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## Aboriginal Head Start On Reserve Restart Planning Toolkit for Leaders

Communities may wish to use the following operational information and resources to assist them as they make plans to restart programs or services that were shut down as a result of the COVID-19 pandemic. Please use this community-based and community-paced resources in alignment with your own stage of decision making and/or stage of readiness. If you have any questions, please reach out to your Regional Head Start Advisor for further support.

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### Head Start Delivery Models

Communities make different choices about how to best use their Head Start funds, taking into account their community size, numbers of children, existing services and capacity, isolation factors and transportation challenges, as well as family and community needs and priorities, and availability of qualified staff. Some communities use Head Start funds to supplement and enhance existing programs and link with other funding sources, while others use funds to create programs where none existed before. The beauty of Head Start is that it's a flexible program that can be adapted to meet the needs of your community.

#### Four Common Head Start Delivery Models

**Outreach/Family Program:** This model works well for communities without facility, where there are not enough children for a centre-based program, or where isolation and transportation challenges exist. **For example:** Home visiting services and scheduled family activities, outdoor learning with families, parent & tot activities, community kitchen, toy/book lending library, parent workshops, etc.

**Daycare & Preschool Enhancement:** This model can enhance existing daycares or preschools by targeting gap areas and ensuring the six components are included in programming. **For example:** outdoor learning, additional ECE or language staff, parent workshops, culture and language activities, nutritious meals, and outreach services.

**Combination:** This model is very flexible and works well in small communities where the number of children, staff and facilities are limited. The model will enhance and/or offer multiple services for children between the ages of 0 and six years. **For example:** outdoor learning, language nests, before and after school care, parent-tot, outreach services, parenting programs. These programs can be short term like summer programs, ongoing or combination of both.



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**Stand Alone:** Centre-based Head Start programs are licensed programs for children from birth to age six with qualified staff that meet licensing standards. For example, some communities are operating child care for essential workers.

## Guidelines to consider when restarting programs and services

The following resources are essential reading to help you plan how to safely restart programs and services:

- [COVID-19 Public Health Guidance for Child Care Settings \(Updated May 19, 2020\)](#). This document from the provincial government outlines steps to take to provide a safe environment and keep staff, children and families healthy. This guidance document is informed by BC's Restart Plan, Management Checklist and information on WorkSafeBC and Frequently Asked Questions.
- [FNHA's Services Resumption Planning Guide for BC First Nations](#). This guide builds on the 7 Directives and Shared Values to outline criteria for re-opening, safety considerations, planning for service resumption and resources for First Nations.
- [Information for Providers](#): This provincial government website includes resources on transition planning for child care providers.
- [WorkSafeBC Child Care and Day Camps: Protocols for Return to Operations](#). This information is based on guidance from the BC Centre for Disease Control. Following WorkSafeBC protocols will help you identify what may need to be implemented or modified. This includes developing a safety plan, understanding the risk, selecting protocols for your workplace, protocols for child care, and additional resources.
- [BC Centre for Disease Control: Child care and schools](#). This site includes information for parents and staff and operators about COVID-19.
- Other useful resources include the [BC Centre for Disease Control](#) and the [BC Aboriginal Child Care Society](#).

## Head Start operations and staffing

Once you have thoroughly read through the above resources and dialogued with your multi-disciplinary teams, such as your community's leadership, you may want to consider the following ideas to support your staff and families as they adjust to the new normal. These topics could be covered as a part of your staff's re-orientation about the new policies or procedures.





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- Develop a reopening Communication Plan for your staff, families and children that describes the information they need to know and how you will keep them informed about your restart plan and any evolving changes to your policies. You might think of sharing information through closed online Facebook groups, town hall meetings or videos. Let them know how your program will look different so children and families know what to expect.
- Develop a reopening Policy and Procedure and identify and/or develop any training that might be needed to implement new protocols. For example, you may want to post and share resources on physical distancing, hand washing and hygiene; how to clean and disinfect; and information on staying at home when you are not well etc.
- Develop a Staff Wellness Strategy.
- Decide on the Head Start delivery model that works best for your community, as well as staffing and hours of operation based on community need.
- Partner with local supports such as your local licensing officer, other directors and your Regional Head Start Advisors.
- Monitor and evaluate your plans and adapt as needed.

Letting families and community know they are not alone and that your program is there to support them is also an important message to share on an ongoing basis.