

**South Dakota Department of Health (SD DOH) Comprehensive Cancer Control Program**

**Request for Applications #19CP0003  
*Sun Safety for Child Care Programs Policy Implementation Grant***

**Purpose:** One bad sunburn in childhood doubles the risk of skin cancer later in life. Children’s skin needs protection from the sun’s harmful ultraviolet (UV) rays whenever they are outdoors. The South Dakota Department of Health (SD DOH) will assist child care programs interested in implementing a sun safety policy and evidence-based sun safety interventions to reduce the burden of skin cancer.

**Eligibility:** SD child care programs currently licensed or registered with the SD Department of Social Services are eligible to apply for funding. Child care programs include, but are not limited to, licensed day care centers, licensed day care homes, licensed after school care, and summer child care programs. Please direct any eligibility questions to Lexi at [lexi.pugsley@state.sd.us](mailto:lexi.pugsley@state.sd.us).

**Award:** Home based child care programs may request up to $250 and center based child care programs may request up to $500, with up to ten applicants funded. Budget requests should be commensurate with the number of guidelines and activities proposed and total number of individuals impacted.

**Funding Parameters:**

* Child care programs are required to adopt or update a UV protection/sun safety policy and implement sun safety strategies that support the policy.
* Funding should be used to enhance sustainable sun safety policy, system, and environment changes. Changes, including the provision of shade cover, application and reapplication of sunscreen, and engagement of parents in policy changes through a parent permission form are evidence-based strategies recommended for a sun safe child care program.
* Project activities must occur within South Dakota and serve South Dakotans.

**Policy Development:** The SD DOH has developed a *Sun Safety for Child Care Programs Model Policy* to guide policy development and adoption. The model policy document is available as a free download using the following link:  [http://goodandhealthysd.org/childcare/policies/](http://goodandhealthysd.org/workplaces/policies/). Programs applying for funding should use this document as a guide for developing a sun safety policy.

**Sun Safety Strategies:** Programs are required to implement evidence-based strategies that support the policy. Examples of recommended strategies include the following:

* **Environmental approaches** to encourage sun protection (e.g. provide, apply and reapply sunscreen, sunglasses, and shade supports such as umbrellas and tents)
* **Educational approaches** (e.g. provide informational messages about sun protection to children and/or their caregivers (e.g., staff, parents), parent permission form)

**Grantee Responsibilities:**

1. Participate in a webinar provided by the SD DOH regarding sun safety practices and grant project deliverables.
2. Participate in technical assistance calls and/or e-mails with SD DOH staff.
3. Develop and submit a draft of your Sun Safety Policy for review to ensure it includes recommended sun safety strategies.
4. Finalize and implement a Sun SafetyPolicy no later than July 15, 2018. Share policy with SD DOH.
5. If available, submit photos of environmental and educational approaches, e.g., outdoor shade structures, educational materials etc. Please note photos should not include people including children, staff, parents, etc.
6. Monitor and evaluate project activities using templates provided.
7. Submit a final progress report and success story using the templates provided. (*Due 9/30/18*)
8. Have the director of the facility complete a pre/post evaluation assessment.
9. Expend all of the funds awarded.

**Department of Health Responsibilities:**

1. Provide training on sun safety strategies to grantees via Zoom.
2. Provide technical assistance for project implementation.
3. Review draft Sun Safety Policy and provide feedback to grantees to finalize.
4. Provide funding to support project implementation upon completion of a W-9 and grant agreement.
5. Answer questions, review grant applications, and provide recommendations for revisions until April 30, 2018.

**Timeline:**

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| --- | --- |
| **RFA Schedule** | **Date** |
| Request for grant applications released and posted to <http://www.cancersd.com/> | March 21, 2018 |
| Preliminary webinar to discuss the RFA, grant writing, and evidence-based strategies for sun safety. Open to any potential applicants to participate.  To join use the following link: <https://zoom.us/j/8067059502>  Or telephone: (Dial: 1 646 558 8656 | Meeting ID: 806 705 9502) | April 4, 2018, 1pm CST |
| Last day for questions and to request review of grant application  Please direct questions to: [lexi.pugsley@state.sd.us](mailto:lexi.pugsley@state.sd.us) | April 24, 2018 |
| **Application submission deadline** | **Deadline: 5:00pm CT on  April 25, 2018** |
| Notice of grant award issued (via email) | Week of May 14th *(tentative)* |
| Project Period | June 1, 2018 – September 30, 2018 |

**Funds CANNOT be used for:**

* Lobbying efforts at the local, state, or federal level, purchasing food or beverages, purchasing or installation of equipment, construction, infrastructure, or building maintenance, indirect costs, or staff time

**Funds CAN be used for items such as:**

* Bulk sunscreen, dispenser rack, smaller bottles to transport sunscreen for reapplication, umbrellas and temporary shade, or educational materials and printing expenses

**Proposal Content:**

**Please submit the following content using the application template below.**

* **Section 1. Program Information:** Provide program information and indicate current sun safety practices.
* **Section 2. Project Plan:** Review Appendix A: Sun Safety Guidelines and Sample Activities for a list of policy guidelines that you can adopt or modify and include into your policy. Programs can adopt some or all of the guidelines. A list of example activities is also included. These may be used or adopted to meet your program needs. A policy must be developed and adopted by the program by July 15, 2018. Please specify the activities you plan to implement in the template provided.
* **Section 3. Budget:** Complete a proposed project budget.

**Appendices:**

* **Appendix A. Sun Safety Guidelines and Sample Activities:** List of policy guidelines and sample activities that you can adopt or modify and include into your policy.
* **Appendix B. Budget Example:** Refer to for assistance with development of the proposed project budget.
* **Appendix C. Project Timeline:** This provides a sample overview of project activities.

**GRANT APPLICATION VIA ELECTRONIC SUBMISSION TO** [**lexi.pugsley@state.sd.us**](mailto:lexi.pugsley@state.sd.us)

**DUE NO LATER THAN 5:00 PM CENTRAL TIME ON April 25, 2018**

**-----END OF INSTRUCTIONS. APPLICATION BEGINS ON NEXT PAGE.-----**

**Application: Sun Safety Policy for Child Care Programs**

***Section 1. Child Care Program Information***

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your program a  Home based child care program or  Center based child care program

**Number of Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Children: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Primary Project Contact Information*:

**Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**E-mail**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mailing Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you currently have a sun safety policy in place?

Yes (Please attach. Strengthening of the current policy must be proposed as part of the application.)

No

Other (please list :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

1. Are you currently promoting any of the following UV protection strategies in your program (select all that apply)?

We are not doing any UV protection efforts

Limit sun exposure between 10 AM and 4 PM, when UV rays are strongest

Monitor the heat index and schedule outdoor activities accordingly

Require parent/guardian’s permission to apply sunscreen

Require use of sunscreen

Provision of sunscreen

Provide sufficient areas of shade on the outdoor play area and encourage children to seek shaded areas for outdoor activities

Encourage or require children and/or staff to wear a hat with a wide brim

Encourage or require children and/or staff to wear sun-protective clothing

Encourage children and/or staff to wear child safe, shatter resistant sunglasses

Keep infants younger than six months of age out of direct sunlight

Train staff on sun safety guidelines, proper sunscreen application, and ensure proper protocols are implemented for skin allergies

Encourage parents/guardians to model sun safe behaviors with children when not at the child care program

***Section 2. Project Plan***

***Please complete the project plan to fit your child care program by checking the box for each guideline your program plans to implement and adding associated activities in the spaces below.*** *Note the items asterisked are strongly recommended to be included in your policy and project plan to provide a basic sun safety environment for children and staff. There is no required number of guidelines that must be implemented; however, budget requests should be commensurate with the number of guidelines and activities proposed and the total number of individuals impacted.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Sun Safety Policy Adoption (required)*** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | | **Resources Needed** |
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|  |  |  | |  |
|  | | | | |
| **Sun Safety Guidelines** | | | | |
| ***Limit sun exposure between 10 AM and 4 PM, when UV rays are strongest. The availability of shade will be considered when planning excursions and outdoor activities during these times.\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| ***Monitor the heat index and schedule outdoor activities accordingly. Staff and children will be watch carefully for heat-related illnesses.*** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| ***Staff and children will wear sun-protective clothing and equipment, when outside, including: a hat, child safe resistant sunglasses, sun-protective clothing.\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
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|  |  |  |  | |
| ***Apply broad spectrum, water resistant SPF 30 or higher sunscreen to all exposed areas and rub in well – especially the face (avoiding the eye area), nose, ears, feet, and hands and rubbed in well – 30 minutes before exposure to the sun and every two hours while in the sun.\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| ***Staff will keep infants younger than six months of age out of direct sunlight (natural shade, umbrella, stroller canopy, etc).*** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| ***Provide sufficient areas for shade on the outdoor play area and encourage children to seek shaded areas for outdoor activities.\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| ***Staff will offer water frequently for children before and during prolonged outdoor physical activities in warm weather.*** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| ***Train staff on sun safety guidelines, proper sunscreen application, and ensure proper protocols are implemented for skin allergies.\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
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|  |  |  |  | |
| ***New staff will be orientated to this policy at the time of hire.*** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
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|  |  |  |  | |
| ***The Sun Safety Policy will be reinforced in positive ways by staff (i.e. through parent newsletters, staff memos, bulletin boards, and meetings).\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| ***Parents/Guardians will receive the program’s Sun Safety Policy.\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
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|  |  |  |  | |
| ***Parents/Guardians will be asked to provide a suitable hat, sunglasses, and sunscreen (non-expired, broad spectrum, SPF 15 or higher) for their child’s use when outdoors in the care setting.*** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| ***Parents/Guardians will be encouraged to model sun safe behaviors and practice guidelines with children when at home.*** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
|  |  |  |  | |
|  |  |  |  | |
| ***Parents/Guardians will be required to complete and sign the Parent/Guardian’s Permission to Apply Sunscreen Form.\**** | | | | |
| **Activity(s)** | **Person(s) Responsible** | **Timeline** | **Resources Needed** | |
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|  |  |  |  | |

***Section 3. Budget***

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| --- | --- | --- | --- | --- |
| ***Budget*** | | | | |
| *Item* | *Quantity* | *Cost per unit* | *Estimated Total Cost* | *Support or justification for policy, system or environmental change* |
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| ***Budget Total*** | | | |  |

**-----END OF APPLICATION. APPENDICIES BEGIN BELOW.-----**

**Appendices**

***Appendix A: Sun Safety Guidelines and Sample Activities***

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| --- |
| **Policy Adoption** |
| ***Sun Safety Policy Adoption*** |
| * Work with the center director to develop a policy based on the model policy. * Propose the policy for board review and approval. * Purchase resources to support implementation of policy. * Implement policy. |
| **Sun Safety Guidelines and Activities** |
| ***Limit sun exposure between 10 AM and 4 PM, when UV rays are strongest. The availability of shade will be considered when planning excursions and outdoor activities during these times.*** |
| * Schedule outdoor activities and excursions in a manner that reduces UV exposure. |
| ***Monitor the heat index and schedule outdoor activities accordingly. Staff and children will be watch carefully for heat-related illnesses.*** |
| * Monitor and post UV Index daily for staff and children to see. * Staff will keep children indoor if the UV Index is 6 or higher. |
| ***Staff and children will wear sun-protective clothing and equipment, when outside, including: a hat, child safe resistant sunglasses, sun-protective clothing.*** |
| * Purchase hats, child care resistant sunglasses, and/or protective clothing. * Recommend or require parents purchase hats, child care resistant sunglasses, and/or protective clothing for their child(ren). * Recommended or require staff wear a hat, sunglasses, and/or protective clothing when outside with children. |
| ***Apply broad spectrum, water resistant SPF 30 or higher sunscreen to all exposed areas and rub in well – especially the face (avoiding the eye area), nose, ears, feet, and hands and rubbed in well – 30 minutes before exposure to the sun and every two hours while in the sun.*** |
| * Purchase sunscreen for staff and children and make available. * Recommend or require parents purchase sunscreen for their child(ren). * Recommend or require staff wear broad spectrum sunscreen. * Staff will apply sunscreen to children 30 minutes before exposure to the sun and reapply every two hours while outside. |
| ***Staff will keep infants younger than six months of age out of direct sunlight (natural shade, umbrella, stroller canopy, etc).*** |
| * Train staff of UV protection policies and practices for infants younger than six months. |
| ***Provide sufficient areas for shade on the outdoor play area and encourage children to seek shaded areas for outdoor activities.*** |
| * Order umbrellas or shade structure to place in outdoor play area. * Place shade structure in outdoor play area to protect children from overexposure. |
| ***Staff will offer water frequently for children before and during prolonged outdoor physical activities in warm weather.*** |
| * Child care program will purchase water bottles for children. * Parents are required to provide a reusable water bottle for child(ren). * Staff will off water frequently and as need for children. |
| ***Train staff on sun safety guidelines, proper sunscreen application, and ensure proper protocols are implemented for skin allergies.*** |
| * Identify training and educational resources for staff training. * Schedule and host staff training *(recommended annually at minimum).* * Post educational resources in designated location for staff. * Staff will be supported by program administer to ensure policy is being followed. |
| ***New staff will be orientated to this policy at the time of hire.*** |
| * Child care program administrator will orient new staff on the Sun Safety Policy at time of hire. |
| ***The Sun Safety Policy will be reinforced in positive ways by staff (i.e. through parent newsletters, staff memos, bulletin boards, and meetings).*** |
| * Memos will be provided to staff regarding sun safety policy and practices. * Parents will be informed of the policy via e-mail, newsletters, meetings, etc. * The Sun Safety Policy will be posted on bulletin boards in the child care facility. * Post signage (especially throughout months with outdoor play) in designated locations for parents and staff as reminders. * Child care program administrator will follow up with staff and ensure policy is being followed. |
|  |
| **Parents and Guardians** |
| ***Parents/Guardians will receive the program’s Sun Safety Policy.*** |
| * The Sun Safety Policy will be shared with children’s parents upon policy adoptions, new child enrollment into the program, and annually via print out, e-mail, and/or other communication outlets. * Educate parents on the sun safety policy. |
| ***Parents/Guardians will be asked to provide a suitable hat, sunglasses, and sunscreen (non-expired, broad spectrum, SPF 15 or higher) for their child’s use when outdoors in the care setting.*** |
| ***Parents/Guardians will be encouraged to model sun safe behaviors and practice guidelines with children when at home.*** |
| * Educate parents/guardians on sun safe behaviors and guidelines. |
| ***Parents/Guardians will be required to complete and sign the Parent/Guardian’s Permission to Apply Sunscreen Form.*** |
| * Develop program’s *Parents/Guardian’s Permission Form to Apply Sunscreen Form*. * Share with parents/guardian’s upon enrollment, annually, and as needed. * Obtain necessary signatures. |

***Appendix B: Budget Example***

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| **Budget** | | | | |
| **Item** | **Quantity** | **Cost per unit** | **Estimated Total Cost** | **Support or justification for policy, system or environmental change** |
| Gallon 30 SPF Bulk Sunscreen for Staff/Children | 2 | $120 | $240 | Support implementation of UV protection policy and requirement for employees/children to wear sunscreen |
| Wall Mount Bracket | 1 | $20 | $20 | Support implementation of UV protection policy and sunscreen use requirement |
| Umbrella | 2 | $75 | $150 | Support implementation of UV protection policy; enhance environment to encourage UV protection |
| ***Budget Total*** | | | | ***$410.00*** |

***Appendix C: Project Timeline***

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| --- | --- | --- | --- | --- | --- |
| **Activity** | **May** | **June** | **July** | **Aug** | **Sept** |
| Kick-off call with project staff: Child Care Program Role in Skin Cancer Prevention, Project Overview, and Project Plan Review | 🗹 |  |  |  |  |
| Conduct staff pre-assessment |  | 🗹 |  |  |  |
| Implement Project Plan  -Develop and obtain approval of policy (July 15, 2018)  -Implement sun safety strategies  -Train and communicate the policy to staff and parents/guardians |  | 🗹 | 🗹 | 🗹 |  |
| Conduct staff post-assessment |  |  |  | 🗹 |  |
| Submit Progress Report and Success Story to DOH |  |  |  |  | 🗹 |