

## COVID-19 Hybrid Instruction Procedure

**Policy:** PCDC staff will ensure remote learning opportunities are offered to children and families when in person instruction is not possible.

### Procedure:

- Teachers will provide in person instruction according to the frequency as outlined by the respective local education agency. Instruction will be provided using the High Scope and Conscious Discipline curriculums. Outdoor instruction must be utilized as often as possible. Child screenings must be conducted to the extent possible within 45 days of enrollment. Ongoing child assessments must be conducted to the fullest extent possible utilizing a combination of child observation during in-person instruction as well as observation during remote learning group experiences. Home visits and parent/teacher conferences should be conducted outdoors when possible or virtually.
- Teachers will provide remote instruction according to the frequency outlined by the respective local education agency
- On each child's last day of in person instruction for the week, they will be sent home with an *At-Home Activity* sheet (see *At-Home Activity Procedure*) that includes play-based experiences for the child and family to complete together
- On each child's last day of in person instruction for the week, they will be sent home with a F.R.E.D book and accompanying activities (see *F.R.E.D Procedure*)
- Classroom Zoom meetings should be held weekly for approximately 30 minutes. Zoom meetings should have an established routine that includes the following components:
  - Welcome/Greeting
  - Celebrations
  - Time for students to share/talk with each other
  - Group activities such as story times, science experiments, music/movement, connection games, learning games, etc.
  - Wish Wells
  - Closing Ritual

If necessary to accommodate family schedules, classroom Zoom meetings should be offered at two different times during the day. Both lead teacher and teaching assistant should attend the classroom daily Zoom meeting.

- All family participation in remote learning activities should be captured using the *Remote Participation Form*. The *Remote Participation Form* must be submitted to the Education Manager at the end of each month.
- If at any point the respective local education agency moves to full time remote instruction, the *COVID-19 Remote Instruction Procedure* should be followed.

*Referenced Procedures:  
At-Home Activity Procedure  
F.R.E.D Procedure*

*Referenced Forms:  
Remote Participation Form*