



Inspiring people with special needs  
to maximize their potential.

**The Katzen Early Childhood Education Center  
Contingency Plan For Remote Learning  
2020-2021 School Year**

Prepared by Dr. Heidi McCarthy

Jawonio's Katzen Early Childhood Education Center is committed to continuing to provide in-person educational opportunities and services to our students for as long as it is safe to do so. In the event that we need to revert to remote instruction, and for students whose parents have opted to have their children learn remotely rather than attend school in person, we have developed a plan to ensure accessible instruction and structures for student success.

### **Communication:**

The need to revert to remote learning will be communicated to parents through the REMIND notification app system. The information will also be posted on our website and a recorded message will be on our school phone system.

Teachers will be in contact with parents via the Remind notification app, and/or email. A specific schedule will be provided to all parents indicating times of synchronous instruction and means and materials for asynchronous instruction. (Teachers will have contacted all parents prior to the need to revert to remote instruction to ensure that families have the necessary materials at home for the child to be able to fully engage in the instruction.)

Therapists will be in contact with parents via the Remind notification app and/or email to arrange for teletherapy sessions. Should they not be able to contact the parents via those means, they will contact the parent via telephone.

Administration will contact teachers and therapists daily to ensure they have been able to contact all parents, and they have the necessary tools to be able to provide instruction via remote learning. Team meetings will be scheduled, as necessary, to discuss specific concerns as they relate to the provision of education/therapy to students.

### **Technology**

While the provision of necessary technology is the responsibility of the child's school district, Jawonio has secured grant funds to purchase a limited number of iPads. Should a family not have the means to provide the necessary device for their child, and should the school district be unable to provide the necessary device to the student, the parent should contact the Program Director, Dr. Heidi McCarthy, at [Heidi.Mccarthy@jawonio.org](mailto:Heidi.Mccarthy@jawonio.org) to arrange to borrow a device.

### **Learning**

Classroom teachers will continue to develop and provide lessons to the students that are consistent with the Creative Curriculum for Preschool and address each individual child's goals and objectives (where applicable). Teachers will be developing their lessons utilizing materials and digital resources, such as Education.com. Teachers will also be creating and providing additional resources for families to use during asynchronous learning times, such as hands on materials, YouTube videos and other age appropriate digital links. Students with Individualized Education Programs (IEPs) will receive instruction that meets the mandates of

their IEPs, however, the manner with which the instruction is provided will be different during times of full time remote instruction.

Our contingency plan for remote instruction recognizes the need to provide such instruction that is developmentally appropriate for all our students. It has been developed to provide a balance between the need for real-time synchronous instruction for our students while also determining an appropriate amount of “screen-time” for young children. Therefore, the following guidelines have been established:

For full day classes, real-time synchronous group instruction sessions will be provided during the day at a minimum of two and a half hours per day. Half day classes will be provided with real-time synchronous group instruction sessions during the students’ morning or afternoon class at a minimum of one and a half hours per day. In addition to academic instruction, these sessions may include opportunities for synchronous group socialization through an adult facilitated social time such as snack time and/or lunch time. In addition, each child will receive small group or individual instruction at least once weekly. \*For those students for whom group sessions are not appropriate and/or individual instruction is necessary to address specific IEP goals and objectives, more frequent individual sessions will be scheduled. In addition to real-time synchronous instruction, learning opportunities will be provided for students to engage in during the school day. Parents will be asked to “return” the students’ work products to their teachers by sending a picture via text through the Remind notification app or email.

All teaching support staff will be utilized to support the learning of our students during times of remote instruction. Responsibilities include, but are not limited to, attending and supporting synchronous (Zoom) instruction, preparing materials for the students, and assisting in the collection of data.

For students receiving related services as per their Individualized Education Program (IEP), therapists will be providing their services via teletherapy (typically utilizing the Zoom platform). Therapy sessions will be delivered at the frequency and duration as mandated on the student’s IEP. Teletherapy sessions will be developed and provided that address each child’s individualized goals and objectives as well.

Teachers and therapists will communicate to parents the times during which they will be available to contact parents, respond to parents’ inquiries and/or to provide and receive feedback.

### **Providing consent and ensuring student privacy**

Real-time synchronous group sessions are most effective when students are able to see and interact with each other. All parents have been asked to sign and return a written consent acknowledging that the instruction will be streamed to all students in their child’s class. Parents

are to be mindful of the confidential nature of these sessions and are asked to not share identifiable information of any children in their child's class with those outside of the class.

### **Ensuring equity**

As stated previously, if parents do not have access to a device for their child, and if they are unable to access a device from their home school district, they should contact the Program Director in order to borrow an iPad from Jawonio. Teachers and therapists are to report to the Director any children who are not accessing the remote instruction so that we can ensure that lack of a device is not a reason. Information provided to parents will be translated for those who require that service.

### **Questions/concerns**

Parents should contact Dr. Heidi McCarthy, Program Director at (845) 708-2001 x 3255 or [Heidi.Mccarthy@jawonio.org](mailto:Heidi.Mccarthy@jawonio.org) if they have any questions or concerns regarding their child's educational program.