

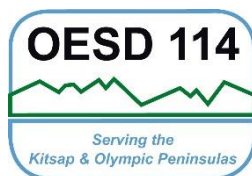
OESD 114

EARLY LEARNING DEPARTMENT

COVID-19 Program Planning Guide

2020-2021 Program Year

Early Head Start
Head Start
Early Childhood Education Assistance Program
Early Head Start Child Care Partnerships



COVID-19 Program Planning Guide

Purpose

This document is created utilizing the most current guidance from local, state and national agencies. The information within this document reflect guidance from the Department of Health, local health authorities, Office of Superintendent of Public Instruction, Department of Children Youth and Families, Head Start, state licensing, Center for Disease Control and internal guidance from the Olympic Educational Service District 114. The following guide outlines program options based on service type.

Note: as this is a guide, the following options are subject to change based on guidance at the state and federal level.

OUR MISSION AND VALUES

Our decision making continues to be ground in our mission:

Through caring relationships with families, respect for diversity and community partnerships, we nurture school readiness by promoting supportive learning environments, comprehensive health and well-being and the empowerment of children and families.

And, our values:

- Relationships
- Collaboration
- Curiosity
- Empathy
- Compassion
- Inclusion
- Innovation

Factors that guided planning:

- Meet the diverse needs of families
- Ensure health, safety and well-being of children, families and staff
- Meet performance standards with flexibility

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Early Head Start Center Based Services

Discovery Alternative High School

Phase 1: September Thru December Virtual Family and Child Services

- 3 staff with caseloads of 4-12
- Weekly 90-minute Virtual Visit (Zoom or phone)
- Monthly Supply Bag Distribution (minimum)
- Monthly Virtual Family Gatherings
- Twice Monthly Community Café Sessions
- Twice Monthly Coaching Sessions (TLC +)
- Weekly Newsletter
- Monthly Mental Health Session
- Monthly Supervisor Check-in
- Monthly Team Meeting
- Implement Ready Rosie (weekly)
- Utilize Teaching Strategies Gold Digital Library
- Daily Readings or Activity Modeling (YouTube)
- Documentation and Planning
- Family Staffing
- Monthly Conscious Discipline Training
- Monthly Reflective Supervision
- Monthly Peer Group Collaboration
- And...

Supervisor Support

- Attend Zoom Sessions
- Join Family Calls
- Reflective Supervision
- DST and Family Staffing
- TLC with Mary Foltz
- Supply Bag Workgroup
- Daily Monitoring
- New Procedures

Coaching Support

- Monthly TLC
- Monthly training: Conscious Discipline and...
- Attend Zoom Sessions
- Weekly Less Plan Checks - Curriculum Fidelity
- Assessment Monitoring
- DST and Family Staffing
- Supply Bag Workgroup

Evaluate status of virtual services in November. If able, transition to Hybrid Model January 2021: reduced group size at center with designated staff. Virtual services continue for families who desire to remain in that option.

Early Head Start Home Based Services

Home Visitor

Phase 1: September Thru December Virtual Family and Child Services

- Weekly 90-minute Virtual Visit (Zoom or phone)
- Supply Bag Distribution Monthly (minimum)
- Community Café 2x/Month
- Implement Ready Rosie Weekly
- Monthly TLC
- Monthly Training Session (Conscious Discipline)
- Monthly Supervisor Monitoring Check In
- Monthly Team Meeting
- Documentation and Planning
- Family Staffing
- Monthly Mental Health Session
- YouTube Videos 2x Month
- Monthly Reflective Supervision
- Monthly Peer Collaboration
- And...

Supervisor Support

- Attend Zoom Sessions
- Join Family Calls
- Reflective Supervision
- DST and Family Staffing
- TLC with Mary Foltz
- Supply Bag Workgroup
- Daily Monitoring
- New Procedures

Coaching Support

- Monthly TLC
- Monthly training - Conscious Discipline
- Attend Zoom Sessions
- Assessment Monitoring
- DST and Family Staffing
- Supply Bag Workgroup

Evaluate status of virtual services in November. If able, transition to Hybrid Model January 2021: identify locations and/or homes where visits can occur and reduced group size socializations.

Head Start and ECEAP Preschool Services

Full Day and Part Day Preschool Classrooms

Phase 1: September 15/16 Thru December Virtual Family and Child Services

Lead Teachers and Assistant Teachers

- Weekly Lesson Planning: aligned to monthly Focus Areas (submitted to coach for review)
- Daily Zooms with Structured Activity (aligned to lesson and curriculum fidelity - offered at various times to meet family needs)
- Weekly Virtual Visit with Individual Family (Zoom or phone: coordinate with Family Advocate)
- Supply Bag Distribution Monthly (minimum)
- Implement Ready Rosie Weekly
- Utilize Teaching Strategies Gold Digital Library
- Monthly TLC
- Monthly Training Session (Conscious Discipline)
- Twice Monthly Supervisor Check In
- Monthly Team Meeting
- Documentation and Planning
- DST and Family Staffing
- Monthly Mental Health Session
- Monthly Reflective Supervision
- And...

Coaching Support

- Monthly TLC
- Check weekly lesson plans - Curriculum Fidelity
- Monthly trainings: Conscious Discipline and...
- Establish Monthly Focus for Lesson Planning
- Attend Zoom sessions
- Assessment Monitoring
- DST and Family Staffing
- Supply Bag Workgroup

Supervisor Support

- Attend Zoom Sessions
- Join Family Calls
- Reflective Supervision
- DST and Family Staffing
- TLC with Mary Foltz
- Supply Bag Workgroup
- Daily Monitoring
- New Procedures

Family Advocates

- Monthly Virtual Home Visit
- Community Café
- Twice Monthly YouTube Video
- Monthly Virtual Family Gathering
- Health Requirements
- Family Assessment and Goals
- Reflective Supervision
- Weekly Team Meeting
- DST and Family Staffing
- Implement Rosie Ready
- Monthly Training Session (Conscious Discipline)
- Monthly Reflective Supervision
- Monthly TLC
- Monthly Mental Health Sessions
- Documentation and Planning
- And...

Evaluate status of virtual services in November. If able, transition to Hybrid Model January 2021: reduced group size at classrooms with designated staff. Virtual services continue for families who desire to remain in that option.

Training and Tools

The following training and tools will be implemented to support staff and families engage in virtual family and child services.



PRESERVICE WILL BE PROVIDED VIA ZOOM AND WILL OCCUR THROUGH AUGUST AND SEPTEMBER BASED ON STAFF CALENDARS. AREAS OF FOCUS WILL INCLUDE:

1. Our New Normal and Our Program Goal for 2020-2021
 - a. New Platforms
 - b. New Procedures
 - c. New Expectations
 - d. ChildPlus Changes
 - e. Training and Support
2. Supporting Families
 - a. Virtual Engagement
 - b. Education and Procedures
 - c. ADA and Procedures
 - d. Assessments (online ASQ and DECA) and Procedures
3. The 1st Five Things
 - a. What *are* the 1st five things?
 - b. Transitions
4. Family and Child Safety
 - a. Child Abuse and Neglect
 - b. Homelessness
 - c. Shaken Baby and Safe Sleep
 - d. Virtual Home Visit Safety - Safe Environment Look-Fors

SEPTEMBER 3, 2020 - WHOLE STAFF PRESERVICE

- 9:00-11:00: Welcome
- 1:00-3:00: Mental Health and Staff Wellness

Training and Tools (continued)

ASSESSMENT AND SCREENING TOOLS:



ASQ Online: accessible by staff and families. Support gathering screening data and reduces the need for paper screeners.



e-DECA: Social Emotional screener for program. All staff will be trained. Online accessibility reducing the need for paper screeners.

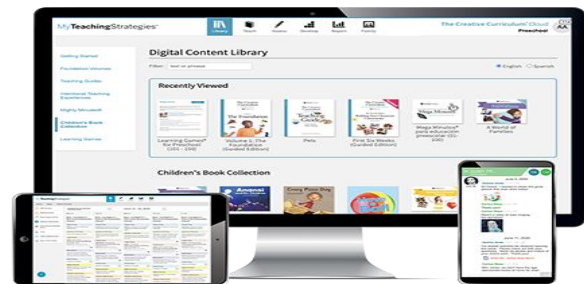


AEPSi: fully utilize online features.

EDUCATION AND FAMILY ENGAGEMENT TOOLS:



Ready Rosie: use video modeling and mobile technology to build partnerships with families to support child development.



Teaching Strategies CLOUD: access to all digital resources and MORE to support lesson planning and mobile connection with families.



YouTube: Early Learning Channel with sub-channels for classrooms and staff.



Conscious Discipline: training and tools to support positive guidance technique in classrooms and the home.

Engagement, Recruitment and Procedures

FAMILY AND COMMUNITY ENGAGEMENT:



Community Café sessions began with a small group of Home Visitors. Through them we have learned how important it is to implement this wonderful opportunity throughout our program. Community Cafés support family and community voice that can then transform into community action.

RECRUITMENT AND ENROLLMENT

As we continue to implement virtual family and child services, recruitment and subsequent enrollment is important. Every staff member holds a responsibility to actively recruitment families for our program. As you engage with families, continue to ask for referrals and provide families our phone number and website. Make it a weekly goal to have 5 new families connect with our enrollment team. Invite families to: Come Grow With Us - Virtually!

PROCEDURES:

Procedures have been created to support the implementation of virtual family and child services. Procedures will include:

- Staff Expectations
- Education
- Health and Well Being
- Family Services
- Resources and Tools
- And more...

These procedures compliment already existing policies and procedures, and provide additional specificity in regards to virtual family and child services. These procedures will be reviewed in more detail during August training days.



early head start head start ECEAP preschool and home-based services

Quality Early Childhood Education
Throughout Kitsap and North
Mason County Serving Prenatal
through age 5

our programs

- FREE prenatal, infant, and toddler home-based services
- FREE part-day preschool for children ages 3-5
- Affordable full day infant, toddler, and preschool options
- Services for children with special needs
- Nutrition and health services
- Parenting support and education
- Translation resources
- Math, literacy, and social skills instruction to prepare for kindergarten success

Contact us to learn more!

Olympic ESD #114
360-478-6889
www.oesd114.org

Kitsap Community Resources
360-473-2075
www.kcrearlylearning.org