



School Re-Opening Plan 2020-2021



Dear Families of The Children's League,

I am looking forward to welcoming our students and staff back to school in September of 2020. September is always a fresh start and this year will be unlike any year we have ever experienced. Thank you for your patience in this unprecedented time and your support as we work to return our children to school.

Our Children's League community, including all of our families and staff, have done their best to figure out how to continue life and continue educating our students. The plan that has been developed is focused on our main priority, which is the health and safety of our students and families, and our staff.

The Children's League is here to support and educate our students. Our desire is for our students to return five days per week, as soon as we are able. Due to COVID-19, we feel our safest option for September is to implement a hybrid model, where children will receive a combination of remote and in-person educational and therapeutic services. Please be aware that the implementation of this plan is contingent upon the Governor's decision to allow in-person educational services. Governor Cuomo is expected to make his decision on or around August 7th.

We will continue to communicate with you as we move forward.

Yours in Education,

A handwritten signature in black ink that reads 'Marcole R. Feuz'.

Marcole R. Feuz
Executive Director

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For transportation questions, please contact Sally Cambio, Office Manager, at 716.592.9331.

INTRODUCTION

This plan was developed to conform to the guidance provided by the New York State Education Department (NYSED) in their July 16 2020, document entitled: *Recovering, Rebuilding, and Renewing: The Spirit of New York's Schools- Reopening Guidance* and the guidance from the New York State Department of Health (DOH) entitled: *Interim Guidance for In-Person Instruction at Pre-K to Grade 12 Schools During the COVID-19 Public Health Emergency* and guidance from the Centers for Disease Control and Prevention (CDC). Changing public health conditions caused by the COVID-19 virus will necessitate ongoing monitoring to ensure that this plan is updated accordingly, reflecting new requirements and regulations. We are grateful to the stakeholders who assisted in the development of this plan and will continue to seek their involvement as this plan evolves and as updates and revisions are necessary.

The Children's League (TCL), a NYSED approved 4410 program and Licensed Day Care Center through the Office of Children and Family Services (OCFS), is authorized to enroll 124 preschool children ages 3-5 and 12 school-age children, ages 5-8. Located in a rural community 40 miles south of Buffalo, our service area reaches five (5) counties and forty (40) school districts. TCL program serves children with a range of developmental disabilities, providing educational and therapeutic services to children in center-based, integrated, and home and community settings. Transportation is provided by the counties for preschool-age children and by school districts for our school-age children. Our entire program is housed in one facility.

COVID-19 caused the abrupt closing of schools in mid-March and significantly altered familiar family/life patterns and routines. Rapidly, it was necessary for our school community to be responsive to the changing and growing needs of our students, families and staff. We recognize the need for this plan to be responsive to the potential changes that can rapidly occur as the pandemic continues. The delivery of educational services must be flexible should the Western New York Community experience an increase in the rate and spread of infection. Our sincere intent will be to continue providing quality programming and support to children and families if a change in modality is necessary to protect the health and safety of the children and staff.

The health and safety of the children and the staff remained in the forefront in the development of this plan. Staff will be required to wear facial coverings at all times when in the building. Due to the age and behavioral and physical needs of the children, social distancing will not always be possible. The children's tolerance for facial coverings will be limited from a behavioral and safety perspective.

We are committed to provide the highest quality educational and therapeutic programming whether the avenue of service delivery is remote, hybrid with a combination of remote and in-person instruction or fully in-person. Additionally, the educational teams will be sensitive to and responsive to the social, emotional, and behavioral needs of our children and their families.

Our plan includes required elements identified by NYSED, DOH, and CDC and follows the structure of the guidance by addressing areas as they apply to our students with disabilities and their families.

COMMUNICATION

To help form our reopening plan, TCL is grateful to the stakeholders who assisted in the development of this plan and will continue to seek their involvement as this plan evolves and as updates and revisions are necessary. The stakeholders included administrators, staff, health care providers, and parents/guardians of children with special needs. The planning included virtual meetings, face to face discussions, a written survey, and an on-line survey.

TCL remains committed to communicating all elements of this reopening plan to parents and guardians, staff, and visitors. The plan is available to all stakeholders via the school's website at www.tclny.org and will be updated throughout the school year, as necessary, to respond to further guidance and local circumstances.

TCL has developed a plan for communicating all necessary information to staff, parents/guardians, visitors, and educational partners. The school will use its existing communication modes including email, phone, mail, and texting. Additionally, signage and training opportunities will support the dissemination of consistent information regarding new protocols and procedures, expectations, and requirements throughout the pandemic.

Communication Goals:

- To encourage all families, staff, and visitors through verbal and written communication to adhere to NYSED, CDC, and DOH guidance regarding the use of acceptable face coverings. A face mask covering the nose and mouth must be worn by adults at all times when in the building as social distancing will not always be possible given the young age, developmental levels, and behavioral and physical needs of our children.
- To provide updates about health and safety, scheduling, and all other information staff and families need
- To provide information to families through a wide array of platforms including US Postal Service, email, telephone calls, text messaging, social media, virtual meetings (Zoom, Microsoft Teams, Google Classroom, etc.), and website postings.
- A new robo calling system is being examined and will be installed in the near future.
- To provide information on how families can access technology and receive technical support to assist with utilization and maintenance of equipment.

Clear communication will be prepared and shared regarding the 2020-2021 school calendar. Ongoing communication will provide information on the following topics:

- Who to contact with questions, concerns, and/or suggestions.
- Current information as it is received (NYSED, DOH, CDC, and OCFS).

- The importance of social distancing, monitoring symptoms of COVID-19, and when to stay home.
- Inform of protocols for entering the building (self-screening tool)
- Implementing social distancing in bathrooms, staff rooms, hallways, etc. Install social distancing markers on the floors and to highlight traffic patterns.
- Practicing proper hand hygiene. Hand sanitizer will be available throughout the building, but hand washing with soap and water for at least 20 seconds is still more effective. Reminders that hand sanitizer works best on clean hands.
- Practicing proper respiratory etiquette (i.e., coughing or sneezing into your elbow if a tissue is not available)
- Maintaining personal responsibility for you and your work area
- Educating the staff on health and safety procedures, including how to properly wear and dispose of a face mask, a face shield, and gloves.
- Communicating with the school's medical consultant (Springville Pediatrics) and local health departments as needed if/when the plan requires modification or enhancement.

Further Communication Efforts with Specific Groups Include:

Students- To ensure that the students are taught or trained how to follow each of the following COVID-19 protocols safely and correctly, developmentally appropriate instruction will be provided, including frequent repetition throughout the day. Routines will be established and reinforced. Students will be taught using verbal explanation, pictures, and social stories, video clips, live demonstrations, posters, and verbal/ physical prompts.

- Hand hygiene: The importance of frequent hand washing will be taught using verbal explanation, pictures and social stories, video clips, live demonstrations, posters, and verbal/physical prompts.
- Face coverings: Through a survey and/or direct conversations with parents/guardians, a determination will be made regarding each child's medical safety and tolerance for face coverings. Classroom and therapy staff will assist children in donning and doffing masks safely. Children will be closely monitored when wearing a mask and will be given mask breaks.
- Social distancing: The importance of social distancing will be taught using verbal explanation, pictures and social stories, video clips, live demonstrations, posters, and verbal/physical prompts. Classrooms will be arranged to promote social distancing, as will therapy spaces.
- Respiratory Hygiene: The importance of respiratory hygiene will be taught using verbal explanation, pictures and social stories, video clips, live demonstrations, posters, and verbal/physical prompts.

Parents/Guardians- TCL will utilize various means of communication to provide information on procedures and protocols with respect to the COVID-19 pandemic. The most frequently utilized channel is written communication to student homes but, e-mail and the school website may be utilized. The school website (www.tclny.org) is a source of documents, event headlines, frequently asked questions, and general information about the school building. Additional guidance regarding COVID-19 includes:

- The signs and symptoms of COVID-19
- When/how long to stay home from class/other activities
- How student health will be monitored
- What families should do if exposure is suspected
- Procedures to follow if a student tests positive
- What to do if they suspect someone else may be sick
- What will happen if there is a case or an outbreak in the school
- How a school closure will be handled, including what the criteria is for deciding to close the school
- Protocols for social distancing and personal protective equipment (PPE)

Staff- TCL will utilize various means of communication to provide information on procedures and protocols with respect to the COVID-19 pandemic. The most frequently utilized channel is written communication including e-mail. However, in-person training, video clips, live demonstrations, posters, and the school website are also used. Additional guidance regarding COVID-19 includes:

- When/how long to stay home from work if staff are sick
- What staff should do if exposure is suspected and what will happen if they test positive- This includes details about isolation, return to work protocol, and procedures if a staff member's close contact tests positive.
- What to do if they suspect a colleague may be sick
- What will happen if there is a case or an outbreak at TCL
- How a school closure will be handled, including what the criteria for deciding to close TCL
- Protocols for social distancing/PPE and how a failure to follow these protocols will be handled
- The responsibility of staff for cleaning and disinfecting work spaces, classrooms, and common areas

It is important to note that due to the developmental, behavioral, and physical needs of our students, social distancing will be difficult to maintain and may actually create dangerous situations when adults are not in close proximity to our students. Therefore, all adults (staff and visitors) will be required to wear face coverings at all times when in the building. Our students will be encouraged to wear face coverings when they can be worn safely and easily tolerated.

Special Considerations- Individuals within our community who have visual impairments will receive communication via a verbal format (phone calls or robo calls). Those individuals with hearing impairments will receive communication via a written format (text messages, emails, or letters sent through the US Postal Service). Other modes of communication will be explored as needed if the above stated means do not meet an individual's specific need.

Evaluations- A specific protocol has been developed for parents/guardians who have a scheduled evaluation that will be performed in-person and on-site at TCL. The protocol was specifically written to address health and safety guidance for the evaluation staff, as well as the parent/guardian and child. The procedures will be shared with the family in advance to ensure that the parent/guardian and child have a safe evaluation experience.

HEALTH AND SAFETY

The health and safety of our students, their families, and our staff remains our top priority. Our goal is to make the children, their families, and the staff feel safe and comfortable when returning to the school building. Our reopening plan incorporates recommendations and guidance from the CDC, DOH and NYSED.

The following protocols and procedures will be in place for the 2020-21 school year should in-person schooling resume. Anyone with questions and/or concerns should contact our COVID-19 Safety Coordinator, Marcole Feuz at mfeuz@tclny.org or 716. 592.9331. Danielle Wiefert, RN, TCL School Nurse has been identified as the COVID-19 Resource Person, 716.592.9331, dwiefert@tclny.org. and will be the main contact upon the identification of positive COVID-19 cases. She has been actively involved in the reopening plan at The Children's League.

Staff have received and will continue to receive training on the established health and safety protocols. Protocols will be revised in accordance with new guidance from the CDC, NYSDOH, and NYSED. Families will also be informed of the health and safety protocols and will be updated on any revisions.

- To ensure staff, families and visitors comply with health and safety requirements, TCL will post signage throughout the building as a reminder to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning/disinfecting protocols
- The communication plan for employees, visitors, and parents/guardians with a consistent means to provide updated information will be disseminated through the following means:
 - Website- www.tclny.org
 - Email
 - Social media
 - Print copy mailings
 - Robo calling system
 - Traditional media outlets

Staff will receive training on the signs of illness, including the symptoms of COVID-19 and perform a daily health check on each child as they enter the classroom and record their findings on a daily health log. Health observations will continue throughout the day. The school nurse will be notified of any health concerns.

Parents/guardians will be instructed to assess their child's health each morning before school including checking for fever, COVID-19 symptoms and other symptoms indicating illness. (Given the age and developmental level of the children, the majority of our population cannot provide a verbal indication of how they are feeling.) Parents will be required to keep their child at home when the child has symptoms of illness. Staff will also be advised to stay home when ill.

COVID-19 Signs and Symptoms- The CDC keeps an up-to-date list of symptoms of Coronavirus on its website. This list is not all inclusive as some individuals may display other symptoms or none at all. As of 7/21/2020, the following are listed as the most common symptoms of COVID-19:

- Fever or chills (100°F or greater)
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Daily Health Screenings- TCL requires a COVID-19 daily screening tool for all individuals who enter the building.

- Upon entering the TCL foyer, TCL staff and other adults must complete a COVID-19 self-screening tool. Staff must provide proof of completion upon entering the main door. Additional self-screening tools will be available in the foyer if needed. The information will be retained by the school.
- The COVID-19 self-screening tool will be available for visitors at the school's main entrance.
- Staff are required to monitor their own temperature prior to arrival. If they do not have access to a home thermometer, a thermometer will be available at TCL for their use. Anyone who develops symptoms of illness during the school day, must contact their supervisor immediately and await further instruction.

- Students and visitors will be screened for temperature at arrival.
 - Parents are required to monitor for temperatures and COVID-19 symptoms prior to their child riding the bus and complete the daily screening tool indicating their child is symptom free. This tool, provided by the school, must be given to the bus driver/monitor before the child boards the bus. TCL will take into account the parent/guardian’s ability to complete a written checklist and make every attempt to make it accessible in the language spoken by the family.
 - Visitors will complete the COVID-19 Self Screening Tool upon arrival.
- When multiple individuals arrive at the building simultaneously, they will be required to stand at the marked locations on the floor, maintaining a social distance of 6 feet until they can be signed in and screened. Markings will be on the front sidewalk under the overhang.
- Entry into the building will occur in the main door foyer where self-screening will occur.
- Access to the building will be granted upon satisfactory completion of the screening tool. A proper face covering must be worn.
- Should a person answer “Yes” to any of the questions on the COVID-19 self-screening tool, entrance will be denied and specific procedures will be followed.
- A continuous log of every person, including staff, parents/guardians, and visitors, who may have close contact with other individuals at the work site, school, or area will be maintained.

Staff that present with illness and/or answer “Yes” to any of the questions on the COVID-19 self-screening tool upon arrival will be told to exit the building, return home and follow-up with a health care provider. Students who are transported by their parents and present with illness upon arrival will be assessed by the school nurse and sent home with their parent for follow-up by a health care provider. When a child arrives by bus and presents with a temperature exceeding 100 degrees, the child will be escorted to the isolation room. A designated staff member, provided with appropriate PPE, will be assigned to provide supervision for the child. The child’s parent/guardian will be contacted to pick-up the child. The child will be escorted out of the building to the parent/guardian. The parent/guardian will be advised to seek follow-up with a health care provider.

In preparation for the school’s reopening, PPE has been ordered for children and staff. A large supply of adult and child-sized face coverings have been acquired. Staff have been given a supply of cloth masks, a face shield, and individual hand sanitizer bottles. Face coverings will be provided to any individual entering the building who does not possess their own. Additional PPE supplies including smocks, disposable gowns, gloves, and N95 masks for health professionals have been ordered.

Confirmed case of COVID-19- In the event of a confirmed case of COVID-19 at TCL, the local health department will be contacted immediately. The school will cooperate with all directives including requests for contact tracing information. Confidentiality will be maintained.

TCL has established protocols and procedures, in consultation with the local health department(s), about the requirements for determining when individuals, who screened positive for COVID-19 symptoms can return in-person to the school building. This protocol includes:

- Documentation from a health care provider following evaluation
- Negative COVID-19 diagnostic test result
- Symptom resolution, or if COVID-19 positive, release from isolation

The school will refer to DOH's "Interim Guidance for Public and Private Employees Returning to Work Following COVID-19 Infection or Exposure" regarding protocols and policies for staff seeking to return to work after a suspected or confirmed case of COVID-19 or after the staff member had close or proximate contact with a person with COVID-19. The discharge of an individual from quarantine and return to school will be conducted in coordination with the local health department.

Cleaning and Disinfecting- Cleaning protocols in compliance with CDC guidance will include the training of staff and children in proper hand washing, respiratory hygiene, and social distancing. Additionally, training on protocols for routine cleaning and disinfecting as well as deep cleaning will be reviewed with the staff and cleaning personnel. Routine cleaning will include the use of soap and water for low touch areas and toys and manipulatives. High touch surfaces require frequent cleaning and disinfecting. Disinfectants used will be in compliance with the CDC approved product list.

School Safety Drills- School safety drills will be held in accordance with NYSED and OCFS regulations. Such drills include fire drills, shelter-in-place, lockout, lockdown, and evacuation. In the event a hybrid schedule is followed, it will be necessary to stagger the schedule of the drills to ensure both groups of children participate. Social distancing will be practiced when exiting the building for fire and evacuation drills, when possible. The children's safety when outside the building must be taken into consideration, as some children must remain in close proximity to an adult. Children with a tolerance for wearing a mask will be encouraged to keep their mask on or don a mask. Procedures previously in place will continue to be followed where the assigned marshal for each of the four exits will hold open the door thus eliminating the need for multiple people to touch the handle. Social distancing will be practiced in each of the four gathering areas as much as possible. Extra adult and child-sized masks will be added to the evacuation backpacks.

Social distancing for lockdown drills will be practiced when possible. The priority will be to keep children and staff behind a barrier, out of the line of sight. Children who can tolerate and safely wear a face covering will be encouraged to do so. When following a hybrid schedule where only half of the children are present, social distancing may more easily be accomplished.

All other safety drills will be conducted with existing protocols.

Visitors- All visitors shall adhere to the following:

- Must utilize the intercom/security system at the Main Entrance only.
- Must have a scheduled appointment with an employee in the building
- Must complete a COVID-9 self-screening tool
- Required to wear a face covering at all times while at TCL-Face coverings will be available, if needed.

FACILITIES

In order to prevent the spread of COVID-19 infection in the building, facility operations will be geared toward meeting social distancing requirements and cleaning and disinfecting routines and schedules. There are not any substantial renovations being planned for the building and therefore there is not the need for building modification approval. The following steps are being taken to provide for the health and safety of the students.

- The ventilation system is being evaluated for enhancing fresh air exchange, including duct work modification and UV lights.
- New controls are being installed for the VAV system to better regulate the heating and cooling system.
- Alterations are being made to the configuration of existing classroom furniture layouts to allow for social distancing. Portable dividers will be arranged to create a separation in work and play spaces.
- The school building's physical layout will remain the same. However, several rooms will be repurposed for other activities.
- Facility usage changes are as follows:
 - Creation of Isolation Room for Sick Children and/or Staff
 - Eliminate/Modify Classrooms that had shared usage
- Sneeze guards have been installed in the Main Office area and will be installed in other areas as deemed necessary.
- Hand-sanitizer dispensers have been installed at all point of exit/entry. Staff have all been issued a personal hand-sanitizer bottle. Refill of sanitizer is available upon request. Masks are available at any time for a staff member upon request if needed.
- The playground will be open and classrooms will follow a schedule to ensure that only one cohort will access the play structure at a time.
- The large fenced outdoor area can accommodate multiple cohorts at the same time. Designated areas to separate cohorts will be established to allow for outdoor instruction and play.
- The hallways have been cleared of the play and social areas to allow for social distancing when traveling throughout the building. Signage on the walls and floors will designate traffic patterns.

NUTRITION

Snack time and lunchtime are highly valued instructional opportunities where planned and informal social and verbal exchanges occur. Children are encouraged to make requests for desired items verbally or through a picture exchange. Daily snacks and lunches will be eaten in the classroom. Mealtime seating will be reconfigured to adhere to social distancing, when possible. However, many children at TCL experience significant feeding difficulties and maintaining social distancing would jeopardize child safety.

Parents/Guardians will continue to provide the student's meal daily. A supply of lunch supplements is available as needed. A snack is provided by TCL daily. Previously the snack was served family-style allowing children to select several items. Moving forward, a classroom team member will prepare individual plates for each child's snack and lunch.

Food Handling and Preparation

- Food preparation areas will be cleaned and disinfected after each use and on a daily basis.
 - Classroom staff will routinely clean and disinfect high-touch surfaces including equipment, tables and chairs
 - Tables will be disinfected after snack and lunch
- Staff members handling food will wear face coverings and gloves at all times.
- Children identified with an allergy will have an allergy action plan posted in the classroom as well as written and visual cues of the allergen. Social distancing will promote meal safety and monitoring of allergies.
- Regular communication with families will continue throughout the school year regarding snacks/meals and will be provided in the preferred language or mode of communication.
- Children will have access to water and disposable cups located in each classroom at all times throughout the day.

TRANSPORTATION

Transportation for preschool students with disabilities, enrolled in 4410 programs, is arranged by the county of their residence. Transportation for the school-age children attending TCL programming is the responsibility of the child's school district of residence. TCL is involved in the loading and unloading of students. These times will be expanded due to social distancing requirements, as additional time will be necessary to escort children individually. If the bus companies and school districts are able to modify their schedules, arriving earlier in the morning and later in the afternoon, the window of arrival and dismissal times will be expanded to allow for social distancing and the safe loading and unloading of students.

Parents will be required to evaluate their child's health each morning following guidelines established by the CDC. These guidelines will be communicated to the parents in written form. Children displaying any of the COVID-19 symptoms cannot be sent to school.

For children receiving bus transportation the following procedure will be followed:

- Parents will complete the COVID-19 daily screening tool ensuring that their child is not experiencing any signs or symptoms of COVID-19 prior to getting on the bus.
- The completed screening tool will be given to the bus driver/monitor.
- A designated person such as an LPN will take each child's temperature before they unload from the bus and will review the screening tool completed by the parent.
- A staff member will escort each child to the building entrance to promote social distancing.
- The order of unloading the bus will be from front to back. The order of loading the bus will be back to front.

Parent transporters will pull into the bus lanes and wait for a staff member to approach their vehicle. Parents will present the completed screening tool indicating that the child is not showing any signs of illness. A designated staff member will then take the child's temperature. If the child's temperature is 100 degrees or lower, the staff member will escort the child to the entrance of the building.

Children will wash their hands immediately upon entering the classroom. Children will also wash their hands before exiting to the bus or parent vehicle. Staff will use hand sanitizer after escorting each child.

SOCIAL EMOTIONAL WELL-BEING

School closure caused by the pandemic has posed many challenges for families, children, and staff. We know, after this prolonged closure, many of our students and staff will require social-emotional supports to help them re-engage and re-enter work and school. Teachers and therapists working in a virtual environment for the past five months have become keenly aware of the numerous behavioral, social and educational challenges families have been facing. Consultation to families involving teams of teachers, therapists, social workers, and psychologists has been provided virtually and will need to continue, whether virtually or in-person. The mental and emotional well-being of the family directly influences the child's well-being and stability. As a school community, we are committed to creating and maintaining an emotionally and physically safe environment where children are supported in engaging learning activities.

We are well aware that re-entry into the school environment will be very challenging for many of the children. Behavioral and academic progress, due to the lack of routine and continuity/predictability of a schedule, have been disrupted and caused noted regression. Educational teams, comprised of necessary personnel, are preparing to provide support for our children and their families.

TCL social workers have a vast knowledge of local and regional mental health, behavioral and emotional support programs, resources, and services. Appropriate referrals will continue to be made. School personnel will closely monitor and modify support and outreach as needed.

Staff development and training will be planned to further understand the consequences of the pandemic and its impact on the social, emotional, and well-being of families. This knowledge will assist staff in their interactions and support offered to families and each other.

SCHOOL SCHEDULES

TCL is making every effort to assure children continue to receive high-quality educational and therapeutic learning experiences. With so many unknown factors related to the pandemic, this plan considers three models of instruction; in-person, remote, and hybrid. These models will be made available to families and staff using the methods outlined in the communications section of this plan.

TCL Schedules- These schedules will be planned to reduce congestion and promote social distancing.

- Model 1 – Full Enrollment
 - No changes to any schedules
- Model 2 – Hybrid Plan
 - Monday, Tuesday, Thursday, and Friday
 - In-person instruction
 - Wednesday
 - Remote instruction
 - Parent Communication
 - Planning
 - Deep Cleaning and Disinfecting
- Model 3 – Full remote instruction

Our eventual reopening goal for the 2020-21 school year is to implement a full five day a week in-person plan when the infection rate and guidance from DOH/CDC/NYSED allow. Our immediate goal is to begin the 2020-21 school year in September with a hybrid model with safety in mind. The Governor will be making a decision in early August regarding the ability of the schools to reopen in September.

Full-Time In-Person Model

We are hopeful a return to full-time programming will be implemented during the 2020-2021 school year when health and safety conditions will support this model. Full-time programming is recognized as the ideal model for children with special needs. All of the previously outlined communication and health and safety policies and procedures will remain essential features when this model is undertaken.

Hybrid Model

The hybrid model combines in-person and remote learning. It is referred to as a 2/1/2 model. Half of the children will attend on Monday and Tuesday and the other half will attend on Thursday and Friday. Wednesdays will be devoted to remote classroom and therapy sessions, communication with families, and cleaning. On the two days the children are not scheduled to be in school, educational and therapeutic materials and activities will be provided. With half of the children in attendance at any one time, they will be afforded greater individualized instruction with an increased staff to child ratio and will allow for increased social distancing. Smaller group size will provide more opportunities for children to practice safe hygiene routines.

Remote Model

The remote learning model will be a continuation of the model that has been in place for the past five months. Children will continue to be engaged using the established platforms of Zoom and Google Classroom. Teachers and therapists will implement the child's Individual Education Program (IEP) by following and benchmarking the goals identified. Family support and behavioral intervention will continue with the same format where classroom teams, social workers and psychologists provide virtual outreach.

Children who do not have sufficient access to internet conductivity will be provided with instructional materials and therapeutic activities in a paper format. Support and guidance will be provided through phone, email, and text to assist with the implementation of the materials at home.

Home and Community-Based Related Services- TCL is an approved provider for home and community-based services. These services include: Special Instruction (SEIT), Speech, Physical, Vision, and Occupational Therapy. These services are determined by the child's CPSE and are delivered in homes, daycare centers, and preschool settings. Decisions for providing services either remotely or in-person will be based on the Executive Orders of the Governor and DOH/CDC/NYSED guidance.

FALL PLAN 2020

Our plan is to begin the 2020-2021 school year following the hybrid model (See above). Please note that implementation of this plan is dependent on the Governor's decision to allow in-person educational services. Governor Cuomo is expected to make his decision on or around August 7th.

The Children's League hopes to welcome our students back during the week of September 9, 2020. Due to the unknown decision of the governor and the uncertainty of bus transportation, parents/guardians will need to transport their child the first week of school. A schedule will be forthcoming.

- TCL is currently considering multiple factors to determine groupings.
- TCL students will be divided into two groups: the blue group and the green group.
- TCL will follow a 2 day in-person/3 day remote schedule
- Classes will be divided by 50% allowing for social distancing guidelines to be followed.
- The Blue Group will attend in-person on Monday and Tuesday and the Green Group will attend in-person on Thursday and Friday.
- Remote instruction will occur on Wednesday.

Monday	Tuesday	Wednesday	Thursday	Friday
Blue Group In-Person	Blue Group In-Person	Blue Group Remote	Blue Group Remote	Blue Group Remote
Green Group Remote	Green Group Remote	Green Group Remote	Green Group In-Person	Gold Group In-Person

We will continue with the 2/1/2 Plan until we are able to return all students to full in-person instruction or are directed to return to full remote learning. Decisions will be based on the Executive Orders of the Governor and DOH/CDC/NYSED guidance.

ATTENDANCE AND CHRONIC ABSENTEEISM

Staff will record daily attendance and office personnel will maintain records in our student management system. Attendance procedures will be communicated with families. Communication will take the form of letters, personal phone outreach, robocalls, emails, and text messaging. Daily reports are generated to identify students who are absent and/or chronically absent. Contact with the families will be made to determine reasons for absence and needs or barriers the student may have to participate in daily lessons. Attendance will be taken regardless of the model (remote, hybrid, or in-person) that is in place.

Teachers and social workers maintain ongoing communication with families and provide support as needed. Outreach takes on many forms to assist as needs arise and to support open lines of communication. When deemed necessary, meetings of educational teams consisting of teachers, therapists, social workers, psychologists, and administrators are arranged to discuss how assistance can be offered when families are faced with significant challenges affecting attendance.

As evidenced during the pandemic, remote learning poses significant challenges for some families. As remote learning remains a strong possibility for the 2020-21 school year, communication and outreach will be ongoing to maintain relationships with our families. Many factors impacted the reasons families found remote learning difficult. Alternatives to remote instruction and therapy will be offered such as mailed learning packets. Phone contacts will be made to offer suggestions for learning engagement, behavioral, and emotional support.

At times the involvement of the CPSE or CSE may be necessary when there is a lack of participation/communication. The district's involvement may serve to bolster communication or lead to other solutions where services to the child need to be altered to better meet the child's and family's needs.

TECHNOLOGY AND CONNECTIVITY

Equal access to technology is a goal for the successful implementation of remote learning opportunities for all children and their families as well as for staff. TCL has been mindful of student and staff home access to reliable internet and devices. The rural location of many of our families and staff residences has caused limited access to available and reliable internet services. Access to devices such as computers, laptops and iPads has also been a challenge. TCL has gathered information from families identifying their level of access to devices and internet conductivity. In problematic situations this information is shared with the CPSE/CSE. It is the child's home school district's responsibility to assist the family with a device. TCL and the district will work together to assist the family in gaining access to a device.

Secure remote platforms are in place. Zoom and Google Classroom are used by the teachers, therapists, social workers, and psychologists. Teachers plan individual and group instruction. Speech, occupational, and physical therapy sessions are also delivered remotely. Using technology, the social workers and psychologists offer emotional support and behavior management strategies and plans remotely. Communication with parents/guardians is essential to the success of remote sessions. An adult needs to be physically present with the child to keep them actively engaged. Every effort will continue to be made to support the parents/guardians as learning partners.

The age and developmental levels of TCL's population pose many challenges to remote learning. The staff have been very supportive of each other in sharing helpful strategies and resources. With the abrupt onset of remote learning, their shared experiences, frustrations, and successes have proven invaluable as they have successfully implemented remote sessions. Ongoing needs will continue to be assessed and addressed in the best way possible.

When remote engagement is not possible, outreach will occur through phone conversations, email, text exchanges, and materials sent through the mail. Efforts will also continue to assist the family in obtaining remote access.

Technology support for staff is available by contacting TCL Administrative Office Manager who follows-up on all technical issues with the Technology Support Firm with whom TCL contracts.

Families having technology support concerns/issues are brought to the attention of TCL Program Administrator, who trouble-shoots the concerns with the school district of the child and the family.

TEACHING AND LEARNING

The instructional and therapeutic components of the program will be implemented in a combination of in-person and remote methods within the hybrid model. Should Governor Cuomo determine that in-person programming cannot begin in September, remote instruction will be continued. Communication with families will remain a priority with any model that is followed. Educational teams comprised of teachers, therapists, nurses, social workers, and psychologists will continue to engage with families and provide support and outreach.

Ongoing assessment of student progress will be noted by teachers and therapists in relation to the goals in each child's Individual Education Program (IEP); Quarterly Progress Reports will be completed with copies given to parents and the child's CPSE/CSE.

Music and perceptual motor instruction will take place outdoors when possible or will be conducted in classrooms. This will keep classroom cohorts together and limit contact with other cohorts. Musical instruments belonging to each classroom will only be used by this cohort and cleaned after each session. Gross motor equipment belonging to each classroom will be used and cleaned after the session. Any equipment that will be used by more than one cohort will be cleaned and disinfected before usage by another cohort.

Occupational, physical, and speech therapy will be conducted in a "push-in" format when possible and practical. (Push-in format is defined as having the therapist conduct the therapy session within the child's classroom). Some children will need access to equipment that is not available in the classroom. When it is necessary for a child to receive services in a therapy room, efforts will be made to practice social distancing and the child will wear a face covering if possible. Therapy materials and high touch areas will be cleaned and disinfected after usage.

Professional development addressing various aspects of the program will be scheduled on a regular basis throughout the year.

SPECIAL EDUCATION

As a 4410 program, all children enrolled have an IEP and receive special education and related services. It is recognized that students with disabilities have been particularly impacted by the closing of schools in March 2020. Parents/Guardians have expressed the challenges their families and children have experienced because of the closing. The young age and significant developmental disabilities of the children enrolled in TCL made remote instruction especially difficult. The rural locations where many of our families reside added to the difficulties being experienced, as internet conductivity was unreliable and/or unavailable. Every effort will continue to be made to fulfill the mandates of the IEP's. Regular communication with families will also be a priority.

STAFFING

TCL will undertake robust recruitment efforts to identify and process qualified substitutes. Recruitment efforts will be thoroughly documented.

Staff members who are requesting an accommodation from reporting for in-person work due to health issues must notify the Human Resource Generalist and then comply with submitting requested information before TCL can determine if a reasonable accommodation can be made based on applicable law, regulation and TCL's needs and resources.