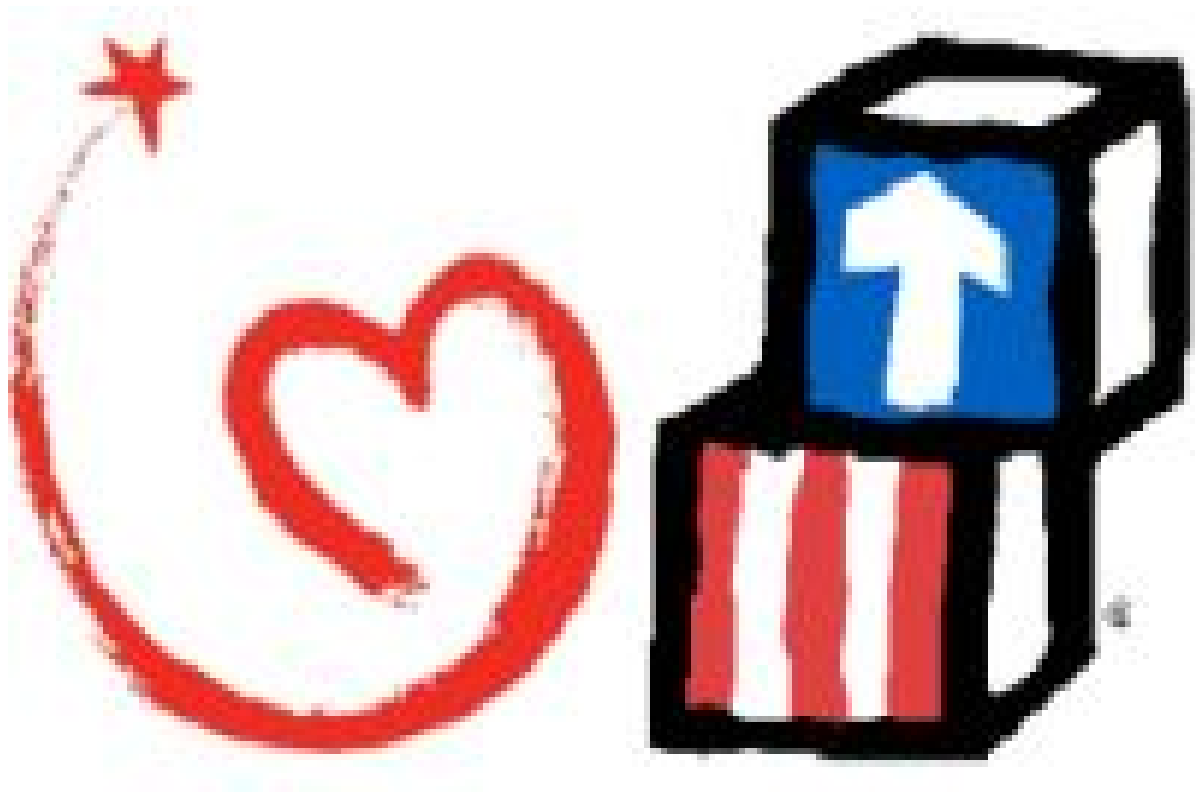


Head Start of Rockland, Inc. Reentry Plan



Head Start STRONG!



TABLE OF CONTENTS

REENTRY COMMITTEE MEMBERS	3
INTRODUCTION/PURPOSE	5
FACILITIES	9
NUTRITION	9
TRANSPORTATION	10
COMMUNICATION/FAMILY & COMMUNITY ENGAGEMENT	10
SOCIAL-EMOTIONAL WELL-BEING	11
SCHOOL SCHEDULE	13
Early Head Start Center-Based EHS (18 months-3 years old)	13
Early Head Start Home-Based EHS (Pregnancy – 3 years old)	14
Early Head Start Child Care Partnership (18 months – 3 years old)	14
Head Start Center-Based HS/Inclusion/PreKindergarten (3- 5 year olds)	14
BUDGET & FISCAL	16
ATTENDANCE & CHRONIC ABSENTEEISM	16
TECHNOLOGY & CONNECTIVITY	17
TEACHING & LEARNING	18
SPECIAL EDUCATION	19
STAFFING & HUMAN RESOURCES	20
EMPLOYEE WELL -BEING	20
CLOSING	21



Head Start of Rockland, Inc. has submitted its Reopening Plan to the NYS Education Department, NYS Department of Health and the County of Rockland, Inc. outlining how we plan to safely reopen our buildings in September.

At the present time Head Start of Rockland, Inc. is planning to reopen in September using a Hybrid Instructional Model.

Head Start of Rockland, Inc. will prioritize high- needs children with disabilities for in-person instruction and will implement a contingency plan for remote learning needs in the event of intermittent or extended school closure.

REENTRY COMMITTEE MEMBERS

Head Start of Rockland, Inc. engaged the following agency stakeholders and community members with the development of our agency’s Reentry Plan. These individuals have been involved in the planning process and will continue to be involved as guidance changes.

ADMINISTRATIVE

Ouida Toutebon, Executive Director (Head Start of Rockland, Inc.)
Frances Rivera, Director of Program Operations (Head Start of Rockland, Inc.)
Kira Davenport, Nyack Director (Head Start of Rockland, Inc.)
Miriam Kahan, Spring Valley Director (Head Start of Rockland, Inc.)
Tanya Soto, Haverstraw Director (Head Start of Rockland, Inc.)

BOARD OF DIRECTORS

Tara Gales, President (Head Start of Rockland, Inc.)
Terri Evans, Treasurer (Head Start of Rockland, Inc.)

EDUCATION

Jennifer Gannon, Education Director (Head Start of Rockland, Inc.)
Tina Daly, Special Education Manager (Head Start of Rockland, Inc.)
Ruth Vega, Nyack Education Supervisor (Head Start of Rockland, Inc.)
Dionne Miller, Haverstraw Education Supervisor (Head Start of Rockland, Inc.)
Jessica Wilson, Spring Valley Education Supervisor (Head Start of Rockland, Inc.)

FACILITIES MANAGEMENT

Eric Alcin, Facilities Coordinator (Head Start of Rockland, Inc.)
Oscar Lopez, Contractor (O & C General Contracting)



FAMILY & COMMUNITY ENGAGEMENT

Zenya Alvarez- Cleveland, FCE Director (Head Start of Rockland, Inc.)
Maria Bautista, Nyack FCE Supervisor (Head Start of Rockland, Inc.)
Ashlee Butler, Haverstraw FCE Supervisor (Head Start of Rockland, Inc.)
Carolyn Miranda, Spring Valley FCE Supervisor (Head Start of Rockland, Inc.)
Policy Council Representative (s) (Head Start of Rockland, Inc.)
Community Partners (County-wide)

FISCAL MANAGEMENT

Gerard Geisinger, Fiscal Manager (Head Start of Rockland, Inc.)
Tina Marie Ciccone, Accounting Coordinator (Head Start of Rockland, Inc.)

HEALTH SERVICES

Margaret Diaz- Acosta, Health & Nutrition Director (Head Start of Rockland, Inc.)
Mary Duran, Registered Nurse (Head Start of Rockland, Inc.)

HUMAN RESOURCES/STAFF WELLNESS

Kerri McNamee, Professional Development Coordinator (Head Start of Rockland, Inc.)
Shannah Eiland, Employee Wellness Coordinator (Head Start of Rockland, Inc.)

NUTRITION SERVICES

Diane Haltner, Nutritionist (Head Start of Rockland, Inc.)
Carmen Abreu, Haverstraw Food Services Manager (Head Start of Rockland, Inc.)

MENTAL HEALTH

Ahuva Kolat, Spring Valley School Psychologist (Head Start of Rockland, Inc.)
Marisel DiMaulo, Haverstraw School Psychologist (Head Start of Rockland, Inc.)



INTRODUCTION/PURPOSE

Head Start of Rockland, Inc.'s Re-Entry Plan is to provide guidelines for reopening our buildings in a safe manner that adheres to all state and local health guidelines.

Head Start of Rockland, Inc. understands we are living in uncertain times and we will remain sensitive to the hardships that many of our families and staff will face in regards to reopening in September. Our plans to reopen will be re-evaluated as needed and we will follow the guidance provided to us by the Office of Head Start, NYS Department of Education, NYS Department of Health, NYS Office of Children & Family Services, local school districts and local officials.

We remain committed to ensuring that the health and social-emotional wellbeing of our children, families and staff remain our number one priority.

HEALTH & SAFETY

The health and safety of the children, families and staff in our schools is paramount. Health and safety considerations will always come first in every decision made and every action taken by Head Start of Rockland, Inc.

Families, staff and visitors will remain informed on updated information related to COVID-19, how information will be shared is outlined in the Communication/ Family & Community Engagement section.

Our agency has developed a schedule of in-person instruction and staffing to ensure we are meeting all COVID-19 safety procedures in regards to social-distancing. Whether instruction is provided in-person, remotely, or through some combination of the two, our agency has an important role to play in educating and communicating with families and staff about the everyday preventive actions they can take to prevent the spread of COVID-19. Prevention will be accomplished by following the recommendations of health authorities in the following areas:

- Health Checks;
- Healthy Hygiene Practices;
- Social Distancing;
- Personal Protective Equipment (PPE) and Cloth Face Coverings;
- Management of Ill Persons; and
- Cleaning and Disinfection.

Staff will be trained on COVID-19 Awareness- this training will address the following areas:

- What is COVID-19
- Identify symptoms of COVID-19



- Understand how it spreads and how to prevent spreading
- Proper way to wear PPE
- How to sanitize and disinfect
- Define key concepts of social distancing

Parents/ staff will be provided with resources to educate them regarding careful observation of symptoms of COVID-19 and health screenings that must be conducted prior to children, parents, staff and visitors entering our buildings. Each site will have screening tables at the entry ways of their buildings and children, parents and staff will be screened by trained personnel who have been trained on how to properly use and sanitize screening equipment. This process will be overseen and monitored by our Health & Nutrition Director.

Screening of children and staff includes a daily temperature check and periodic completion of a screening questionnaire.

A screening questionnaire determines whether the individual has:

- knowingly been in close or proximate contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19;
- tested positive through a diagnostic test for COVID-19 in the past 14 days;
- has experienced any symptoms of COVID-19, including a temperature of greater than 100.0°F in the past 14 days: and/or
- has traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days.

****Per NYSDOH, schools are prohibited from keeping records of children, family, staff, and visitor health data (e.g., the specific temperature data of an individual), but are permitted to maintain records that confirm individuals were screened and the result of such screening (e.g., pass/fail, cleared/not cleared).***

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms.

Head Start of Rockland, Inc. must provide acceptable face covering to employees (and children over age 2) and have an adequate supply in case of need for replacement per Executive Order 202.16. Schools should allow an employee to wear their own acceptable face covering but may not require they supply their own face coverings. Employees with healthcare provider documentation stating they are not medically able to tolerate face covering cannot be required to do so.



Face coverings may be challenging for children (especially younger children) to wear in all-day settings such as school, so scheduling mask breaks is important. Face coverings should not be placed on:

- Children younger than 2 years old;
- Children where such covering would impair their health or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction;
- Anyone who has trouble breathing or is unconscious; or
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

Head Start of Rockland, Inc. will instruct parents/guardians and staff, contractors and vendors on:

- The proper way to wear face coverings;
- Washing hands before putting on and after removing their face coverings
- Proper way to discard disposable face coverings;
- The importance of routine cleaning of reusable face coverings; and
- Face coverings are for individual use only and should not be shared.

Appropriate face coverings are strongly recommended and encouraged.

In the event a child or staff person becomes ill during the day they will be isolated in a designated area of the building. Each site will identify and label an isolated designated area in the building to handle cases of ill children and adults. This room must adhere to all health and safety guidelines and properly sanitized after each use. Individuals that are exhibiting signs of COVID-19 will be assessed by a medical professional (*if available*) or trained staff member. Individuals will be sent home and be required to follow-up with a healthcare provider.

In the event a child or staff person is sent home due to suspected COVID-19, the Health Coordinator will contact the local and State Department of Health for further guidance as to how to handle the potential individuals that could have been exposed.

If a child is sent home due to suspected COVID-19 the child's parent/legal guardian will be required to come pick up the child within 30 minutes. In the event the parent/legal guardian is unable to come, the child may be released to any individual indicated on the child's emergency pick-up list.

Head Start of Rockland, Inc. will follow CDC guidance for allowing a child or staff member to return to school after exhibiting symptoms of COVID-19. If a person is not diagnosed by a



healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19 they can return to school:

- Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours;
- If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least ten days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine); and
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.

In the event there is a confirmed case of COVID-19 at one of our locations, Head Start of Rockland, Inc. will follow our communication plan for families, staff and visitors to inform them. We will follow guidance from Rockland County Department of Health in regards to contact tracing, closure and proper sanitization.

Accommodations will be made for children at high risk or who may live with someone at high risk by providing them remote instruction and support services. Staff at high risk or live with someone at high risk will be provided alternative work accommodations as permitted.

Proper cleaning and disinfecting of buildings and classroom materials will be conducted daily and throughout the day to ensure safety. All cleaning will be documented on cleaning logs. Our agency will follow CDC guidelines.

The agency will have a COVID-19 Safety Coordinator (***Grantee Level***) who will be responsible for ensuring continuous compliance with all aspects of the Head Start of Rockland, Inc. Re-Entry Plan, as well as any phased-in re-entry activities necessary to allow for operational issues to be resolved before activities return to normal or “new normal” levels.

In addition to the COVID-19 Safety Coordinator each building will have COVID-19 Resource Person (***Site Level***) to assist with communicating and addressing any concerns of parents and staff in regards to COVID-19 related issues. The COVID-19 Safety Coordinator will work closely with each site's COVID-19 Resource Person.



The following are the “recommended” staff to be assigned to these positions (bi-lingual):

COVID-19 Safety Coordinator (Grantee Level) -

Health & Nutrition Coordinator: Mary Duran, RN

Back-up: Nurse: Gelli Mae Macaraig, BSN

COVID-19 Resource Person (Site Level):

HAVERSTRAW- Mariellys Arias/ ***Back-up:*** Leibnitz Ledesma

NYACK- Jocelyn Corado/ ***Back-up:*** Miriam Morales-Colon

SPRING VALLEY- Lizette Rodriguez/ ***Back-up:*** Yenifer Flores

FACILITIES

Head Start of Rockland, Inc. will meet all ventilation requirements for our buildings. Our agency will consult with a licensed vendor to check all HVAC units in our buildings. Directors of each site will work closely with the Grantee designee to ensure this is done prior to buildings reopening.

Buildings will be fully disinfected and sanitized prior to school reopening. Daily cleaning and sanitizing will be completed by maintenance and teaching staff during the day and cleaning company at night. Daily cleaning logs will be maintained at each location. All cleaning supplies and methods will follow CDC guidelines.

All buildings will have proper signage and labeling in place to ensure all children, families, staff and visitors are adhering to all safety regulations such as wearing proper PPE gear, social distancing, proper handwashing, etc. In addition, hand sanitizing stations will be available throughout the buildings.

Clear plastic dividers will be installed where needed in the classrooms, office spaces and general areas.

Safety drills which include fire drills, evacuation drills and lock drills must be conducted in a manner that allows for the health and safety of all children and staff and permit for social distancing.



NUTRITION

Children will receive the following 3 meals while attending in-person classes and children receiving virtual learning will also receive 3 meals.

Starting September 14, 2020 through October 2, 2020 all students will begin to receive meals through *'Take Home Service'*. Each family will have the opportunity to come to their assigned site and pick-up prepackaged meals consisting of breakfast, lunch, and a snack. ***Please note-*** This service will continue through the year for children receiving virtual learning ***AND*** if we should need to close again. Each site will decide on the scheduled pick-up times and implement a system that will permit for social distancing and safety during daily food distributions.

Food will be prepared by certified/trained food services staff. Staff will follow all Department of Health, CACFP and OCFS guidelines. Food will be kept at the appropriate temperatures and any food requiring refrigeration after pick-up will be communicated to families.

Food services staff will make menu substitutions for children with food allergies. These meals will be identified through a color coded system.

Meals being served in the classrooms will be plated by the classroom teaching staff. Children and staff will follow all proper handwashing procedures prior to meals and after meals as well. Children will be seated at classroom tables and will remain six feet apart from one another. In the event this is not possible the use of a plastic barrier will be in place to ensure separation.

All meals will follow CACFP guidelines and meals/menu planning will be developed and overseen by our Nutritionist.

TRANSPORTATION

Head Start of Rockland, Inc. does not provide transportation. Children receiving transportation through the County of Rockland, Inc. for Special Education will adhere to all safety regulations in place by the County. When children are dropped off they will be greeted by a staff member in PPE gear. Children will need to have on masks, be screened prior to entering the building and wash their hands once they enter the building.



All agency cars should be disinfected daily and each vehicle should be equipped with a cleaning log and cleaning kit that has disinfectant wipes, spray, gloves and masks.

COMMUNICATION/FAMILY & COMMUNITY ENGAGEMENT

Regular and frequent communication between Head Start of Rockland, Inc. and families has always been an essential element of effective family and community engagement. With all the uncertainty surrounding COVID's spread and its impact on local communities, communication and family engagement will be more important than ever this school year. When families, schools, and communities work together and keep each other informed, children are more successful, and everyone benefits. Building these strong relationships takes regular, frequent, and transparent two-way communications. These communications should be clear and consistent, and families should be encouraged to engage in the process.

Head Start of Rockland, Inc. has developed a consistent means of communication for families, staff and visitors. Our agency will utilize the following communication system to inform families and staff of pertinent information during the national pandemic.

- COR Advantage will be the system utilized to communicate information. This information is transmitted through an email or text messaging system.
- One Call Now (via telephone system) will be used to notify families that an important message has been sent to their email/cellular device.

Families and staff contact information will be collected and maintained in the COR Advantage database system. Information will be updated by Family Services staff for families and HR Department for staff as needed.

All information communicated through COR Advantage will be conducted by the Grantee office to ensure the message communicated is consistent and accurate. COR Advantage has the ability to translate information in the primary language of each family. Written plans will be accessible to those with visual and hearing impairments.

COR Advantage system will be overseen by both the Education and Program Operations Directors.

Head Start of Rockland, Inc. will offer prior to the start of school orientation/training sessions to families and visitors on COVID-19 safety procedures, social distancing requirements while in our buildings, proper face covering, hand and respiratory hygiene practices.

Staff will be trained on the same content before reopening our buildings.



Students will also learn COVID-19 safety practices and learning/safety routines of the school day during our transition process during the week of September 21, 2020.

SOCIAL-EMOTIONAL WELL-BEING

Student and staff wellness is a primary focus in all aspects of the reopening plan. Education supervisors at each site will ensure that social emotional learning is the focus in every classroom (virtual and in-person) for the beginning of the school year and throughout the year. Staff, families and students will be informed on what to expect upon entering the school for the 2020-2021 school year through a variety of formats.

There is a Pyramid Implementation Team that consists of representatives from each location as well as parents. This team also includes an external coach and the Special Education Manager and already meets monthly. Although the initial focus was to support full implementation of the Pyramid Model, the meetings will now ensure that supports are in place to meet current needs. These meetings will ensure teachers have the resources they need to meet the social emotional needs of the students.

The Family and Community Engagement Team will stay up to date on the resources available in the community around mental health, behavioral, and emotional support services. In addition, they will work closely with the Education and Disabilities Teams at their location to ensure referrals are made to the district if needed.

Professional development needs will be addressed throughout the year to ensure staff have the tools they need to talk with and support students during and after the pandemic. The education and disabilities teams will continue to find tools to support developing coping and resilience skills for students.

Initial days will provide staff with training around wellness and information regarding resources available to them. Head Start of Rockland already had a Staff Wellness team in place prior to the pandemic. This team has representatives from each location and meets on a monthly basis. This team will continue to meet with a focus on monitoring and supporting the social emotional wellbeing of staff.

The sites will continue to provide the tools and resources already in place to continue providing tiered supports as needed by students. The education and disabilities teams at each site will work closely together to ensure that a safe and supportive learning environment for everyone in the



school community has been established. Where needed the disabilities and education team will step in to support children who need more individualized support.

Student SEL and Well-Being

A slow reentry plan was created to support student transition back to school. This will allow children to get adjusted to the new screening requirements, learn the group of students they will socialize with and become accustomed to staff wearing masks. This will also allow for individualized support for students with high levels of separation anxiety. Safe and supportive learning environments will be maintained to support student social emotional learning.

Teachers will be assigned to five children to support building strong relationships while guiding social distancing within the classroom. They will remain in contact with these five children throughout the school year regardless of the mode of teaching. Teaching teams will have time in the afternoon to meet and reach out to internal support staff as needed to ensure meeting the needs of all students. In addition, family workers will check in with the families to ensure that they know what resources are available to meet the needs of the family as a whole. The current curriculum, High Scope, includes support for social-emotional learning. This comprehensive curriculum will continue to be used to promote our students' social and emotional development, including the ability to express feelings in words, build positive relationships with children and adults, create and experience collaborative play and deal with social conflict.

Using Data for Continuous Improvement

Data will be collected and assessed using screening and assessment tools already in place. Brigance screening will be analyzed by the Education Director and shared with the education and pyramid team to plan accordingly. Child Observation Record (COR) will be used throughout the year and assessed by teachers, education supervisors and the education director to support ongoing planning. The disabilities team meets monthly and will discuss common in-house behavioral referrals as needed.

SCHOOL SCHEDULE

Early Head Start Center-Based EHS (18 months-3 years old)

September 21, 2020 – September 23, 2020 EHS will follow the transition plan that is documented in our Agency Plans as required by Head Start. Please note prior to the 21st the teachers will make contact with families to review safety precautions, daily schedule, etc.



EHS Day 1 (September 21, 2020) the children will attend for one- hour of school in two groups of four children; Total - all eight children - Group 1 with 4 children for one-hour and Group 2 with 4 children for one-hour following the dismissal of Group 1. Two children will be assigned to each EHS Teacher in the room. *We ask parents to stay near the school, comply with social distance regulations and mask wearing requirements for the safety of all our families. The children who began transitioning with the teacher will remain with that teacher for the remainder of the year to comply with cohort/group requirements.*

EHS Day 2 (September 22, 2020) the children will attend in the same grouping as day 1 (2 groups of 4). This time the session time will increase to 2.5 hours. The first group will be provided breakfast and the second group will be provided lunch. *Once again we ask parents to stay near the school, comply with social distance regulations and mask wearing requirements for the safety of all our families. The children who began transitioning with the teacher will remain with that teacher for the remainder of the year to comply with cohort/group requirements.*

EHS Day 3 (September 23, 2020) all 8 children enrolled in the classroom will attend for the full 3.5 hours and are served breakfast and lunch. *Teachers will remain with the four children they supported during Day 1 and Day 2 for the entire 3.5 hours.*

Starting September 24, 2020 all EHS classrooms will run 3.5 hours Monday through Friday. The teachers will remain with the same 4 children every day for the entire 3.5 hours. Afternoons will be used to clean the classroom to COVID standards and to work as a team to strengthen the success in the classroom and overcome any challenges.

Lessons will focus on social emotional learning to support student transition to the new normal for school. In addition, teachers will continue to work on their daily schedule to support as much outside learning as possible.

Early Head Start Home-Based ESHB (Pregnancy – 3 years old)

This program will begin on September 21st as well. The Home Visitors will ensure that they have at least one face to face contact with each family every month. While the weather allows visits will take place at outdoor locations. Socializations will take place through Zoom to continue to support social distancing while promoting social interaction. To ensure weekly contacts with parents the method used will be based on each individual family's comfort level. These may be done through a phone call, in person at a designated location, face-to-face through a virtual program (ie zoom, facetime, duo, google meets, whatsapp).



In addition, once a month packets of hands on learning items and a book will be delivered to each family. These packets will align to the current curriculum (Partners for a Healthy Baby) as well as the Head Start Early Learning Outcomes Framework.

Early Head Start Child Care Partnership (18 months – 3 years old)

This program will be up and running as allowed by guidance from the NYS Office of Children and Family Services, the CDC and NYS Reopening Plan. The health and safety of children, staff and parents will be taken into consideration per individual program.

Head Start Center-Based HS/Inclusion/PreKindergarten (3- 5 year olds)

Note: To comply with OCFS (Office of Children and Family Services) regulations no more than 15 students will be in a classroom. Each room's occupancy limit will be checked to ensure adequate space for social distancing. Student selection for in-person learning will be based on parental preference for at home learning prior to selection based on the requirements set by Governor Cuomo.

September 9, 2020 through September 18, 2020 enrolled UPK and Head Start children and those children who have an Individualized Education Program (IEP) will receive their services through teletherapy and Zoom. Zoom classes will take place from 9:00 AM to 9:45 AM each day.

September 21, 2020 through October 2, 2020 all enrolled children will begin transitioning to in- person schooling. The program will run half-day classes Monday - Wednesday to support teaching children and families the new routine and expectations established to support adequate social distancing during COVID. In addition, virtual learning will continue with Zoom classes being offered daily.

The program will run as follows:

Group 1 will come in on September 21st (**Monday**) and September 29th (**Tuesday**)

Group 2 will come in on September 22nd (**Tuesday**) and September 30th (**Wednesday**)

Group 3 will come in on September 23rd (**Wednesday**) and October 1st (**Thursday**)

Each group will have 5 children and will be led by the teacher that they will be assigned to during the school year. During this time they will learn the expectations of the classroom, meet the teachers in the room, and be part of picking what will identify their group (symbol, color, shape). These days will be used to support children getting to know the expectations of the classroom as well as the group of children they will be interacting with.



The sessions will run for the full 3.5 hours to support children experiencing the full routine of the classroom. For children with severe separation anxiety Teachers, Education Supervisors, Disabilities Specialists, Psychologists and Family Workers will discuss the best way to support each child. The end of each week will be used to support these students. Since classes are not running on these days it provides an opportunity for parents to bring these children to the classroom and help support excitement in their child about returning.

At the end of each session teaching teams will talk about how the day went and prepare for the next day's children (lessons, sanitizing, etc.). The Education Supervisors will meet with each team individually to discuss how things went. At the end of the three days the teaching staff will meet as a group to discuss the successes and problem solve for the next week where they will do the same thing. The Education Director and the Education Supervisors will meet via Zoom to discuss and problem solve as needed each week and throughout the week as necessary.

During this time Zoom lessons will continue with children who did not physically attend school. Zoom classes will be held Monday-Friday at a time that works best for each classroom.

Starting October 5, 2020 all 15 children will attend the program for 3.5 hours Monday - Friday. Children will remain in the groups of 5 with the 1 teacher for the entire time they are in the classroom. Zoom lessons will continue with virtual learning children **AND** any child who does not attend physically due to illness, etc. will be allowed to join Zoom class.

Re-evaluation of program design:

Current process will be re-evaluated on October 20, 2020. At this time a decision will be made to either continue with five days a week at 3.5 hours or increase the hours of attendance to 5 hours. This decision will be made based on data collected from all service areas as well as feedback from the families we service and NYS Mandated Guidance. If it is decided to increase program hours from 3.5hrs to 5hrs the effective date will be Monday, November 2, 2020. ***Program hours were re-evaluated and due to the increase in COVID-19 cases both county and nation-wide, all classes will remain 3.5hrs until December 31, 2020. HSOR will re-evaluate program hours for January 2021 prior to winter break***

Preparation for Continued Learning:

To prepare for continued learning in the event that schools have to close for an extended period of time take home packets will be developed. These packets will be developed by the Education Supervisors and Education Director prior to the start of the school year.

Class Hours

Staggered schedules for the 3.5 hours have been set to support social distancing during arrival and drop off. The classroom times are listed in the chart below.



Students/Children Hours	Hours	Days
Morning	8:15 AM – 11:45 AM	Monday-Friday
Morning	9:00 AM – 12:30 PM	Monday-Friday
Virtual	Variable	Monday-Friday

**Tentative (May change as guidance changes)*

BUDGET & FISCAL

Head Start of Rockland, Inc. will continue to meet existing state aid reporting requirements. Additionally, the content of data submissions, such as attendance data, will remain consistent with past practice, except where modified by law, regulation or executive order.

ATTENDANCE & CHRONIC ABSENTEEISM

Attendance for children attending in-person will remain the same. Attendance will be taken in classroom and then entered into Child Plus. Children attending virtual classes will have their attendance entered into Child Plus by a designated person at each site. FCE & Education Supervisors will work closely with one another to ensure ALL children are receiving instructional learning. Any child that attends in-person classes and who is absent for any reason will be permitted to attend Zoom classes scheduled for the day.

Any child that is experiencing chronic absenteeism will be contacted by their assigned family worker. Head Start of Rockland, Inc. will continue to practice our agency's attendance and absentee procedure set forth by Head Start Performance Standards.

TECHNOLOGY & CONNECTIVITY

Head Start of Rockland, Inc understands the need to ensure all families have equal access to at home learning for their children in this unique time. Family workers will ensure that our families are aware of all resources available regarding internet connection and obtaining devices for at-home learning. In addition, the education team will ensure that learning can occur for all children regardless of technology and connectivity ability (see Teaching & Learning).

Each head teacher will be given, and responsible for, a Chromebook that they will be able to bring home with them. This will ensure that the head teacher will be able to ensure learning continues for all students from their home should the school be closed for an extended period of



time. In addition, staff will be informed to reach out to their supervisors if they have an issue with internet access.

Early September a survey will be sent out to parents assessing their access to technology, ability to connect to the internet, and their comfort level with different platforms. This will be done through google and sent out by the Grantee office for data collection. This data will then be utilized to support training parents as well as supporting them in connecting with community resources to enhance their technology and connectivity as much as possible.

Platforms used for communication with parents will be limited to those whose security can be documented by the company offering the platform (ChildPlus, COR Advantage, Ready Rosie, Zoom). This will ensure the safety of parent and student information as well as minimizing the platforms parents need to be familiar with.

Professional development is ongoing and continuous within Head Start of Rockland to ensure the continued growth and development of staff. This mentality will continue to support teachers in gaining more confidence when working virtually with our students and families. In addition, families will be supported through training that will remain available through links on Facebook on how to engage with the platforms HSOR will be using during the 2020-2021 school year. Each site will take advantage of their internal knowledge and provide peer support along with the mentor support HSOR already has in place.

To support parents knowing when to look for new information a timeline will be established for when parents can expect Facebook to be updated and when/how often they should expect an email from teachers at home learning support. Platforms that provide information on which parents have accessed the notices and which haven't will be used to provide focused support to parents who are not as engaged in home learning to discover if/what supports they may need.

TEACHING & LEARNING

Head Start of Rockland, Inc is committed to creating an environment that inspires a long lasting love for learning. This is true regardless of whether services are received, in-person, remote, or through a hybrid model of instruction. Our plan ensures the mandated 180 days of instructional days take place either in-person, remotely or through a hybrid model.

Our dedicated educational team is working closely to ensure that learning is consistent, will happen seamlessly regardless of delivery method, and implements the mandatory requirements. Monthly packets are being created to ensure that all students will have access to hands on learning that align to the Head Start Early Learning Outcomes Framework (HSELOF), New York State Learning Standards and the HighScope Curriculum. This advanced planning will



ensure that all students will have access to learning opportunities whether delivered in-person, remotely, or through a hybrid model due to a local or state closure. Schedules are created to ensure that the Head Teacher in each classroom, who meets qualification requirements for each program, will be responsible for in-person as well as remote contact with students on a regular basis. A communication plan will be established that ensures continuous communication between the school and families takes place.

Our educational teams agency wide and at each site will have time to meet and plan prior to the arrival of students. In addition, they will work closely with our disabilities teams to ensure meeting the needs of all students. A plan to transition children into the classroom was mentioned previously. This plan will allow individualized support as needed to ease the transition back to school. Continuous assessment of student need will take place throughout the school year. Meetings will be held as needed and training opportunities for staff and families will be assessed and provided as needed.

Head Start of Rockland, Inc. will meet the children where they are and base lessons on student needs, accepting the learning loss that took place during the 2020 school closure. The beginning of the year will be focused on supporting the transition back to school, supporting socialization and the creation of a climate of safety, comfort and routine. Meal times will be provided following health and safety requirements. Teaching staff will ensure proper handwashing by students at all appropriate times. Materials will be cleaned according to Department of Health guidelines and individual materials will be provided for use when sharing is not possible (ie crayons, pencils).

Classroom settings will be established with visual imagery of how many students can engage in an area while socially distant. Home learning materials will have a focus on hands-on learning with support from 45 minute zoom lessons by the Head Teacher in the classroom to minimize the amount of screen time our students engage with. Each classroom will have no more than 15 students and no less than three staff members. To support social distancing each staff member will be assigned 5 children that they will engage in for the entire class time, each group will have their own daily schedule to follow to support social distancing throughout the school day.

Screenings will be completed on students attending in-person instruction as soon as possible. Those students who are receiving instruction remotely will be assigned a screening date and time. Students whose parents, doctors, or teachers have concerns about development will be prioritized. The Emergent Multilingual Learner language profile will be completed prior to entry.

Visitation to the classrooms will be limited and those entering the classrooms will be expected to adhere to all health and safety protocols prior to entering the program/classroom.



SPECIAL EDUCATION

Head Start of Rockland, Inc. prioritizes providing in-person instruction for those students who have Individualized Education Programs (IEPs). Our agency will follow guidance from the NYS Dept of Ed, Department of Health, OCFC and CDC regarding provision of in-person services. If a parent or health care provider decides that a student should not participate in in-person instruction, the student can continue to receive their instruction remotely. HSOR will also work closely with the local school districts to ensure compliance with IEP recommendation while focusing on the health and safety of our students and staff. Therapists will group children from the same classroom when IEP goals align. Our speech and language therapist, occupation therapist and psychologists will utilize a clear partition on tables when providing therapy. Our physical therapist will wear face covering and PPE over clothing. Therapists will sanitize all equipment and materials between sessions.

The transition to remote learning will occur without interruption. Special education teachers will schedule daily group lessons through Zoom. Special education teachers will also provide individual sessions for each child, or group with similar goals, on a weekly basis to support meeting expectations. Speech therapists, physical therapists, occupational therapists and school psychologists will provide teletherapy sessions. Disability Specialists and Ed Supervisors will continue to support teachers and therapists regarding appropriate technology and hands on tools to support our students' development. Whether learning is in-person or remote, student's progress toward IEP goals will continue to be monitored through frequent data collection. Communication with parents will be ongoing and clearly documented. Our COR platform translates into the parents home language and will be utilized to support correspondence.

STAFFING & HUMAN RESOURCES

As Head Start of Rockland, Inc. creates plans for the 2020-21 school year, we will ensure that all Teachers and other required personnel hold a valid and appropriate certificate for their assignment. Staffing models will be reviewed and evaluated to ensure we are appropriately addressing the educational and support needs of our children and families. In addition we will evaluate building capacities to ensure we are able to adhere to social distancing and crowd control. Some employees may be provided with flexible work schedules. This will be determined based on the need and responsibilities of position and the ability to complete work from home or work half day schedules. In addition some positions may become reduced hours, part-time status or furloughed.



EMPLOYEE WELL -BEING

Staff in our schools must take care of themselves, both for their own well-being and so that they may be better able to help young children in their classrooms and families in our programs. Head Start of Rockland, Inc. is aware that we have staff who have experienced stress, anxiety, grief, and trauma. It is important to consider the impact this will have on their return to an in-person or virtual school environment.

Additionally, staff need access to professional learning opportunities that can better prepare them to support their own well-being as well as the well-being of the children and families they serve. This will be a priority with training and professional development this school year.

During the last two weeks of August, the Human Resources Department will hold Zoom Meetings for staff to attend. During this time we will discuss their feelings about returning to work, addressing concerns or questions they may have and to review our agency's reopening plan. Any staff in need of additional social/emotional support will be provided with resources to follow-up such as our Employee Assistance Program.

The first 2 weeks of school **September 7, 2020 – September 18, 2020**, we will only have staff in attendance to adequately train them regarding:

- COVID Awareness
- Wellness and mental health for staff, children and families
- Anti-bias education and the world we live in now
- Trauma informed care, resilience

Additionally, this time will be used to prepare classrooms for social distancing, cleaning and rotation of toys for children. Teaching staff will be supported in developing daily schedules as well as lesson plans that will focus on social emotional learning. Emphasis will be placed on ensuring teachers understand the importance of staying with their group of children during instructional hours. Packets will be developed in preparation for extended periods of closing to support at home learning for all students regardless of technology access.

CLOSING

Head Start of Rockland, Inc. is committed to the children, families and staff in our program and we will work hard to help make the transition back to school and work as easy as possible. In these uncertain times we need to support one another and clearly communicate with all regarding



ever changing information. Our agency is dedicated to making the 2020-2021 School Year
“Head Start of Rockland STRONG”