

ADRIAN PUBLIC SCHOOLS HEAD START EARLY CHILDHOOD PROGRAMS  
Program COVID-19 Distance Learning Plan

## Purpose

The Program is committed to protecting the health of our children, families, staff, and community. The following policies were designed to be implemented in the scenario that it is deemed unsafe to allow in person services to take place, after consideration of all Office of Head Start, CDC, Daycare Licensing, State, and Local Guidance that has been provided. The following plan will be utilized in such instances to ensure the continued learning and support to students and families while also providing support to staff.

## Program Governance

### Policy Council

Policy Council meetings will be held on a monthly basis as outlined in the By-Laws. Meetings will be held remotely if the program is providing distance learning services. Meetings will be held in person, if it is deemed safe by our local health department and our local school districts are hosting in person meetings for their governing bodies. All Policy Council topics and policies will be followed in the remote setting.

Policy Council Interest Surveys will be completed remotely by Family Advocates and Parent Educators (FSW staff).

### Policy Council Committees

Policy Council Committees will meet as scheduled hosted by their designated leadership team members. Committee meetings will be offered virtually following the larger council's recommendations for offering an in person option as it is safe to do so.

## Early Learning Services

### Center-Based Early Head Start and Head Start Education Services

In accordance with Office of Head Start and Great Start Readiness requirements all virtual classrooms will offer four weekly learning opportunities and one additional family support contact to each enrolled virtual student.

First, Center Based teachers will connect with families weekly via Individual Student Zoom/Telephone calls for a minimum of 30 minutes. Teachers will carry a caseload based on who is the primary caregiver for Infants/Toddlers and based on small groups for older children.

These calls will consist of the teachers reading a book to the child/family from the Creative Curriculum kit. The teachers will also plan to complete a Mighty Minutes Strategy or Activity based on Creative Curriculum

Framework. Additionally, they will touch base with parents regarding how the family is doing, how the child is progressing, and any observations of learning the parent has made on a weekly basis or by sending in a video of the child completing an activity.

Second, classrooms will also host weekly classroom-wide Zoom call or video presentations allowing the children and families to connect with each other and participate in a large group activity or group meeting. These calls are planned with a Music/Movement activity and are fun filled for the children to feel comfortable to connect with other children.

Third, teachers will send home weekly In-Kind activities that correlate with weekly lesson planning. Classroom staff will utilize porch drop offs to provide families with literacy items or other learning materials needed to support at home learning during this period. This at home drop off will correlate to either Individual or Classroom Wide Lessons and will be developed with children's Individual Learning Plans in mind.

Fourth, every virtual classroom will provide a fourth weekly learning activity of their choice. This fourth contact must be selected by the classroom staff with children and families in mind and the delivery option must be approved by the Early Learning Manager.

Potential Options may include but are not limited to:

An additional individual or classroom wide Zoom each week

An additional drop off material each week

Two way communication via phone regarding learning with an activity given verbally and then reported back on by parents.

Two way communication via Teaching Strategies Family Portal

Two way communication via REMIND

Weekly Learning Calendar provided virtually

Family Advocates, will be providing the weekly family connection communication to provide support to parent and family needs and goals during virtual learning.

Virtual classroom staff will be available for additional support, contacts, or questions to their enrolled children and families during their typically scheduled office work hours which correspond to the classroom operating hours for each classroom. Families are provided this information at enrollment.

All classroom and individual family Zoom/phone calls are noted in Child + for us to be able to track the progress of contact with our children and families. Teachers and Family Advocates will be flexible to family needs in relation to families preferred contact method and schedule.

In addition, the program will have premade learning bags available in the instance that an individual child who is receiving Center Based Services must move to virtual learning due to an individual quarantine.

If a Center Based classroom must move to a classroom wide quarantine the classroom will provide virtual services as outlined in the Distance Learning Plan above.

#### Early Head Start Home Based Education Services

Home Based Services will be completed according to the Family Engagement COVID Plan. This plan outlines the details of how Parent Educators will provide services remotely. Weekly visits will be planned for and facilitated by the Parent Educator utilizing an individualized Parents as Teachers (PAT) lesson plan for each family and completed with families via Zoom or telephone visit.

Socializations will be planned for and run by the Parent Educator staff via Zoom, using the PAT Group Connections Planning Guide.

Drop off bags will be distributed to homes with no contact, by the Parent Educators to enrolled families. Other learning opportunities, including In-Kind, will be presented virtually throughout the distance learning time.

#### Coaching

Coaching for teachers will be completed via Zoom and teachers will have the ability to record themselves via iPad technology and submit to the coach via email. Any training for new coaches will be completed via Zoom.

#### Conferences

All conferences will be completed and teachers will connect with families via Zoom or by telephone, based on the family preference. The program will utilize no contact home drop off for conference items to be given to families.

#### Child Assessments

During weekly contacts, the teachers and parent educators will work with the parent to help identify strengths and challenges the family is facing. Staff are able to team with the parent guiding communication with regard to how the child is progressing with weekly activities. This allows the staff the ability to still assess the child in TS Gold which allows us to monitor the child's growth over the school year.

#### Developmental Screenings

##### Brigance

Brigance developmental screening will first be completed at the optional drive thru health fair held at the beginning of the school year for both Early Head Start and Head Start. Families will have the ability to attend a

time slot and practice appropriate safety precautions to complete mandatory screenings for children.

If there is a family that is unable to attend then the teacher or parent educator will complete the Brigance to the best extent possible, within the 45 day period via Zoom or Telephone, utilizing parent report as a function of completion. For students, who staff feel may not have passed in a true testing setting, the program will offer mid-year screens to be completed as soon as possible upon in person services resuming.

The program will continue to work with our local LISD to provide referrals and services to families of students with disabilities during the distance learning period following all LISD requests and guidelines.

#### ASQ-SE

The Ages & Stages Social Emotional Questionnaire (ASQ-SE) is the social-emotional screening tool used by our program. It in conjunction with the Brigance makeup the two parts of our child developmental screening process. This screening tool relies on parent reports, and will be administered either through Zoom or Phone Call as part of “Initial Home Visit” which functions as our enrollment meeting for all children. Staff will record parent responses on the screening tool. The ASQ-SE does not require parent signature, and as such none will be collected.

Once administered, the ASQ-SE will be tallied and scored by the assigned staff member and results will be shared with the parent at the next available communication (either through Zoom, Phone Call, or Mail). The follow up and referral process for this tool, will continue as directed in the procedure. In the event that we are in the distance learning setting at year end, the year end ASQ-SE will also be distributed remotely following the same outline as above.

### Family Engagement Services

#### Communication

Communication will occur for enrolled families on a weekly basis. Each family will receive, at a minimum, one contact each week by the FSW assigned to their child/family via telephone or Zoom.

#### Parent Committees

Parent Committees have been scheduled on the program calendar for the 2020-21 school year. Meetings will occur via Zoom, with invites going out to all program families of each applicable site.

## Parenting Curriculum

Parenting Curriculum will be offered via Zoom to all program families as scheduled. In addition, the program will utilize REMIND to communicate the goals of parenting curriculum with families who chose not to attend scheduled offerings.

## Health Services

### Health Services Support

The Health and Nutrition Manager will provide consultation and support services as requested by Program Staff and/or families during the period of remote services. This will be made available via Zoom or telephone, whichever suits the needs of the individual. Support may include referrals or resources being made available based on the individual need.

### Health Screenings

The program will continue to monitor all required health services including, Well Child Visits, Dental Exams, Hearing/Vision Screenings, Lead/Hemoglobin Assessments, Growth Assessments, etc. The program will encourage families to schedule and follow through with regularly scheduled appointments at their medical or dental homes.

In addition, the program will also schedule and facilitate drive up Health Screening Fairs based on appointments, where families can bring their children to receive required health items such as: Developmental Screenings, Growth Assessments, Hearing and Vision Screenings, etc. The program will work with the local health department to encourage families to attend community Immunization Clinics during distance services.

The program understands, some families may struggle to reach deadlines, however the Health and Nutrition Manager will continue to monitor and provide support to FSW staff and families in order to assist families in completing requirements as quickly and safely as possible.

### Oral Health

During the distance learning period, the program will utilize REMIND to provide families with important health information, including Oral Health. In addition, the program will support oral hygiene at home through providing Oral Health supplies to children who would have received those if in person services were open.

### Health Services Advisory Committee

The Health Services Advisory Committee will follow the lead of Policy Council and Committees in order to meet on a quarterly basis via Zoom during the distance learning period.

## Nutrition Services

### Nutrition Services Support

The Health and Nutrition Manager will provide consultation and support services as requested by Program Staff and/or families during the period of remote services. This will be made available via Zoom or telephone, whichever suits the needs of the individual. Support may include referrals or resources being made available based on the individual need.

### Meal Services

The program will work with the Grantee, Adrian Public Schools to provide to the extent possible meals to program children during the Distance Learning Period. Food is provided on Mondays through a drive up basis, and all children are provided a week's worth of breakfast and lunch if the parent chooses to utilize this resource.

In addition, the program will support family requests in relation to formula, diapers, and wipes that would have been purchased by the program if in person services were occurring.

In addition, the program will utilize REMIND to notify families of community resources that may include, drive thru food distributions, soup kitchens, etc.

### Nutritional Information

During the distance learning period, the program will utilize REMIND to provide families with important health information, including Nutritional Information. This may include literacy materials on cooking, healthy eating, and other nutritional activities. In addition, the program will utilize no contact drop off to provide families any additional nutritional activities or information.

## Mental Health Services

### Reflective Supervision

Individual Staff Reflective Supervisions will continue to be held on a weekly basis for FSW Staff and Leadership Members. These will be held via ZOOM until it is deemed safe and necessary to return to in person meetings with social distancing measures in place.

Early Head Start Reflective Supervision with the programs contracted Infant Mental Health Specialist will continue to be held on a monthly basis via ZOOM until it is deemed safe and necessary to return to in person meetings with social distancing measures in place.

Head Start Reflective Supervision for classrooms will continue to be held on a monthly basis via ZOOM until it is deemed safe and necessary to return to in person meetings with social distancing measures in place.

### Supporting Child/Family Mental Health Needs

The programs designated on staff Mental Health Provider will remain available to schedule individual support meetings via Phone or Zoom as needed throughout remote services. In addition, the program has worked with the Adrian Public School District to provide a confidential Mental Health Support Phone Line accessible to families to call at any time which is directed to our on staff Mental Health Provider. Families will either receive an answer immediately or the next business day. Families will also be made aware of available community Mental Health Resources such as support groups, warmlines, etc.

In addition, the designated on staff Mental Health Provider will resume bi-weekly Mental Health Zoom Calls in September and continue to provide these meetings during the distance learning period. These meetings will include a limited agenda related to supporting children and families on various Mental Health Topics and open time for families to share or discuss concerns they may have throughout the distance learning period.

### Supporting Staff Mental Health Needs

The programs designated on staff Mental Health Provider will be available as requested for confidential Mental Health supports for all staff via telephone or Zoom.

In partnership with Adrian Public Schools, the program has expanded Employee Assistance Program offerings to include a wider variety of services and to include all Head Start staff.

In addition, beginning in September and continuing throughout the distance learning period, the on staff Mental Health Provider will host bi-weekly Staff Mental Health Support Zoom Meetings. These meetings will include a limited agenda related to supporting staff on various Mental Health Topics and open time for staff to share or discuss concerns they may have throughout the distance learning period.

### Volunteer/In-Kind Services

#### Availability of At Home In-Kind Opportunities

At home in-kind opportunities will be provided to families either by the teachers, parent educators, or the Early Learning Manager. In-kind activities will be an extension of classroom or home based lesson plans or in some cases, a program wide activity created by the Health and Nutrition Manager or Assistant Director or other service areas.

At home in-kind opportunities may also include every day activities such as reading and music & movement activities.

Activities will be provided via Remind, email, US Mail, or porch drop-off, or any combination thereof, depending on restrictions in place at the time.

#### Documentation of In-Kind

Documentation of in-kind will be accepted these forms:

- a hard copy from families
- as a screenshot of a document emailed or texted from a family member to a staff member
- a Google form created and sent out to families that is completed and submitted

In-kind documentation will be accounted for internally following our procedures currently in place.

#### ERSEA Services

ERSEA Service delivery is detailed in the Family Engagement COVID Plan. The program will continue to recruit and enroll families via online, telephone, and Zoom applications. Recruitment during this time includes flyers being distributed in the take home lunch bags provided by the district and at other food distribution centers. Yard signs are being displayed throughout the community.

#### Partnering and Communicating with Families & Staff

##### Communication with Families

As outlined above, staff will attempt to make regular contacts with families in both the areas of Education and Family Services. In addition, the program will utilize REMIND software to communicate program wide with all children and families. Families will be provided updates of program happenings and offerings through this software.

##### Communication with Staff

###### Program Zoom Meetings

The program will host weekly Program Wide Zoom Meetings to encourage back and forth communication as well as to keep staff informed on program updates during the distance learning period.

###### Staff Supervision and Accountability

Program Leadership will continue to host, as scheduled, staff meetings and supervisions to provide support and hold staff accountable during the Distance Learning Period. In addition, staff may be asked to keep a running To Do List that their direct supervisor may have access to, in order to be aware of work taking place in the work from home setting.

### Staff Trainings

The program will host all scheduled training topics and hours during the Distance Learning period via Zoom. Some small group training may be offered as needed, in person adhering to all meeting requirements set forth by the program and the local health department.