



North Hudson Community Action Corporation HEAD START / EARLY HEAD START



2020 -2021 Early Head Start/ Preschool Reopening Plan



Together we can make it happen

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North Hudson Community Action Corporation
Head Start/Early Head Start
2020-2021 Reopening Plan



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I. Introduction

Beginning in April of 2020, our North Hudson Community Action Corporation Head Start joined learning institutions in the United States to ensure the health and safety of our students and staff, in the light of COVID-19 pandemic. Considering all local licensing mandates and Centers for Disease and Prevention (CDC) guidelines, NHCAC Head Start developed a Reopening Action Plan that was implemented during the 2020 Summer program. Adjustments were made to the Summer Program Action Plan to address changing circumstances.

The following plan has been developed adhering to the local licensing and CDC recommendations for schools. The plan includes 2 phases as defined below:

Phase I 10 in-person student limit per preschool classroom

Preschool students who choose to return to school for in person instruction will attend classes Monday -Fridays.

Early Head Start students will continue current 8 student ratio in classrooms.

Preschool students who choose remote learning will participate Monday - Friday.

* Friday set aside for Parent/Child Social Emotional Enrichment

* Virtual instruction option only available for Preschool students

Phase II 15 in-person student limit per preschool classroom

All students may return to school Monday - Friday

* Phase II will take place after NJ enters Phase 3 of Road Back to Recovery and approved NJ Office of Licensing.

* Families will be given notice of any changes to school reopening plan

In- person student instruction enrollment priorities:

- 4yrs. old students entering Kindergarten in 9/21
- 3 and 4 yrs. old students with documented IEPs
- Returning students transitioning out of Early Head Start



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Facility Modifications:

Protective Barriers

Plexiglas barriers have been installed throughout the buildings to provide another layer of protection for those working and reflects the best guidance regarding healthy interactions. Some of the barriers have been strategically placed in the following areas: on the desks of administrative staff, Family Advocates offices, and security stations.

Classroom environment

- Every effort has been made to socially distance students in the classroom





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- All classroom furniture will remain in the classroom and/ or in building common areas. Classroom centers will be rearranged to foster students ability to social distance. Areas such as Dramatic Play and Discovery Center will be closed from September to January.

Signage

The CDC created posters on symptoms of COVID-19, social distancing and how to properly wash hands. This signage will appear in building entrances, hallways, classrooms and restrooms.



COVID Isolation Rooms

There will be a separate, designated area created in all centers for anyone who presents signs or symptoms of COVID-19.

Hand Sanitizer Stations

In addition to hand sanitizer being available to students and staff in the classrooms and offices, all buildings have been equipped with wall mounted hand sanitizer stations.



Building Ventilation

We are installing ultraviolet light disinfectors and merv-11 filters on our rooftop air conditioners at both our 4th and 67th street centers. All building window air conditioners will open with new, clean filters and continue to be disinfected weekly. As standard practice, air quality will be continuously monitored.



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Student Transportation for Preschool Students

Seating on the bus

- Students are required to wear a face covering on the bus.
- If a student does not have a face covering while riding the bus, a mask will be provided by the driver.
- If a student repeatedly does not have a face covering, notification to the family will be made.
- Bus attendants will monitor students (as safely as possible) to ensure all students are wearing a face covering while riding the bus.
- Considerations will be made for students with sensory issues that would prevent them from wearing a face covering or face shield.
- Siblings will be seated together when possible.
- Multiple pick up and drop off times will be designed to ensure Social distancing is adhered to at all times
- Based on CDC guidelines, only 8 students can be transported at one time to each center. Priority will be given to families without own transportation.



Bus Sanitation

- All buses will be deep cleaned and disinfected prior to the start of the school year and every Friday after last bus service
- Buses will be disinfected after morning and afternoon routes.
- High-touch areas in the bus will be cleaned throughout the day.
- Students will load the bus in the morning from back to front.

Car drop off/ pickup

- Traffic patterns around each school building will be monitored for issues associated with an increase of student car riders.
- Multiple entry points into the building may be assigned to encourage social distancing.
- Students are required to wear a face covering when entering and exiting the building.



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II. Virtual Instruction

Virtual Instruction will be conducted using a combination of teacher led instruction via ZOOM platform and preassigned academic games/ activities. Students will follow the regular school calendar.

Attendance

- Attendance will be taken by teachers based on student's presence during ZOOM sessions, by viewing recorded sessions and/or by submitting student's work
- If a student is sick or is not able to attend class virtually (doctor's apt., family emergency etc.) parent must contact teacher to report absence by 8:30am.
- When a student misses an assigned class, an option will be provided to make up the session.
- If the student is able to complete the missed work assigned by teacher in a timely manner, student will be counted as presented for that day.

Virtual Instruction Curriculum

- Virtual Instruction curriculum will be the Creative Curriculum Cloud
- Tablet with programed academic activities (SchoolZone) will be provided to each student
- Observations and assessments for understanding will be completed by teacher periodically during the month.
- Additional projects that focus in Social Emotional development will be implemented at least once a week
- Parent Conferences and Child portfolios will be shared with Parent virtually

Virtual Instruction Schedule

Monday - Thursday

- 9:00am
Greeting Time (ZOOM)
- 9:15am - 11:45am (ZOOM)
Small Group lesson (literacy)
Small Group lesson (Math)
Activity Exploration (Literacy/Math)
Music and Movement
- 11:45- 12:45 Family Time (lunch/ play done offline)
- 12:45 - 2:30pm
Assigned SchoolZone activities



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Friday

- 9:00am - 11:00am
Parent/Child Social- Emotional Enrichment
- 12:30pm - 3:00pm
Parent Support

Teacher Training

- Virtual Instruction teachers have been trained in using the Creative Curriculum program.
- Additional training in using the Creative Curriculum Cloud will take place prior to the first day of school
- Virtual Instruction teachers will be provided with opportunities to work with their colleagues during Professional Development Days (PD days are listed on school calendar)

Access

- WIFI connection is needed to view ZOOM lessons
- SchoolZone tablet does not require WIFI

Family Support

- Friday afternoons from 12:30-3pm has been set aside to help parents prepare for the next weeks lessons
- Virtual instruction teachers will create a CLASSDOJO connection with parents to assist with any questions or concerns

Transition to In- person learning

- Transition from Virtual to In-person Learning will take place after NJ enters Phase 3 of Road Back to Recovery and approved NJ Office of Licensing.
- Families will be given ample notice of any changes to school reopening plan

III. In-Person Learning

Early Head Start Schedule:

Hours of student service: 7:30 am - 2:00pm (6 and 1/2 hours of service)

Preschool Head Start Schedule:

Hours of student services: 8:30 am - 2:30 pm (6 hours of service)

WNY/ Union City and Kearny district partnership hours may vary

Extended Day Services Schedule:

Hours of student services: 7:30 am - 5:30pm (10 hours of services) extra fees apply



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Large Group gathering:

The following activities will not occur in a face -to-face setting until further notice:

- Back to School Night
- Parent Orientation
- Parent-Teacher Conferences
- Student Field trips
- Home Visits
- Individual parent meetings are by appointment only

Early Head Start Curriculum Focus

- Language Development
- Social and Emotional Development
- Motor Skills development
- Foundations of School Readiness

Preschool Head Start Curriculum Focus

- Literacy School Readiness
- Mathematics School Readiness
- Social Emotional Development
- STEM

Classroom Schedule/ Routines



- Each student will have a clearly marked designated spot on the circle time rug.
- Spots will be mark with name and using social distancing recommendations



- Small group time:
No more than 4 (EHS) / 5 (HS)
students per table spaced two
chairs apart
- Assigned seating is marked
with name/symbol
 - No interchanging of groups,
this includes mealtimes as
well



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Social Emotional Support

Teachers will give developmentally appropriate lessons to ensure understanding of COVID safety protocols, peer relationship building, managing difficult emotions and school expectations.

Classroom set up

Areas available to be opened: only 1-2 students in area at a time



Manipulatives (no more than 4 types of toys)

Block (no fabric/ cloth made blocks)



Art (each student will have personal storage box with art materials)



Computer



Library (no puppets, stuff animals or fabric books)





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Outdoor play



Students must wash hands before going outside



Students line up using social distancing recommendations



Only one classroom outside at a time



Students must wash hands before going back into classroom

Meal Time: Breakfast/ Lunch/Snack



Before each mealtime



- Students will sit in their assigned seats
- Teachers and Assistants will pre-serve students food on plate and serve their milk.
- No family style serving



After each mealtime



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Nap time



Students use
restrooms



Student face shield
must be removed for
nap time



All cribs and cots must be placed 6 ft. apart



Student face shield
must be put back after
nap time



Students use
restrooms

IV. Role of Families

As we plan for a return to school, students may feel a bit of anxiety or fear about all of the changes around them. Teachers and staff will do their best to make sure that families are aware of the procedures and safety protocols to help prevent the spread of COVID-19.

- Begin talking with your child now about what some of the changes might be when they return to school.
- Be mindful of how you talk about the return to school. The words you use can either elevate or reduce your child's stress, fear or anxiety. Try to stay calm and positive when talking about returning to school.
- Talk with your child about different ways they can practice keeping safe. Explain social distancing, importance of wearing a face covering and washing hands.



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V. Controlling the Spread of COVID

NHCAC Head Start continues to monitor the spread of COVID-19. With more than 501 students and 165 employees, we all play an important role in minimizing the risk and impact to each other and our operations. The health and safety of students and staff is our top priority. As a result, NHCAC Head Start has implemented a variety of measures to keep everyone as safe as possible.

COVID Training

All staff have been provided with training on safety protocols related to the prevention and transmission of COVID as well as proper hygiene protocols necessary for prevention.

School Volunteers and Guest

District Master Teachers, Special Service Inclusion providers, District personnel, Contractors, repair personnel, local licensing personnel, NHCAC Board and Policy Council members are permitted to visit centers, but must follow and meet all health and safety protocols.

The following school visitors/ volunteer activities are suspended until further notice:

- Parent volunteers
- CDA students
- Guest activity vendors

Face Coverings

All students and staff are required to wear a proper-fitting face covering (over nose and mouth). NHCAC Head Start will provide one (1) face shield to each student. Families are encouraged to provide their child with their own face covering.

Face Covering are required at all times:

- on the bus
- entering and exiting school buildings
- in the restrooms
- in classrooms, except when eating and during rest time

Hand Washing

It is our expectation that students will practice hand washing when entering the building, prior to meals and whenever using the restroom. Teachers will ensure students follow positive hygiene protocols.





Screening Procedures

Students screening protocols

All students will be temperature screened every morning prior to entering the classroom. Any student whose temperature is above 100.4 degrees will not be able to attend school that day.

Morning Routine: Arrival



Students will line up in gym/outside playground according to classroom number. Teachers will complete visual health check



Students temperature will be checked every morning



Teachers and TA's will have children wash hands prior to entering classrooms. Social distancing must be maintained



Teachers and Teacher assistants will assist EHS/HS students with putting on face shields

Prior to the start of the school year, families will complete a waiver indicating they will NOT send their child(ren) to school throughout the year, if they exhibit the following symptoms:

- Temperature of 100.4 or greater
- Shortness of breath or difficulty breathing
- Repeated shaking with chills
- Sore throat
- New loss of taste or smell
- Cough
- Rash
- Nausea
- Diarrhea
- Muscle pain

It is the expectation of parents to send only healthy students to school each day.

If your student has diagnosed allergies, asthma or other chronic health conditions that would exhibit COVID-like symptoms, we encourage you to discuss this matter with your physician for any needed recommendations to return and attend school.



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- Congestion or runny nose

Staff Screening Protocols

All staff will be tested for COVID-19 prior to the beginning of the 2020-2021 school term. Anyone testing positive may not start the school term until a negative result is documented.

Staff Screening

Morning Routine:



All staff are required to put on face covering prior to entering the building



All Staff must use hand sanitizer upon entering the building



All staff will have their temperature checked upon entering the building

Exhibiting COVID Symptoms

- If a student presents with symptoms of COVID-19, the student will be isolated and sent home. The student will be presumed to have COVID until such time as a healthcare provider determines the illness is caused by something else and provides documentation.
- Without a healthcare provider's note, the individual would need to stay home for 14 days and be fever-free for 72-hours without the use of fever-reducing medication.
- If a staff presents with symptoms of COVID-19, the individual will be sent home. The individual will be presumed to have COVID-19 and must be tested for exposure to the virus. Individual may not return to work until a negative virus result can be documented.

Enhanced Cleaning

NHCAC Head Start will be using enhanced cleaning and disinfecting procedures in all buildings. Maintenance staff will focus on "high touch" points in common areas throughout the school day where bacteria or virus are most likely to be transmitted, which include but not limited to:

- Desks, chairs, tables
- Door handles and push plates



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- Stair rails
- Restrooms
- Office equipment

Intense after-hours cleaning of restrooms, hallways, classroom floors/rugs and offices will be done daily by an outside company.

Disinfecting and Sanitizing

Cleaning and disinfecting

EHS / HS staff will disinfect classroom materials daily at end of day
EHS/HS staff will wipe down frequently used surfaces periodically during the day.



Face screens



cots



manipulatives



Tables, chairs,
table tops



Spray down rugs



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On Fridays, classrooms will be fogged using FDA approve disinfectant. In our Early Head Start classrooms, sheets and soft materials will be washed and dried at the center.