

UNITED PRESCHOOL CENTER



Learn • Play • Discover

Education Reopening Plan September 2020

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INTRODUCTION

United Preschool Center is operated under the auspices of Cerebral Palsy of Westchester. The Center has been in operation for 30 years and provides the following programs to students ages 2.9 to 5 years: preschool special class, preschool special class in an integrated setting, universal pre-k, and day care. As such, the Center is regulated by New York State Education Department (NYSED), New York State Department of Health (NYSDOH) , White Plains School District, and Office of Children and Family Services (OCFS).

Students in both the preschool special class and preschool special class in an integrated setting programs receive related services as specified on their individual education plans. These students also have specific learning goals on their IEPs. The Big Day Curriculum is utilized for instruction of all students in the program. Students in the UPK and day care components of the program are educated side by side with students in the preschool special class in an integrated setting classrooms.

United Preschool Center has always been an inclusive educational environment for the students. Due to the health and safety measures required by the Covid-19 pandemic, classroom cohort groups have been established that will continue until these restrictions can be safely lifted. This reopening plan will outline how we will provide continuity of learning for all students we serve.

It is anticipated that this document will be updated, as additional guidance is provided by the Centers for Disease Control, the New York State Department of Health, the New York State Education Department, Westchester County Department of Health, Office of Children and Family Services, and as our collective understanding of the COVID- 19 virus evolves.

HEALTH AND SAFETY

United Preschool Center expects to offer both in person and remote learning opportunities for those enrolled in the program for the 2020-2021 school year. Staff in the building will be limited to those necessary to be in attendance at the school during normal school hours to provide services required by the students and to maintain mandated student/staff ratios.

Communication

United Preschool Center communicates with students, parents/guardians, staff, and visitors through multiple modes of communication. All communication is delivered in the family's preferred language. Notices are sent home in student backpacks. Direct mailings, emails, posts on Class Dojo, and telephone calls are also made to families. Signage is posted in the main entrance of the school and throughout the building. In-service trainings are provided to staff as needed.

Instructing Staff of Signs and Symptoms of COVID-19

Staff will be trained and instructed to observe for signs of illness in students and staff. Symptomatic individuals will be directed to the Preschool Director and/or MAT staff. Upon evaluation, if deemed necessary, individuals will be isolated from all other students and staff until they can be picked up or sent home. The isolation room will be located in the Preschool Directors office. Proper supervision, use of PPE, and social distancing will be implemented while the individual is isolated. Students and staff will be sent home for follow up with a healthcare provider.

As per the DOH and OCFS guidelines, a written protocol has been established to look for signs and symptoms of illness. Staff will be trained on the signs and symptoms of COVID-19 (temperature of 100 or higher, cough, shortness of breath, difficulty breathing, fever, chills, muscle pain, headache, sore throat, loss of taste or smell).

Daily Health Screenings for Students

Parents/guardians will be required to take their child's temperature and observe for signs of illness daily before sending the child to school. Parents/guardians will be required to sign a daily screening questionnaire as directed by Department of Health guidelines and the Office of Children and Family Services. Any child with a temperature equal to or above 100.0°F or exhibiting signs of illness should be kept home from school. Any child who does not pass the daily screening questionnaire as indicated by their parent/guardian should also be kept home from school.

Students will be screened for signs of illness and have their temperature taken daily upon arrival at school before entering the school building. Any student with a temperature equal to or above 100.0°F or exhibiting signs of illness will not be permitted to attend school that day. If

the student was driven by a parent/guardian the student will be sent home without entering the school building.

Daily Health Screenings for Staff

All staff will be screened daily for signs of illness. Upon arrival they will take their temperature and will be required to sign a screening questionnaire as directed by OCFS prior to entering the building. Any staff member who does not pass the daily screening questionnaire or has a temperature equal to or above 100.0°F or is exhibiting signs of illness will not be permitted to work that day and will not be permitted to enter the school building.

Students and staff will continuously be observed for signs of illness while in school and will have their temperature taken at various intervals throughout the school day. Symptomatic individuals will be directed to the Preschool Director and/or MAT staff. Upon evaluation, if deemed necessary, individuals will be isolated from all other students and staff until they can be picked up or sent home. Students and staff will be sent home for follow up with a healthcare provider.

Daily Health Screenings for Visitors, Guests, Vendors

Entrance to the building by visitors, guests, contractors, and vendors will be kept to a minimum. Entrance into the building will only be allowed if deemed necessary and appropriate by school administration. Before entering the school building, any visitor, guest, contractor, or vendor will be screened for signs of illness, have their temperature taken and will be required to sign a screening questionnaire. Any individual who does not pass the screening questionnaire or has a temperature equal to or above 100.0°F or is exhibiting signs of illness will not be permitted to enter the school building.

Hand and Respiratory Hygiene

All staff and students will practice healthy hand and respiratory hygiene. Upon arrival, all staff and students must immediately wash their hands for 20 seconds with soap and water. An alternate use of a 60% or higher alcohol-based hand foam or gel sanitizer is also acceptable (parent consent required). Students will be encouraged to wash or sanitize more frequently, especially after blowing their nose, coughing or sneezing, touching their face, and before and after eating. Signage is posted in each class and restroom regarding proper hand-washing procedures.

All necessary PPE, including masks, face shields and gloves will be utilized when providing nebulizer treatments. MAT staff will assure no other students are present when a nebulizer treatment is given. The office and equipment will be cleaned before and after each use.

MAT Staff

In compliance with OCFS guidelines, United Preschool Center employs individuals who are MAT certified, Medication Administration Trained. These individuals are also CPR and First Aid certified. MAT staff will wear proper PPE when treating students. The Health Care Consultant for the preschool is available to contact for assistance.

Social Distancing

Physical distancing of at least 6 feet between all individuals in the school building will be maintained whenever possible. Staff will continue to maintain physical contact with students as appropriate and necessary (diapering, dressing, comforting, feeding, etc.) Universal precautions will be followed by staff doing diapering, dressing, comforting, feeding, etc. Face coverings will be worn at all times and when social distancing is not possible.

Accommodations for High Risk Students

United Preschool Center provides care and education to preschool aged students, most of whom are developmentally delayed. Due to their needs, staff must take proper precautions to protect their health and safety at all times. We will take all precautions recommended by DOH and OCFS in caring for all of the students within our program.

Accommodations for High Risk Staff

For staff members who are at high risk or living with individuals at high risk, they may contact the Human Resources Department to discuss any work related accommodations.

Required Use of Masks

All staff and adult visitors must wear a face covering whenever inside the school building and when social distancing cannot be maintained. Acceptable face coverings include but are not limited to cloth-based face coverings (e.g., homemade sewn, quick cut, bandana), and surgical masks that cover both the mouth and nose. Cloth masks must be properly laundered daily as per the CDC guidance on washing face coverings. All staff must wear a face covering when working with students inside or outside the school building. It is recommended that a surgical mask be worn when working in direct contact with a students (1:1, feeding, toileting, MAT Staff). Students will be encouraged to wear a face covering when social distancing cannot be maintained. Students whose physical or mental health would be impaired by wearing a face covering will not be required to do so. Students who cannot remove a face covering themselves will not be required to wear a face covering.

Mask Breaks

Students who are able to tolerate a face covering will be given an opportunity to remove the face covering for a minimum of five minutes each hour while in school.

Masks will be removed during lunch and naptime where students will not be facing each other, or a sneeze guard will be used. All students who are not wearing face coverings for any reason, will be kept a minimum of six feet away from all other students at all times.

Personal Protective Equipment (PPE)

United Preschool Center will supply PPE to all employees and to students who do not or cannot supply their own. PPE includes, but is not limited to, disposable masks, gloves, face shields, gowns, hand sanitizer, hand soap and cleaning supplies. School administration will maintain contact with the Agency purchasing department to ensure adequate supplies are onsite, when needed. All PPE including masks, gloves, tissues, hand hygiene supplies and cleaning supplies, will be monitored to ensure an adequate supply is on hand. PPE will be provided as needed to all employees.

Actions if There is a Confirmed Case of COVID-19

If there is a confirmed case of COVID-19 among the staff or students of United Preschool Center, we will close for a minimum of 24 hours to fully clean and disinfect the school and immediately contact the local Department of Health for further guidance. All staff, parents/guardians of students and participating school districts will be informed of the closure due to a confirmed case of COVID-19. Contact tracing will be performed and any individuals that may have been exposed will be notified as per the DOH requirements and regulations.

Returning to School After a Positive Case of COVID-19

Staff and students testing positive for COVID-19 will be directed to work with their county's Health Department and/or their healthcare provider. The health department and/or their healthcare provider will determine the length of time that person must be under isolation/quarantine.

Before returning to the program, all staff and students must:

- provide documentation of release of isolation/quarantine from DOH or healthcare provider and that they are free and clear of signs and symptoms of COVID-19 and that they are cleared to return to work or school.
- have been a minimum of 10 days since first having symptoms.
- have been three days since symptoms have improved including cough and/or shortness of breath.
- have been fever free for at least 72 hours without the use of medication.

Returning to School After Exhibiting Symptoms

Staff and students who exhibit symptoms but do not test positive for COVID-19 will be directed to their healthcare provider.

Before returning to the program, all staff and students must:

- provide documentation from their healthcare provider that they are free and clear of signs and symptoms of COVID-19 and that they are cleared to return to work or school.

Returning to School After Direct Contact with an Individual Confirmed with COVID-19

Staff and students who have been in contact with a confirmed case of COVID-19 will be directed to their county's Health Department and/or healthcare provider.

Before returning to the program, all staff and students must:

- provide documentation from their healthcare provider that they are free and clear of signs and symptoms of COVID-19 and that they are cleared to return to work or school.

Cleaning and Disinfecting

Staff and administration will be trained on proper cleaning and disinfecting procedures related to COVID-19. A cleaning checklist will be utilized to ensure continuity and compliance in accordance with OCFS guidelines. Several times throughout the day, staff will provide additional cleaning to high touch points such as:

- Door handles
- Light switches
- Electronic devices
- Tables/Chairs
- Surfaces in classrooms
- Therapy equipment will be cleaned before and after each use
- Bathrooms will be cleaned before and after each use

Staff will clean an area they use after each use. They will be expected to clean all areas in their personal work space as needed.

Safety Drills

United Preschool Center will conduct all safety drills required by Education Law § 807 with modifications to promote social distancing.

Evacuation drills (fire drills) will be conducted such that all students maintain a minimum of six feet between them while exiting the building and at the evacuation site. Students will receive fire safety education as part of their curriculum.

Lockdown drills will be conducted without the need to “hide” and gather closely in a corner of the room so that students may remain six feet apart.

Students and staff will be instructed that in the case of an actual emergency, getting to safety is the first priority and should be considered before social distancing.

Before and Aftercare Programs

The before and aftercare program will continue to operate with the intention of outdoor space being used for play as much as possible. Classroom 3 will be the only classroom used for this program.

COVID-19 Safety Coordinator

Marcy Weintraub, United Preschool Director, will be the COVID-19 On-Site Safety Coordinator.

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Email: marcy.weintraub@cpwestchester.org

Arlene Halstead, Health Care Consultant, will be the COVID-19 Off-Site Safety Coordinator.

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Email: arlene.parsard@cpwestchester.org

FACILITIES

When students and adults return to their school building for in-person instruction, it will be vitally important that the physical spaces they occupy are configured and maintained in a way that provides the maximum possible protection from spreading the virus.

United Preschool Center will not be making any structural modifications to the building. However, spaces within classrooms and therapy rooms will be reconfigured to meet the requirements of social distancing. Means of egress, fire alarm systems, lighting and ventilation will remain the same.

CHILD NUTRITION

Access to Meals

United Preschool Center will continue to participate in the Child and Adult Care Food Program (CACFP) to provide free breakfast, lunch, and snack to children enrolled in the program through our local vendor. Since children come to our school from all over Westchester County, in the event of a school closure families will be referred to their local school district for free meals. Referrals can also be made to the local food pantry.

Health and Safety Guidelines

Meals will be delivered in individual pre-portioned servings to avoid cross contamination and adhering to safety guidelines. Family style service will not be permitted during the COVID-19 pandemic.

Food Allergies

All meals will be served in the students classroom and allergies will be monitored on a whole school level.

Hand Hygiene Before and After Meals

Staff will be assigned to serve meals and will wash their hands before and after serving. Staff and students will wash hands before and after eating each meal. Students will be reminded through lessons and signs to promote proper hand hygiene. Students will be at least 6 feet apart during meals and/or a sneeze guard will be used to separate students. Students will not be permitted to share food or beverages.

Cleaning and Disinfecting

All surfaces will be cleaned and disinfected before and after meal service. Students will eat meals in their classrooms, not a common area.

Communication with Families

Monthly menus will be sent home in the family's preferred language. In the event of a closure posts will be made on Class Dojo to provide information about food resources in local communities.

TRANSPORTATION

Bussing policies will be determined by the Westchester County Department of Health. Parents who drop off their children will be subject to the health and safety screening questionnaire and have their temperature taken before the student can enter the building.

SOCIAL EMOTIONAL WELL-BEING

Meeting and addressing the social emotional needs of our preschool students is an integral part of the United Preschool Center daily program. Most of the students have social emotional goals on their IEPs that are addressed by teachers and staff. We implement the Big Day curriculum and that provides many opportunities for staff to address the social emotional needs of the students throughout the day. United Preschool Center has been using the PBIS (Positive Behavior Intervention Supports) as a school-wide system for many years to teach and promote positive behaviors with our preschool student population. The School Psychologist is available to assist our students when behavior strategies are recommended on a student's IEP, and to develop an FBA and BIP when authorized by the CPSE. In addition, the School Psychologist provides individual and/or group counseling when authorized on a student's IEP.

School Counseling Program

The Program Director will ensure that the School Psychologist, in collaboration with other licensed clinicians, reviews and updates the current PBIS program to meet the needs of the students. The staff has received training from an agency Social Worker regarding meeting the social emotional needs of students returning to school after the prolonged closure, and this training will be reviewed with staff periodically to ensure that the student's needs are being met. The staff is aware that social stories will need to be created and/or used with the students to discuss new realities such as social distancing, wearing of face masks, frequent hand washing, and other health and safety practices.

Collaborative Working Group

Staff meetings are held with all staff (in socially distanced work groups) to review the PBIS system and updates for the entire student body. Team meetings are held with team members (in socially distanced work groups) to discuss the individual social emotional needs of a student and plan strategies to address those needs. Members of the CPW Executive Team can be consulted to assist with quality improvements within the preschool setting.

Resources and Referrals

In the event that a student displays behaviors and/or concerns that go beyond what can be reasonably addressed within the preschool environment, the Preschool Social Worker and/or the School Psychologist will advise families of community resources and provide referrals to specific service providers within the community. The Preschool Social Worker and/or School Psychologist will also assist family members with referrals to community services when requested.

Professional Development

The staff received training from an agency Social Worker regarding meeting the social emotional needs of students returning to school after the prolonged closure. This will be reviewed in staff meetings with all staff. Professional development opportunities are open to the staff from various sources with agency support for participation. The Program Director will seek opportunities for ongoing staff training and schedule specific trainings with staff on staff development days and through the OCFS training website.

SCHOOL SCHEDULES

Schedules will be made based on student enrollment. Due to the nature of the program and the related services that are required, an in-person model is preferred. A hybrid model will be used when social distancing is not possible. Prior to making alternative schedules, parents will be surveyed to see their interest and availability. United Preschool Center will work with families to make accommodations to support the needs of the families in a hybrid model.

In-Person Model

In this model, all students will be in program receiving instruction and related services while present at United Preschool Center. Proper health and safety screenings will take place prior to entering the building for both staff and students. Social distancing and student cohorts will be maintained. Visitors and guests will not be permitted to enter the instructional setting while students are present. Staggered arrival and departure times will be taken into consideration.

Remote Learning Model

In this model, all students will have access to Class Dojo, Big Day for Pre-K Family Space, and Zoom. If a student does not have access to a device or high-speed internet, we will work with the CPSE from their school district to obtain a loaner device. Instructional activities will be specific to the student's needs and opportunity for family engagement and communication will be available. Students will also participate in teletherapy for their related services as indicated in their IEP. A schedule of live instruction and teletherapy will be made available for all families to follow.

Hybrid Model

In this model, students will follow a "Group A" and "Group B" model.

"Group A" will attending in person Monday and Tuesday, with alternating Wednesdays. On Thursday and Friday, they will participate in remote instruction.

"Group B" will attending in person Thursday and Friday, with alternating Wednesdays. On Monday and Tuesday, they will participate in remote instruction.

ATTENDANCE FOR INSTRUCTIONAL PURPOSES

Collection and Reporting Daily Teacher/Student Engagement or Attendance

United Preschool Center will maintain accurate records of **daily** teacher/student engagement or attendance regardless of the instructional setting. Examples of attendance/engagement may include, present at school, present at live interactive video session, verbal communication with student, verbal communication with parent, interactive video communication with parent, student completed online learning activities, student completed offline learning activities, absent, etc.

Academic Consequences of Lost Instructional Time

Teachers will monitor student attendance/engagement and their progress toward their academic goals on a regular basis. Teachers will take appropriate actions in order to prevent students falling behind in their learning. Quarterly reports and progress reports will still be generated regardless of the delivery of instruction.

TECHNOLOGY AND CONNECTIVITY

Access to Devices and Highspeed Broadband

United Preschool Center will survey all families and staff to identify those who do not have access to devices and high-speed internet in order to fully participate in the remote learning experience.

Need to Provide Devices and Internet Access to Students and Teachers

All United Preschool Center teachers and clinicians will be provided a secure device to participate in remote learning and teletherapy. If a student does not have a device, contact with their local school district and/or CPSE chairperson will be made to help the family obtain a device. Loaner devices may be available from United Preschool Center.

Declined Technology Usage/Barriers

In an effort to provide continuity of learning in a remote or hybrid model, materials will be mailed home to the students with directions for the parents to assist in learning. Phone calls and emails will continue to take place to support learning, if devices and/or high-speed internet are not yet available.

TEACHING AND LEARNING

Instructional Platform

For all models, Big Day for PreK Family Space will be the primary platform used to facilitate learning for United Preschool students. In addition, other resources may be used to help engage and enrich instruction. Supplemental activities may be used and mailed home to support academic learning and other disciplines when remote learning is being used.

Big Day's multi-tiered model revolves around eight relevant and child-friendly themes that broaden as the year progresses. Using these themes as an anchor, children are guided through four weeks of instruction on each theme. Each week is centered around a Big Idea designed to engage children. Based on research demonstrating the importance of integrating social-emotional development into preschool curriculum, social skills are interwoven into every activity. For students who have an IEP, individual goals will also be addressed by teachers and staff.

Communication with Classroom Teachers

Teachers will be available via email, Class Dojo, and by telephone. Communication will take place in the family's preferred language.

Lessons and Assignments

In all models, teachers will post daily lessons on Class Dojo with supporting resources. Class Dojo will indicate which families accessed the assignments.

In a remote setting, weekly packets will be mailed to those families that have requested them. These packets will be individualized to the specific classroom and individual student need.

- Teachers will have live morning meetings every day over Zoom.
- Teachers will schedule individual Zoom sessions at least twice a week with students to meet the individual needs and goals per the students IEP.
- Recordings of read aloud and lessons may also be posted on Class Dojo.

Related Services

In person: When in-person, providers will develop a schedule to meet the mandates of the students. Attendance and daily session notes will be taken in CPSE portal. Progress reports and quarterly reports will be submitted.

Remote: Support services noted on a student's IEP including: Counseling, Speech Therapy, Occupational Therapy, and Physical Therapy will be provided through distance learning activities. Parents can expect service providers to contact them to discuss how services on the IEP will be delivered. Therapists will provide "teletherapy", if permitted by Westchester County, and communicate with families regarding a schedule. Therapists may also provide specific activities designed to work toward individual student goals and provide instructional phone calls and/or video conferences to guide these activities, answer questions, and check in on progress. Session notes will continue to be entered into CPSE Portal and progress reports will be submitted.

SPECIAL EDUCATION

United Preschool Center operates a special education program and is dedicated to the provision of FAPE for all students.

Parent Engagement

We will communicate progress with parents on a regular basis through multiple modes of communication. Parents will receive written progress reports and quarterly reports. Translation will be available in their preferred language.

Collaboration with Committees on Preschool Special Education (CPSE)

In cooperation with each Committee on Preschool Special Education (CPSE) of students we serve, we will strive to provide each and every student with an opportunity to learn in a safe and healthy environment. United Preschool Center will work with the CPSEs to communicate the form in which the services are being provided. We will regularly communicate with the CPSE about goal progress as we are monitoring progress through data collection.

Access to Accommodations and Modifications

Students will have access to all necessary accommodations, supplementary aids and services as outlined in their Individualized Education Plan, IEP.

Documentation of the Programs and Services Offered

Teachers and service providers must continue to collect data, whether in-person or remotely, and use this data to monitor each student's progress towards the annual goals and to evaluate the effectiveness of the student's special education services. This information will be shared with the family in their preferred language and mode of communication.

EARLY LEARNING

Continuity of Instruction for Preschool and Universal Pre-Kindergarten

As outlined in the teaching and learning section of this plan, prekindergarten students, both with and without disabilities, will be provided a continuity of instruction for in-person, remote, and hybrid learning models.

Family style eating will not be practiced due to health and safety measures incorporating social distancing.

Students are always accompanied to the restroom to ensure proper handwashing protocols are followed.

Napping materials will be sanitized daily. Blankets will be sent home daily home for laundering.

Students will nap head to toe with 6 feet of distance between them.

Students will be provided with individual sets of materials to avoid sharing of common items.

Proper sanitation guidelines from the Department of Health will be followed after the use of centers and sensory items.