

Early Childhood - Procedures to Return to School

As of 2/19/2021

Staff Arrival

1. All staff members must enter the building through the Main Entrance/Front door but EC staff will sign in by the OT room. It is expected and it is mandatory that the staff members follow all safety and health guidelines.
2. Staff will use their own pen
3. Staff will need to fill out the online google form titled Daily Symptom Checker before entering the building or fill out the form when you enter the building
4. If you do not have a thermometer at home you must take and record your temperature every time you enter the building.
5. Take your temperature either on your forehead or wrist (Please be sure to account for the heavy clothing you are wearing.) If it is above 100.4, please see Consuelo Martinez or Roshune Pechacek.
6. Wipe handle of thermometer when complete.
7. Hand sanitizer is provided above the check in table by the OT/PT room (170).

Student Arrival

Entry Procedures

1. For students that will arrive via bus. ALL students will enter through door 1A.
2. Staff members will meet students at the bus, maintaining six feet of distance from other adults. The staff will be wearing full PPE, provided by PAEC, to escort the student into the school.
3. One bus at a time will be emptied and those children will be escorted into the building and have their temperature checked in the foyer past the interior double doors in the EC wing.
4. Each student will have their temperature checked at entry by one of the designated staff members (C. Martinez and 2-3 therapists that volunteer). If the temperature is >100.4 the child will be taken to one of the isolation rooms in the Elementary wing and Parents will be called so that they can be picked up.
5. Parent transported students will then have their temperature taken while in the car. If temperature is normal then a staff member will walk them into the building.
6. A staff member will be checking them off on the sign in sheet so that multiple people are not touching the pens or clipboard.
7. Once the students have passed the entry procedures they will walk to their rooms and take off their coats and backpacks. Rooms 162, 164, and 169 will have staff put the students' coats in the locker. Room 157 will have them put them in a container in the classroom.

Classroom Procedures

1. Once the children are in the room they will sanitize their hands before starting the first activity.
2. The adjoining classrooms will alternate their first activity so that one classroom will use the bathroom first then the other. Room 162 will use the toilet first then room 157. Room 164 will use the bathroom first then room 169. The plan is to check the diaper students, if they are dry, to leave them alone and to only change those students that have wet diapers. For the other students, staff is planning on telling the students that just like at home, they will need to tell the teachers when they need to use the bathroom. The staff is trying to promote independence and get the older students to use the bathroom when they need to, which will alleviate the business of the bathroom. Since the class is only 2 hours, the tentative plan is that the students will only need to use the bathroom once. Staff will no longer be taking a group of students to the bathroom, it will be all individual, so that cleaning can be done after each student.

3. After toileting is done, the children will then follow their classroom schedule. The major activities that will take place in the 2 hour time period are table top activity, circle time, center time, story time, music/gross motor activity, and then dress to go home. The schedule will vary when the therapists push into the classroom to provide direct services.
4. The teachers will be using hula hoops or large plastic square mats spaced 6 feet apart so that the children know where to stand and/or move in place. They will have assigned tables and chairs to sit at while they are doing sensory activities or art projects. They will each have their own bin of supplies.
5. If a therapist is remote, the teachers will connect the PAEC laptop to the large TV on a stand and present that in front of the students as they sit at their tables. If students need supplies, teachers will coordinate with the therapists so the students have those items.
6. Therapists that will see two classrooms in one day will wear PPE in the first session and then change it for the second session. All therapists will try to push into the classroom.
7. If a student needs physical management, staff will try and talk the student to walk to time out, which is a chair near the closed closet doors. Staff are planning not to have to send anyone to time out. We will try positive reinforcement first and keep the day as stress free for them as possible. We are there to maintain their skills, provide them with some knowledge and fun educational activities and keep everyone happy and calm.

Exit Procedure

1. Staff will bring the students their belongings into the classroom, they will get their coats on, and wait in their room for dismissal. Their breakfasts will be sent home with the student.
2. Students will be called by bus to leave the classroom, maintaining six feet of separation.
3. Students will enter buses and/or parents' cars.

PAEC Early Childhood Transition to Hybrid Plan				
9:15-11:15	ONSITE	Remote Learning	9:15-11:15	ONSITE
Monday	Tuesday	Wednesday	Thursday	Friday
Group A-AM	Group A-AM	Staffings and Evaluation appointments	Group B-AM	Group B-AM
Remote learning Zoom lessons Same schedule for all 4 classes. 12-2:30	Remote learning Zoom lessons Same schedule for all 4 classes. 12-2:30	Remote learning Zoom lessons Same schedule for all 4 classes. 12-2:30	Remote learning Zoom lessons Same schedule for all 4 classes. 12-2:30	Remote learning Zoom lessons Same schedule for all 4 classes. 12-2:30

In person EC classes will be two hours. They will run from 9:15-11:15. There will be a maximum of 5 students in a class at any given time. We will have an AB group (see attached lists below).

Group A- will attend on Monday and Tuesday

Group B- attend Thursday and Friday.

Because of the responses to the survey we will only need to have morning in-person classes. Remote classes will run in the afternoon. Wednesday will be remote for all classes in the afternoon.

Wednesday mornings will be used to conduct AR and Initial IEP meetings since there are currently no subs available for the teachers. We have 35 upcoming IEP meetings that need to be conducted.

Ms. Marshall's class will also have a morning Zoom class on every day (except Wednesday) at 8:45-9:10 am before the children arrive since those families are used to attending two Zoom classes a day.

In order to keep a balance in the hybrid classes we had to do the following:

-Mix the AM and PM sessions in our AB groups because all the in person classes are in the morning and this allowed us to stay at 5 or less students per class.

-In addition, we had to keep our 2 sets of twins (Millan and Worix) on one day and also in an appropriate learning group.

-The 88 students had to be placed in one group (B schedule) in order to simplify the busing schedule for the students from Dist. 88 students and prevent our preschoolers from traveling alone.

I have attached our current class groupings so you can see how we moved children around and have accounted for all of them in our Hybrid model.

Tentative daily schedules

Schedule without a therapist

Schedule with therapists

<p>9:15 a.m. - 9:25 a.m. Entry Procedures (as stated above) 9:25 a.m. - 9:50 a.m Circle time Students will sit on one of the following: plastic circles, foam pad or plastic chair (with their name on it) with adequate space between students. RM 162 students will be taken to the bathroom one by one then RM 157 will go individually. 9:50 a.m. - 10:15 a.m Centers. Each student will have a seat/table location to be used the same every time. The distance between students will be 6 feet. Each student will have a plastic bin with a toy and/or manipulatives in it. The items and the plastic tub will be sprayed and/or washed thoroughly. The students will wash their hands after center time.</p>	<p>8:45-9:05- Marshall Zoom Daily lesson Schedule for Group A 9:15 a.m. - 9:30 a.m. Entry Procedures (as stated above) 9:30-9:45 Students in RM 164 will be taken to the bathroom then students in RM 169 will go individually Monday 9:45-10:30 OT Group 10:30-11:00 PT Group Tuesday 9:30-10:00- Social Work Group 10:00-10:15 Movement break 10:15-11:00- Speech Group Schedule for Group B 9:15 a.m. - 9:30 a.m. Entry Procedures (as stated above) 9:30-9:45 Students in RM 164 will be taken to the bathroom</p>
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10:15 a.m - 10:35 a.m

Story time. The teacher will read the story of the day to the students who will either sit on: 1) plastic circles, foam pad or a plastic chair (with their name on it). Hand sanitizer will be provided after this time.

10:35 a.m. -10:55 a.m

Seat work time. The students will complete seat work activity using their own designated plastic boxes with their names on it. In the bin will be: glue, scissors, crayons, playdough, watercolors, kinetic sand- there will be NO sharing of materials. The plastic box will be sprayed and/or wiped off after use.

10:55 a.m. -11:10 a.m.

Music time. The students will stand in their own individual hula hoops to allow for proper distancing for dancing and movement.

11:10 a.m.

Prepare for dismissal. Coats will be brought into the classroom to the students.

Thursday

9:45-10:30 OT Group

10:30-11:00 PT Group

Friday

9:30-10:00- Speech Group

10:00-10:15 Movement break

10:15-11:00- Social Work Group