

STARS Preschool Continuity of Learning Policy School Year 2020-2021

The Liberty POST STARS Preschool program understands the responsibility to provide equitable and continuing learning opportunities during an unexpected school closure. As a program, we are dedicated to maintaining student and family communication, as well as staff support through any period of time that school is not in session due to extenuating circumstances. Please refer to the Liberty POST policy outlined below.

Short-Term Closure

STARS definition: a short-term closure is a brief period of time of 1-3 days where school is closed due to an occurrence other than a school holiday, scheduled conference day, or weather related event.

Notification of the closure to family and staff: Will occur as soon as possible via the methods found below:

- Notification through a media based platform (Local TV station, radio, etc.) mirroring our Snow Day Policy.
- Emails, phone calls, and/or texts to staff
- Email to families (consent must be available)
- General post on the school's specified HIPPA compliant application based communication platform (Class Dojo, SeeSaw, Remind, etc.)

Staff, Family, and District Communication during a short term closure: Staff will be available during school day hours via email, the classroom specific class Dojo platform, and phone/text to answer any questions/concerns families or districts may have. In addition, staff may also provide general learning materials/activities to families during this short term period.

Long-Term Closure

STARS Definition: A long-term closure is an extended period of time of 4 or more days where school is closed due to an occurrence other than a school holiday, scheduled conference day, or weather related event.

Notification (including any pertinent details) of the closure to family and staff: Will occur as soon as possible via the methods below:

- Notification through a media based platform (Local TV station, radio, etc.) mirroring our Snow Day Policy. This step will **NOT** occur if the closure is global in nature. Such as, a state of emergency or if a stay at home order is in place.
- Emails, phone calls, and/or texts to staff
- Email to families (consent must be available)
- Phone calls or text messages to families not reachable via email
- General post on the school's specified application based communication platform (Class Dojo, SeeSaw, Remind, etc.)

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Staff, Family, and District Communication during a long term closure will include the following components:

(A more specific outline may be created pertaining to each long-term closure event)

- Contact with families to determine preferred methods of communication throughout closure.
 - Options will include: Phone calls, text messages, email or snail mail, and/or application based communication platforms.
 - Provide resources for families to increase at home remote learning accessibility if available.
 - Communication events would be documented on a weekly basis via Provider Soft (Liberty POST Software system) by all staff members and reviewed by the leadership team.
- Based on a families preferred method, teachers and therapists will communicate with families following this guideline:
 - Phone/Text/Email/Snail mail: A **minimum** of once per week.
 - Application Based Platform:
 - **Teachers**-A classroom based activity and/or program update would be posted a **minimum** one time per day. Teachers will also post a weekly schedule of events to allow for families to plan for participation in any live ZOOM session being offered throughout the week.
 - **Related Service Providers**: A post based on discipline specific content would be posted a minimum of once per week.
 - Content shared for both teaching and related services staff to families would include but not be limited to:
 - Phone/Text: A check in with the family, basic activities that have been shared globally, and/or some quick child specific strategies that they family may be looking for.
 - Email/Snail Mail: A check in with the family, basic activities that have been shared globally in a newsletter format, online resources, materials to print at home to use, and/or some child specific strategies that they family may be looking for. If email is not available snail mail will take its place on a limited basis.
 - Face to Face Updates:
 - While maintaining appropriate health, safety, and social distancing protocols, therapists and classroom staff who are conducting in person therapies and classroom services with students may provide student progress, address any parent questions, and discuss potential carry over activities a family can utilize on an ongoing basis this school year via the student's communication notebook, via the application based communication system (Classroom Dojo), texting, emailing, and possibly during parent drop off and pick up times.
 - Application Based Platform: Short video clips of classroom staff participating in any type of classroom based activity (a hello song, art projects, interactive songs, etc.), theme based activities from entire classroom team, online resources, and materials to print at home to use. Posting on the application based platform will also be

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required for all related services team members a minimum of one time a week during the school year.

- The leadership team will communicate to families on an as needed basis via email, snail mail and/or application based platform regarding any ongoing and pertinent details of the closure with families.
- Ongoing district communication will occur via email and/or phone call. Staff will be available and present at any district based meeting that would be occurring via conference call or tele meetings, this includes program and annual review meetings.

Lesson Plans, Therapy delivery, Parent Support, and Staff expectations during a long term closure:

- **Lesson Plans:**
 - Classroom Teams will create basic lesson plans each week of the school year that will be shared based on the communication methods outlined above and turned into the leadership team.
 - They will utilize the lesson plan outline that has been created for the school year.
 - A weekly schedule of events will also be created on a separate template. Links to all live ZOOM opportunities will be included. Schedule will be posted on the designated application based platform and sent via email to families.
 - Documentation can be supplied upon request.
- **Live ZOOM opportunities:**
 - Our classroom teachers and assistants will provide live ZOOM opportunities each week. For students participating in our hybrid learning model, a minimum of 3 live ZOOM sessions will be offered per week. Those that are participating in our remote only learning model will receive a minimum of 5 live ZOOM sessions per week.
 - Classroom teachers will offer and provide individual 30 minute ZOOM sessions to each student in the classroom over the course of the school year in which our hybrid or remote learning sessions are taking place.
 - Weekly school wide 30 minute ZOOMS will be offered for both music and social skills throughout the school year in addition to the classroom groups mentioned above.
 - Weekly schedules are sent to families as described above.
- **Related Service Therapy:**
 - Therapists will offer in person therapy and/or distance learning opportunities as outlined in child's IEP via a HIPAA compliant video platform such as ZOOM, DOXY, or Go To Meeting only if this has been approved by NYSED, Monroe County, and the student's school district.
 - In Person therapy will be provided at both of the STARS locations following all recommended health and safety protocols recommended by the DOH and any additional protocols adopted by POST. In Person therapy will only be offered to those children whose districts have approved this method of service delivery, whom are participating in our hybrid learning model which includes attending school two in person school days this school year.
 - Remote learning therapy will also be extended and provided based on the delivery methods described above to all of our students approved to receive related services during the school year.

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- Therapy will be offered to all families and documented in Provider Soft
- Consent will be received before therapy begins.
- Updates will be provided to each district as needed.
- Liberty POST will provide support and training opportunities to therapists regarding remote learning methodologies, if deemed necessary and available.
- **Parent Support:**
 - Based on the nature of the closure, STARS will send parent focused emails out from the leadership team on an ongoing basis.
 - When able, parent training opportunities will be provided via HIPAA compliant video conferencing methods on a quarterly basis.
 - Topics and times offered will be correlated to parent survey results.
 - For families finding remote learning or hybrid learning models challenging, continuity of care plan packets may be delivered to families periodically throughout the school year.
 - Packet contents will include discipline specific activities for both classroom and related services tailored to each child’s IEP as well as some basic supplemental materials.
- **Staff Expectations:**
 - Classroom staff will receive specific benchmarks relating to work expectations during closure.
 - Benchmarks will be provided in writing in a pre-created template. This template includes completing annual review paperwork, attendance at annual review meetings, and completing quarterly reports.
 - Document can be provided upon request.

Specific resources shared and utilized by STARS staff during the COVID-19 Closure

Topic:	Resources:
HIPAA Compliant Application Based Communication Platform for STARS-Class DOJO	www.classdojo.com
Parent Resources and activities other than what is provided from classroom teams	www.liberty-post.com
Staff Benchmarks and Lesson Plan Templates	Document completed specific to COVID-19 closure and shared via Zoom staff meetings. Specific requirements of staff can be shared upon request.
Professional Development Opportunities For Staff	Ongoing list is compiled and posted on the Liberty POST website for staff to access. Staff invited to participate in collaborative discipline specific ZOOM calls lead by POST team leaders from across the state.
Remote Learning-Began for Wayne County and certain districts within Monroe County the week of 4/8/20. <ul style="list-style-type: none"> ● Therapists are able to use HIPAA compliant platforms such as ZOOM, Doxy, Go To Meeting. 	<p><u>Online Seminar: Pediatric Telehealth: getting started:</u> www.eventbrite.com/e/pediatric-telehealth-getting-started-and-qa-tickets-99911469896</p> <p><u>Getting Started with Telehealth (Live Video Visits) for Early Intervention Providers - Tips & Tricks</u> www.youtube.com/watch?v=qG73FCcoGOw</p>

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<ul style="list-style-type: none"> • Training Resources have been shared and links are in the next column. • STARS staff has also been invited to participate in discipline specific collaborative ZOOM meetings that occur 1-2 times a week led by discipline specific team leaders. Additional tele therapy resources have been compiled on the Liberty POST Website. 	<p>Introduction to Telehealth in Occupational Therapy: www.youtube.com/watch?reload=9&v=cqtb00QugcM&fbclid=IAR1aC2TZFc2Pf51MYJAKOJmUE4azp5Xzvvi2__tCHpn_v6NiyVLCjnbs4o</p> <p>You Tube videos regarding tele-therapy in Early Intervention: https://www.youtube.com/watch?v=qG73FCcoGOW https://youtu.be/l-NwHQ2nFjA https://youtu.be/R4s20-faV18 www.liberty-post.com</p>
<p>Liberty POST STARS Preschool’s Reopening Plan, Reopening Town Hall FAQ, Back to School Prep Resource Guide and Parent Town Hall ZOOM meeting.</p>	<p>All have been posted on our website for ongoing viewing and reference at www.liberty-post.com</p> <ul style="list-style-type: none"> • Click on Special Programs • Choose Integrated Preschool

Fall 2020: Process for Prospective Students at STARS

Tour Process:

- Virtual tours of each site (Irondequoit/Webster) are being finalized and will be posted on the Liberty POST website (www.liberty-post.com) and tours will be conducted through the following process:
 - Virtually with either the EI or CPSE tour representative via ZOOM (Preference)
 - As an alternative, a phone meeting to review tour documentation will be conducted after the family has taken the virtual tour on their own through the website.
 - During the ZOOM or phone call, the tour sheet will be completed as best as possible.
 - Family will be sent, via email or snail mail, a PDF version of our program overview in addition to the Fall 2020 registration packet.
 - STARS leadership team member will follow up with district as needed after tour occurred.
 - Registration information will be collected from family prior to student starting with us in the Fall of 2020.
 - Best process for registration collection is still being determined at this time.

STARS Preschool Reopening Model for the School Year 2020-2021

- STARS Preschool is offering the following methods to our families as options for our program during the 2020-2021 school year. The plans listed below will be reviewed every 6 weeks and adjustments may be made to our program offerings at that time based on input from the county, district partners, NYS Department of Health, CDC, and NYSED.
 - **Hybrid Learning Model:** STARS will be offering two in person learning days and three remote learning days.



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- Our classrooms at both sites have been broken down into two cohorts that attend school on opposite days.
 - **Cohort A**-attends school in person Monday and Thursday, with remote learning days on Tuesday, Wednesday, and Friday.
 - **Cohort B**-Attends school in person Tuesday and Friday, with remote learning days on Monday, Wednesday, and Thursday.
 - **Wednesday's all of our classrooms are learning remotely to allow for the building to be deep cleaned.**
- **Remote Learning Model:** STARS will provide remote learning based on our continuity of care plan for all five days of week.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>Cohort A</u>	In Person	Remote	Remote	In Person	Remote
<u>Cohort B</u>	Remote	In Person	Remote	Remote	In Person
<u>Remote</u>	Remote	Remote	Remote	Remote	Remote