

## COVID-19 Remote 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 virtual 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.
- Each teacher must provide instruction, complete recordkeeping responsibilities such as daily attendance, lesson plans and end of the month reports. Each teacher must establish hours that total 8 hours per day. Hours must include morning and evening times to accommodate varying schedules.
- Teachers will establish daily Zoom meetings with individual students that should not exceed 15 minutes as recommended by the High Scope curriculum developers. This time should be used to interact with the student, observe development, conduct activities, etc. Each Zoom experience should be tailored to the individual needs of the child and family. If possible, the parent should be left with suggestions for play based, active learning experiences they can do with their child to foster development. Both lead teacher and teaching assistant should each child's daily Zoom meeting.
- If teachers choose to meet with families for home visits, it is advised that social distancing is used (3ft) as well as masks worn by teacher, student and family members. In person visits will be scheduled by the teacher at their discretion and the located will be in an outdoor environment such as playground or park and the time should not exceed 30 minutes in length. COVID-19 safety protocols must be followed during in-person visits to include health checks upon arrival, social distancing and sanitization procedures.
- Weekly classroom Zoom meetings should be held 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 weekly Zoom meeting.
- Teachers should create a classroom Facebook page that is a private group and invite classroom families to join the group. Content such as links to activities and resources, suggested activities, whole class messages, etc. should be posted at least once daily. Both the lead teacher and teaching assistant should contribute to daily classroom posts.
  - Teachers should plan for at minimum one virtual field trip to be completed each month. Virtual field trips can be conducted using Zoom or another virtual platform.
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  - Every family should be provided with an *At-Home Activity Sheet* weekly (see *At-Home Activity Procedure*) that includes play-based, active learning experiences for the child and family to complete together. At-home activity sheets should be sent to families via email whenever possible. For families unable to access email, at-home activity sheets must be sent via the postal service.
  - 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.
  - Child screenings must be conducted to the extent possible within 45 days of enrollment and must be completed virtually or outdoors.
  - Ongoing child assessments must be conducted to the fullest extent possible utilizing a combination of child observation during remote learning group experiences and parent feedback.
  - Home visits and parent/teacher conferences should be conducted outdoors when possible, via virtual meeting or via phone call if all other options have been exhausted.
  - If at any point the respective local education agency moves to a hybrid instructional model, the *COVID-19 Hybrid Instruction Procedure* should be followed.

*Referenced Procedures:*  
*At-Home Activity Procedure*

*Referenced Forms:*  
*At-Home Activity Sheet*  
*Remote Participation Form*

