

Here We Grow Learning Center St John of God Community Services
Covid-19 Distance Learning Plan
March 27, 2020

Goal:

Here We Grow Learning Center St John of God Community Services (HWG), is a state approved private preschool. We will provide students and their families with the necessary resources to continue the at home implementation of Individual Educational Program (IEP) goals.

Introduction:

The following plan is designed to be a living document that will change, grow and evolve over time. Revisions are driven by additional guidance from the New Jersey Department of Education, feedback from sending school districts, the experience staff as they begin to work in this new learning environment and feedback from parents. As the plan is revised it will be e-mailed Gloucester County of Education, and our sending district. This plan addresses the needs of the children who are receiving Individual Education Plans.

Demographic Profile:

HWG is an inclusive learning center that provides educational services for Districts, Early Intervention and individual families for approximately 40 students. The HWG Preschool / Pre-K classrooms have 22 children, 18 typically developing and 4 special needs children. We provide special education for students with varied levels of intellectual and cognitive skills. It is determined by the different school districts that they cannot provide an appropriate education for an individual student therefore they are sending out of district to the HWG learning center. At this time four students are sponsored and paid tuition by the sending school district. In turn we provide the students Individual Education Plans; 3 children are under Preschool Disabled and 1 student is Mild Intellectual Disability.

Our Current Demographics are:

- 3 Students classified as a preschool child with disability,
- 0 students classified as autistic
- 1 student classified as mild Intellectual disabilities
- 0 student classified as moderate intellectual disabilities
- 0 students classified as multiply disabled
- 0 students classified as having other health impairments
- 0 students classified traumatic brain injury
- 0 students are currently homeless
- 0 students are classified as low socioeconomic status (LSE)
- 0 students are English Language Learners (ELLs)

Free and Reduce Lunch Program:

HWG does not provide a free or reduced food program.

Contact Information:

Cathy Scanlon, Program Administrator; email: cscanlon@sjogcs.org Office phone number: (856)848-4700 extension 1112; cell number: (856)904-9755

Debranne Quinn, Program Director; email: dquinn@sjogcs.org. Office phone number: (856)848-4700 extension 1184; Cell number: (856)745-0472

Staffing:

All essential personnel are working normal hours. The hours will be served either in school or at home at the discretion of the Executor Director / Program Administrator (Professional direct staff, paraprofessionals, and administrative staff). Staff working from home will be available via email during normal working hours. Professional staff has remote access to their school voice mail. Voicemail will be checked periodically, but at least twice during the work day.

IEP mandated 1:1 nursing service is delivered under a district held contract with specific nursing agencies.

The St John of God Community Services Executive Director, The Program Administrator and the Here We Grow Learning Center Program Director when working from home will do so over a secured VPN system. Should the need arise our servers can handle additional VPN connections. However, the current servers cannot accommodate having all staff login over secured VPN connections, nor is there a current need to do so.

Attached to this plan is the New Jersey Department of Education spreadsheet for identifying Essential Personnel.

Position/Office	Duties	Working From	Contact Method
SJOGCS Executive Director	Continuance of normal functions	Office 50% Home 50%	856-848-4700 x1142 tosorio@sjogcs.org
Program Administrator	Continuance and implementation of normal responsibilities	Office 5% Home 95%	856-848-4700 x1112 cscanlon@sjogcs.org
Administrative Assistant	Assistant in the continuances of the normal functions	Office 5% Home 95% Discretion of Administration	856-848-4700 x 1111 aermilio@sjogcs.org AND klutz@sjogcs.org

Program Director	Review & approve instructional plans, mentor support for staff. IEP management; liaison with case manager, review and approve IEP goals, coordinates annual review meetings, Staff supervision and support, Plan and develop staff development trainings	Office 1% Home 99% Discretion of Administration Team	856-848-4700 x 1184 dquinn@sjogcs.org
Teachers	Develop & implement distance lesson plans, develop and distribute distance learning activities (email or mailed), maintain regular contact with parent/guardians, provides instructional feedback and addresses questions/concerns of families, writes draft IEPs, participates in annual reviews	Primarily working at home, may request work in the classroom with permission from the Administration Team	First Initial.Last Name @sjocs.org
Therapists (OT, PT & Speech)	Develop & implement distance therapy support plans, develop and distribute distance therapy support activities (email or mailed), maintain regular contact with parent/guardians, provides feedback and addresses questions/concerns of families, writes draft IEP goals, participates in annual reviews upon request	Working at home.	First Initial.Last Name @sjocs.org
Classroom Assistants And 1:1 Assistants	Reach out to students parent/caregiver weekly support and pass information along to the teacher, Assistants' calls should be scheduled in conjunction with the teacher to avoid overlap and maximize the frequency of contact, participate in training either online Develop and create specific materials to support teachers and therapist. And support other related work upon request	Working at home,	not all assistants have Internet connectivity from home

Maintenance & Custodial	Essential Building and maintenance needs Including the sanitation and disinfecting of the facilities	Assigned by the Facility Manager	samen@sjogcs.org
Technology	Maintains and supports the network and infrastructure	Mostly Works remotely. As needed will work on the campus	jselvia@sjogcs.org
Business Office	Continuing with normal functions	Business office staff will work from home. One staff member will be responsible for surface mail pickup and distribution	856-848-4700 x1121 or x1105 nmaldonado@sjogcs.org jgaudreau@sjogcs.org
Human Resources	Continuing with normal functions	Human Resource staff will work from home. Mail pickup and distribution being handled by the Business Office	856-848-4700 x1128 SMoscariello@sjogcs.org
Facilities Management	Continuing with normal functions, enhanced emphasis on facility hygiene	Office 25% Home 75%	856-848-4700 x1135 jbintliff@sjogcs.org

General Guidelines

- All e-learning and therapy activities are driven by each student’s IEP goals.
- Each individual students learning needs, their ability to sustain focus, health status, and other relevant factors, will drive activities identified for each student.
- HWG will monitor the implementation of e-learning and therapeutic supports.
- HWG will provide both e-learning activities in a paper format for students who do not have home Internet access via surface mail or a Grab & Go option.
- HWG will monitor student progress.
- HWG will continue to work closely with our sending districts. The annual review process can continue during an emergency closing in a means identified by the sending district and is acceptable to the parent and guardian.
- HWG staff will report to work during the emergency closing unless otherwise advised by county or state departments of health. In the event that staff cannot report to work. E-learning and therapy services identified within the plan will be delivered from each staff members home and will be monitored from the administrators’ home.

- HWG administrators will work closely with sending districts, the Gloucester County Department of Health (GCDOH), Department of Children and Families and the New Jersey Department of Education (NJDOE) to insure compliance with recommended/required actions.

Pre-closing Procedures

1. HWG will confirm with all parents/guardians a) e-mail addresses, b) the availability of an Internet connected computer/laptop/tablet (devices) at home.
2. HWG will develop a listing of those students who can access e-learning and therapy activities from home and those students who will need paper-based activity packets.
3. A letter and e-mail will be sent to parents ahead explaining how to access e-learning opportunities in the event the school is closed by the state due to Covid-19.
4. Staff will begin plan for the delivery of e-learning and therapy activities. If timing allows, staff will enter beginning activities ahead of a closure. HWG administration will finalize the process for delivering materials to students who do not have Internet access at home. Two methods will be utilized. Grab & Go will be an option for parent/guardians who live near the school or drive by the school. For parents/guardian who cannot utilize Grab & Go, paper packets will be mailed home.
5. HWG administrative staff will review methodology for monitoring the delivery of e-learning opportunities and therapy activities.
6. During the period of time leading up to closing, HWG will continue to review and provide online access to other web-based instructional support.
7. HWG will develop and deliver additional supplemental pdf or paper form for families; for example Tumblebooks, Help Kids Learn, ABC Learning etc.
8. HWG will continue to review additional methodology for different forms of e-learning: You tube lessons, Zoom lessons, Google meet and chat groups, theme specific craft, music, yoga blogs and facetime, you tube etc.

E-Learning and therapy related during a Closure

The First Day

1. Parents will be notified by phone and or email by the Special Education Teacher & Therapist.
2. All therapists will contact their student's families via telephone to discuss the individual students therapeutic support needs, direct the parent/guardian to specific activities, and answer any questions the parent/guardian may have.
3. Teachers will a) date and enter e-learning activities and any necessary digital support materials b) paper instructional and therapy packets will be assembled for delivery, and c) teachers will reach out via telephone and or email to families to answer any questions they have and establish the families preferred method/time for further communication.

4. HWG administrators will a) provide any necessary supports required by teachers and b) begin to monitor the provision of e-learning and therapy activities.
5. All staff will continue to develop new methodologies to enhance our distance learning efforts. Including but not limited to, You Tube channels, Zoom conferences, Google meet and chat groups. At home implementation of higher-end technologies are limited to the bandwidth existing in each employees home.

On Subsequent Days

1. Teachers will continue to e-mail e-learning activities to Program Director for approval.
2. Teachers will maintain open and ongoing communications with parents/guardians as per the agreements reached on day one.
3. Teachers will monitor student progress. Monitoring will be done either through posted student work samples and parent/guardian feedback.
4. As usually happens with classroom instruction, teachers will adjust e-learning activities based on monitoring feedback.
5. Therapists will contact parents/guardians at a similar rate as identified in the IEP under the frequency for that related services. The number of contacts may be modified by the availability and need of the parent/guardian.
6. Therapists will monitor each student's status based on parental/guardian feedback.
7. Therapists will make changes in therapeutic recommendations based on feedback.
8. Administrators will continue to support teachers and therapists in the delivery of e-learning and therapy related activities.
9. Administrators will continue to monitor and insure implementation of e-learning and therapy related services.
10. Administrators will continue to monitor student progress.
11. Administrators will continue to monitor the situation and work closely with all partners (sending districts, DC&F, GCDOH, NJDOE)
12. Administrators will plan for the resumptions of classroom instruction and school-based therapies.

Compensatory Therapy Services:

Depending on the status of the New Jersey guidelines allowing for e-learning and the length of the emergency closings the Here We Grow Learning Center / St John of God Community Services will make every reasonable effort to provide students with compensatory therapy services based on the number of therapy services missed during the closure.

