

**Child Development Council (The)**  
**Family Enrichment Network**  
**(FEN)**

**Reopening Plan related to**  
**COVID – 19**



## **Possible Types of Learning Available:**

**In-person learning** – instruction is available for children in UPK or Integrated special needs classes and will occur on a daily, Monday-Friday, basis.

**Hybrid-learning** - will be a combination of in-person and remote learning offered in multiple possible formats.

**Remote learning** - students will engage in instruction while at a remote location such as home. These services will be held via Zoom Classroom; Go To Meeting; Face Time; and additional supports via electronic, phone, or paper services. Children participating remotely will receive program supplies to fully engage in their program from home.

## **Health and Safety**

### In-person Learning and Hybrid Learning

FEN has reviewed and considered the number of students and staff allowed to return in person based on: the ability to maintain appropriate social distance of six feet, availability of PPE and cloth face masks, availability of safe transportation, and OCFS and local DOH regulations. Prior to the start of school, all staff will receive professional training regarding the signs and symptoms of COVID-19 as recognized by the CDC and instructions on sending symptomatic persons to the nurse. Ill students/staff will be held in an isolation room before being sent home for follow-up with a healthcare provider. Monitoring and screening of staff/students will follow local DOH guidelines. FEN will require daily temperature screenings of all students and staff, along with a daily online screening questionnaire for faculty and staff. FEN requires all visitors, guests, contractors, and vendors to the school, to have a temperature check. FEN will instruct parents/guardians how to observe for signs of illness in their child that require staying home from school through appropriate and varied means of communication including the district website, emails and traditional mailings. FEN has appropriate signage based on CDC guidelines to instruct staff and students in correct hand and respiratory hygiene posted throughout buildings. FEN will ensure all persons in school buildings keep social distance of at least 6 feet whenever possible. FEN will provide accommodations to all staff at high risk, or those living with a person at high risk, by offering remote work assignments for these staff. FEN requires all employees, adult visitors to wear a cloth face covering and has secured supplies of masks and PPE and will monitor the need for additional purchases based on supply levels. FEN plans to follow all CDC and local DOH guidelines and suggestions following a confirmed case of COVID-19; this includes practices for return to school. FEN will clean and disinfect buildings on, at minimum, a daily basis following CDC guidance. Frequently touched surfaces will be cleaned on a more frequent basis. The rooms will be cleaned and sanitized daily as will all toys that have been used during the program day. Once program toys have been used, they will be placed in

a bin to be cleaned and sanitized. Playground touch surfaces will be sanitized daily by our maintenance staff, and sanitized by teachers before each use during the day. Those classrooms that have toileting facilities outside of the classroom will, as always, be escorted by their teachers to the bathroom for toileting and hand washing. Access to buildings will be limited once rooms are cleaned for the day. School safety drills will be run following social distancing and mask protocols. The Director of Human Resources will serve as the COVID-19 safety coordinator and have responsibilities that include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal".

## Remote Learning

During periods of remote learning, students will not have access to school buildings. FEN will use its website, email, text messaging, signage and phone conversations to continually communicate applicable instructions, training, and information to all parties. Prior to the start of school, all staff will receive professional training regarding the signs and symptoms of COVID-19 as recognized by the CDC. Ill staff will be held in an isolation room before being sent home for follow-up with a healthcare provider. FEN will require daily temperature screenings of all staff, along with a daily screening questionnaire for staff. FEN requires all visitors, guests, contractors, and vendors to the school will have temperature check. FEN has appropriate signage based on CDC guidelines to instruct staff in correct hand and respiratory hygiene posted throughout buildings. FEN will ensure all persons in school buildings keep social distance of at least 6 feet whenever possible. FEN will provide accommodations to all staff who are at high risk or live with a person at high risk by offering remote work assignments for these staff. FEN requires all employees, adult visitors to wear a cloth face covering whenever social distancing cannot be maintained. FEN has secured supplies of masks and PPE and will monitor the need for additional purchases based on supply levels. FEN plans to follow all CDC and local DOH guidelines and suggestions following a confirmed case of COVID-19; this includes practices for return to school. FEN will clean and disinfect buildings on, at minimum, a daily basis following CDC guidance. Frequently touched surfaces will be cleaned on a more frequent basis. Access to buildings will be limited once rooms are cleaned for the day. School safety drills will be run following social distancing and mask protocols. The Director of Human Resources will serve as the COVID-19 safety coordinator and have responsibilities that include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal".

## **Communication**

FEN utilized surveys and committee meetings to engage with stakeholders throughout the entire planning process for all areas of address. FEN will use its website, email, text messaging, signage and phone conversations to continually communicate applicable instructions, training, and information to students, parents/guardians, staff, and visitors.

## **Service Delivery**

All families will participate in an enrollment visit, and at the time of the visit, the parents will review and sign a Letter of Understanding which is the program's contract with the family. Covid-19 specific language has been added to the contract, and it will be read by the Family Advocate to ensure parents understand what they are agreeing to as it pertains to their child's program. Specifically, the family is receiving notice about the procedures that are in place to keep their children well, they are voluntarily choosing to send their child to our SCIS, Head Start and UPK program, and understand the measures that have been established to keep children and staff safe.

## **Facilities**

### In-person Learning and Hybrid learning

FEN will continue to follow all guidance related to health and safety, including meeting six foot social distancing requirements and cleaning frequently touched spaces. FEN will continue to conduct standard operations and procedures related to evacuation and lockdown drills using methods that promote social distancing.

### Remote Learning

During periods of remote learning, students will not have access to school buildings.

## **Nutrition**

FEN will provide all in-person on location students with access to school meals each school day. If not on site, students can access food through their local school districts. Students will be instructed to wash their hands before and after eating and will be discouraged from sharing food and beverages. Food service will modify operations by providing bag meals or meals that will be served by teachers. Family style dining will be suspended in the coming months in all classrooms. All staff members have been trained on the procedures for food service operation in the 2020-2021 Program Year. Children will be spaced out during mealtimes so that they are not in close proximity of their peers. Food services will continue to use disposable cups and silverware for the foreseeable future. Service areas will be disinfected with approved products between groups of students eating lunch. Food service staff serving students will wear masks and face shields. FEN will follow current protocol for food

allergies. All Child Nutrition Program requirements will remain in place. FEN website and email communications will continue to update families on nutrition program elements.

## **Transportation**

We are staggering program operations and adapting our program schedule to ensure that the majority of children needing transportation will have access to it on our program buses and that additional cleaning and requirements on the buses and in the centers are taking place with precision. Transportation personnel will perform self-health assessments for symptoms of COVID-19 prior to arriving to work. Personnel who exhibit symptoms will notify their supervisor and seek medical attention. Drivers and monitors are required to wear face coverings. Transportation staff will be trained and provided with periodic refreshers on the use of PPE and the signs and symptoms of COVID-19. As all children are harnessed or in car seats, we will have only one child occupying any bench seat during the program year until we are instructed otherwise on capacity, and our OCFS approved transportation plan will be maintained. FEN children will be temperature tested by the bus monitor before being seated on the bus, and parents or guardians will be asked if the child has received any fever reducing medicine or whether the child has presented with any Covid-19 symptoms. The transportation for SCIS children is contracted and overseen by the county. The contracted carrier is required by the county to perform COVID screenings (temperature checks and parental questions) prior to transport each day and follows DOH and CDC guidelines. If a child has a temperature of 100F or higher, they will be out of program for 72 hours after they are fever free without fever reducing medications. All seats and harnesses will be cleaned and sanitized between bus runs. No child will board the bus until the bus has been processed. This cleaning/sanitizing process will happen following the official sweep of the bus.

For self-transported children, the procedure to accept the children will be as follows: families enter through the main door, children are temperature tested and Covid-19 questions are asked and answered. If a child has a temperature of 100F or higher, they will be out of program for 72 hours after they are fever free without fever reducing medications. All children who meet the health requirements will be taken to their classroom by a staff member, and the family exits through the visitors' door. This will reduce the number of people who enter the building on a daily basis. The program may further stagger drop off times for parents who transport if numbers of self-transported children require us to do so.

## **Social and Emotional Support**

FEN will provide professional development for staff regarding supports for students and staff related to COVID-19. The mental health components of our children, families, and staff are vital and even

more important at this time. We will use our mental health curriculum and network to support all families. Families will access services through their Family Advocate, individual referrals, and community resources. Phone and in person (with social distancing) services will also be available to all families throughout the program year.

## **School Schedules**

### In-person learning

When considering in-person learning based on space constraints, priority was given to students with disabilities. UPK students in Pre-Kindergarten will be scheduled to attend UPK for a full day on a daily basis. SCIS Students with disabilities will attend half day sessions.

### Hybrid learning

Students in Pre-Kindergarten will be scheduled to attend in-person and/or remotely on a daily basis. UPK students will follow the Binghamton Central School District schedule of instruction. SCIS students will alternate between in-person and on-line instruction every other day depending on morning or afternoon sessions.

### Remote learning

For students in UPK and SCIS Pre-Kindergarten, scheduled periods of instruction will be accessible remotely.

## **Attendance**

FEN will continue to follow all attendance reporting requirements. School personnel will continue to reach out to chronically absent and/or disengaged student.

## **Technology and Connectivity**

FEN has determined levels of access of all students and teachers in both their places of residence and places of remote learning. FEN provides a device for each teacher. Each school is equipped with high speed internet which extends to parking areas at each school building. Each school is equipped with the ability to live stream lessons in a synchronous manner. FEN continues to provide professional development for teachers and leaders regarding effective online/remote learning experiences. FEN will continue to use its technology department to assist families and staff with technology needs. In

instances in which technology is not accessible despite all efforts, other methods will be implemented to allow students to learn and demonstrate mastery of learning standards.

## **Teaching and Learning**

FEN remains committed to providing clear opportunities for equitable instruction for all students regardless of model, through the practice of standards-based instruction with substantive daily interaction between teachers and students. All instruction will continue to align with NYS Learning Standards, taking into account possible gaps resulting from remote learning in the 2019-2020 school year. Teachers will continue to make use of frequent assessment, feedback, and support of learning outcomes. Instruction will be provided by a certified teacher to the greatest extent possible. Contact information for instructional staff will be provided to families for use in the case of any questions.

## **Special Education**

### In-person and Hybrid learning

FEN will continue to provide a Free Appropriate Public Education consistent with our need to protect the health and safety of students with disabilities and those providing special education services. FEN will continue to engage parents regarding the provision of services to their child through typical communication methods. The CPSE will collaborate to address the provision of services with therapies and evaluations being conducted in-person and remotely. Students with disabilities will continue to have access to all accommodations and modifications as well as assistive technologies as documented on their IEPs. Communication with parents and provision of services will be routinely documented by providers.

### Remote learners

FEN will continue to provide a Free Appropriate Public Education consistent with our need to protect the health and safety of students with disabilities and those providing special education services. FEN will continue to engage parents regarding the provision of services to their child through typical communication methods. The CPSE will collaborate to address the provision of services. Students with disabilities will continue to have access to all accommodations and modifications as well as assistive technologies as documented on their IEP's. Communication with parents and provision of services will be routinely documented by providers. For remote learners, a vast majority of the children's learning will happen as staff provide parents/guardians with resources and services which will include

implementation instruction. Young students should be actively engaged in their experiences, so much of our practice for remote learning will be affording parents the tools to promote early learning and achieve goals. Parents of remote learners will have opportunities, as will in person children, to receive all required 45 day screenings and teachers will assist with the developmental screening process for at home learners. Teachers will stay connected with families to offer follow up on activities and individual child goals.