its shared service approach - an economy of scale model that benefits child care programs, staff and families - to coordinate cleaning, needed supplies and its direct \$ cost savings.

The partners in the shared services approach are:

- Howard Brodsky, CCA Global Partners
- Lou Gargiulo, Great North Property Management



Email [info@earlylearningnh.org](mailto:info@earlylearningnh.org) or call 226-7900

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## SELA EMERGENCY RESPONSE

Stand up new services and supplies needed for child care programs to operate

- Secure storage and distribution of the needed extra cleaning supplies, if needed, during COVID-19, with the help of the State of NH and other partners
- Assist programs in identifying cleaning services in their area
- Provide TA and support to help negotiate needed lease or mortgage relief
- Provide TA and support on accessing \$ from state, federal and community aid, tailored specifically to the perspective of NH child care programs
- **Open up SELA to ALL licensed and license-exempt New Hampshire child care programs and their staff through June 30 – starting Friday, April 10**

## SELA RECOVERY SUPPORT

**ASAP**, leverage the current shared services benefits to realize cost savings to child care programs, to their workforce and to the families they serve



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**Save Time      Save Money      Support Quality**

With generous ongoing support from





## Help for you TODAY

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During COVID-19, the SELA website and benefits for programs and staff are ALL open to ALL New Hampshire licensed and license-exempt child care programs through June 30, 2020, starting Friday, April 10

To sign up, go to:

**[selanhmembers.com](https://selanhmembers.com)**

and click on REGISTER

We'll sign you up and let you know how programs and staff can benefit **TODAY** from SELA

# WELCOME!

SELA NH Members is your one-stop location for ECE policies, forms, regulations, guidance, discounts, and more to save you time, reduce costs & improve quality!

## LOG IN

USERNAME

choyt

PASSWORD

••••••

LOG IN

[Forgot your password?](#)

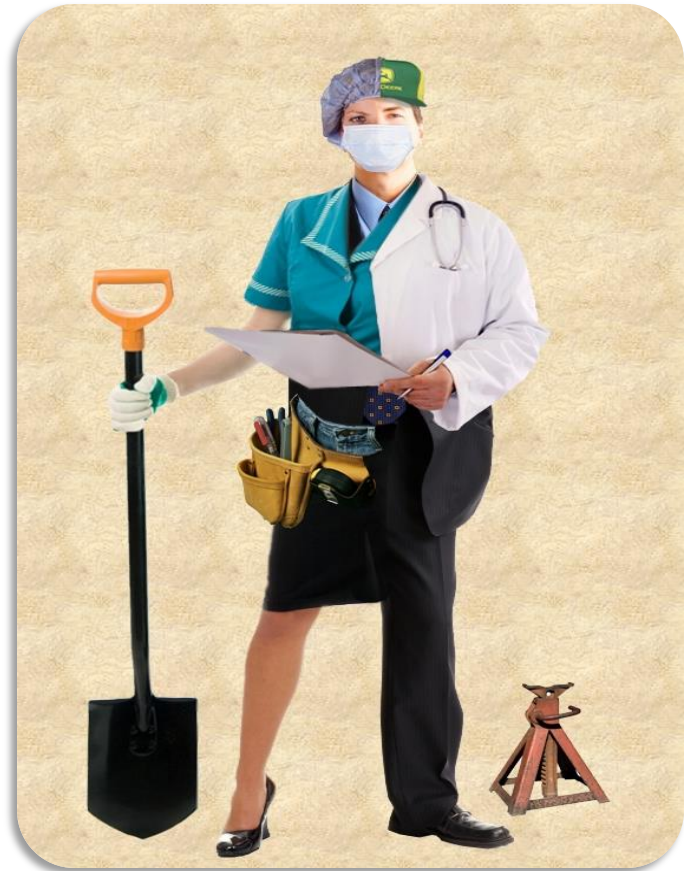
RESET PASSWORD

[Don't have an account?](#)

REGISTER

[www.selahnhmembers.com](http://www.selahnhmembers.com)

**We know the job often feels like this**





# With SELA the job feels like this!

**Save Time**

**Save Money**

**Support Quality**

**Tools &  
Resources  
in Web  
Platform**

**People  
Power**

**Fellow  
Alliance  
Members**

**Alliance  
Leadership**



**Resources and support for ECE providers!**

# 1,800+ Tools for ECE Professionals

Curriculum planning tools and ideas

Child assessment resources

Flyers and handouts for families

Financial management tips and resources

HR resources and tools

Training and PD resources

Cost Savings for the program and for teachers



## FOCUS ON WELLNESS

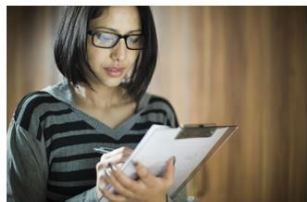
Infuse stability in an unpredictable situation with a focus on wellness of staff, children and families! These NEW resources encourage celebration in a time of crisis, support teachers work in the classroom and provide owners and directors support for financial stability as we all work to cope in a time of uncertainty.

[LEARN MORE](#)

### Featured Tools & Resources



Becoming an HR Expert



Compliance & Quality



Coronavirus Resources



Family Child Care Toolkit



Financial Management



Forms, Policies & Templates



Nutrition, Health & Safety



Training & PD



### Engaging Families

Community Bulletin Board - Center  
Cultural Responsiveness Resources  
Family Conference: Invitation, Guide, Forms  
Family Handbook  
Family Handouts: Child Development, Education,  
Environment, Health, Nutrition and Fitness, Safety  
and Social & Emotional  
Family Survey  
IEP Resources, Templates and Tools

### In the Classroom

Classroom Materials (ECERS-R)  
Curriculum Resources & Lesson Plans  
Daily Reports - Infant / Toddler / Pre-K  
Daily Schedule Sample / Template  
Literacy Activities  
PAS Scale Program Assessment  
Physical Activity Resources

### Saving Money

Child products and supplies - 20%  
Food and food service supplies - 10%-30%  
Office supplies - 12%-45%  
Payroll processing / other HR services - 25%-30%

### Successful Program Management

#### Becoming an HR Expert

Discipline and Termination  
Employee Handbook  
Employee Orientation Toolkit  
HR Forms / Policies / Templates  
Interview Guides  
Job Descriptions  
Payroll Resources and Guides  
Performance Appraisals

#### Board

Board Member Responsibilities Training  
Board Job Descriptions

#### Business & Strategic Planning

Simplified Business Plan Outline

#### Business Insurance

#### Compliance & Quality

Federal Regulations  
Head Start  
National Accreditation  
Occupational Health and Safety Standards  
State Regulations

### Successful Program Management (cont.)

#### Financial Management

Best Practice for Maximizing Fee Collection Guide  
Business Credit Guides  
Calculating the Cost per Child Guide  
Center Based Annual Budget Template  
Child Care Center Cash Flow Projection Worksheet  
Considerations in Setting Tuition Rates Guide  
Cost Analysis and Breakeven Worksheet  
Enrollment Analysis Sample and Template  
Enrollment log Sample and Template  
Fee Collection Evaluation  
Financial Management Forms / Policies/ Templates  
Financial Terms Glossary  
Sample Chart of Accounts - Balance Sheet  
Sample Chart of Accounts - Profit & Loss  
Survey of Key Competitors Research Form  
Tuition Increase Notification Letter Template  
Tuition Reminder Letter Template

#### Forms, Policies & Templates

Fire Drill Log, Policy, Forms  
Board Forms, Policies, and Templates  
Child Care Expense Statement for Taxes  
Emergency Contact Information  
Enrollment Agreement  
Event Permission Form / Headcount Form  
Staff Meeting Record Form  
Transfer of Records Form  
Transportation Permission Form

#### Head Start

Early Head Start/Child Care Partnership

#### Marketing Your Program

Email Marketing Tips  
25 Ways to Market Your Program  
Brochure Template

#### Nutrition, Health & Safety

##### Food & Nutrition

CACFP Income Eligibility Guidelines  
CACFP Reimbursement Rates  
Child / Infant Meal Patterns  
Family Style Dining  
Feeding Picky Eaters  
Healthy Celebrations Policy  
Healthy Snack Alternatives for Celebrations  
Healthy Menus and Recipes

### Successful Program Management (cont.)

#### Nutrition, Health & Safety (cont.)

##### Health

Asthma Action Plan  
Exposure to Communicable Disease Notification  
Green Cleaning  
Health and Safety Checklist  
Health Policy Reminder Letter  
Immunization Schedules  
Influenza Prevention Resources  
Integrated Pest Management  
Lead Testing & Prevention

##### Safety

CFOC Health and Safety Standards  
Childcare Hazard Training  
Crib Safety Guidance / Standards  
Daily Safety Checklist - CCC Indoor / Outdoor  
Emergency Plan Template  
Emergency Preparedness Checklists  
Food Allergies / Safety  
Poison Prevention Tipsheets  
Poisonous Plants

##### Posters

Diapering  
Hand Washing  
Know Your Poison Center's Number  
No Cell Phone  
Nut Free Zone  
Weather Watch

#### Training and Professional Development

Better Kid Care Podcasts  
Early Educator Central  
FEMA Childcare Hazard Training  
Hand Washing Training  
Professional Development Online Courses

Log In: [www.SELANHMembers.com](http://www.SELANHMembers.com)

Username: \_\_\_\_\_

Password: \_\_\_\_\_

IN THIS SECTION

Coronavirus  
Resources

Business Communications &  
Practices

Employee Rights - Family First

Financial Relief

Staff Management &  
Communications

# CORONAVIRUS RESOURCES

## COVID-19 Business Practices

It goes without saying that businesses of all sizes are adjusting and reacting to the sudden new reality to respond to COVID-19. This collection of resources includes recommendations by leading experts, organizations, and business owners like you to help us all navigate today's new challenges. From communicating with your staff and families to searching for financial relief: find vetted, accurate, and misinformation-free answers to your member questions here.

When Should I Close My  
Program? - Flowchart

GO NOW

Child Care Needs of  
Essential Workers during  
COVID-19

GO THERE

**Mindology Fitness - For the mind, the body & the spirit!**  
Help children self regulate to reduce anxiety, fear, and anger and to increase overall well-being



For children and adults!

For more COVID  
information and  
resources:

[Coronavirus-19 \(COVID-19\)](#)

[Managing Infectious Diseases in Child  
Care Settings](#)

[Teacher Resources on Coronavirus](#)





State Early  
Learning Alliance  
of New Hampshire

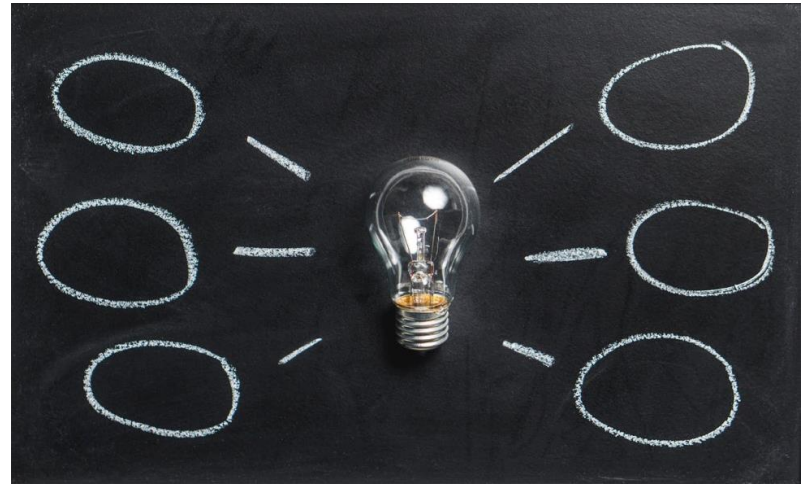
*Better. Together. For Children.*

# How to Maximize SELA Resources

- Commit just 10 minutes a week exploring one section of the website – put it on your calendar
- Read the email blast that comes e/o week
- Share what you learn/benefit from with your team
- Explore the “Saving Money” section deeply!

**Need help?    603.226.7900    [info@earlylearningnh.org](mailto:info@earlylearningnh.org)**

# **Your Questions, Your Ideas, and Your Solutions**



## **Next Steps**

Commitment to ongoing calls with the Child Care Community

**This PowerPoint and the recording will be posted  
at**

**[nh.childcareaware.org](http://nh.childcareaware.org)**