

Community Service Programs of West Alabama, Inc.
Head Start/Early Head Start
Service Delivery Plan: Re-opening (COVID-19)

The health and safety of children, families and staff are primary concerns for the CSP Head Start/Early Head Start program. It is also very important that our children are and remain school ready. Although this is a very difficult time, we know that our children and families need us. We are committed to doing all that we can to provide support. Please refer to the COVID-19 Health and Safety Response Plan for specific program health and safety procedures and practices.

This plan has been developed to provide service delivery options for families and outline the details. Data gathered from federal, state, and local authorities and program surveys from families and staff were and will continue to be used to drive program decisions. The program will make every effort to provide in-person services but understands the concern of families and the desire to continue early learning development. Service delivery may vary from center to center and some options may be excluded based on community needs, availability of staff, and available resources. We have developed three (3) service delivery options, In-Person, Remote, and Dual. Below you will find an explanation of each option. Families are expected to select one (1) option that best meets their needs. This plan will be reviewed as necessary. Please keep in mind program operations may change as time goes on.

In-Person

The In-Person service delivery option provides traditional on-campus services at the center five (5) days a week, Monday – Friday, 7:30 AM – 2:30 PM.

Remote

The Remote service delivery option provides off-campus services five (5) days a week, Monday – Friday, with scheduled video sessions between 7:30 AM – 2:30 PM.

Dual

The Dual service delivery option provides a combination of on-campus and off-campus services five (5) days a week. On-campus services will be provided on Tuesday, Wednesday, and Thursday, 7:30 AM – 2:30 PM. Off-campus services will be provided on Monday and Friday with scheduled video sessions between 7:30 AM – 2:30 PM.

***Children participating in First Class Pre-K classrooms will only be offered the In-Person option. If this option does not work for the families, communication with staff should begin to discuss alternative options.**

***In the event of classroom or center closure, all services will be provided using the Remote service option.**

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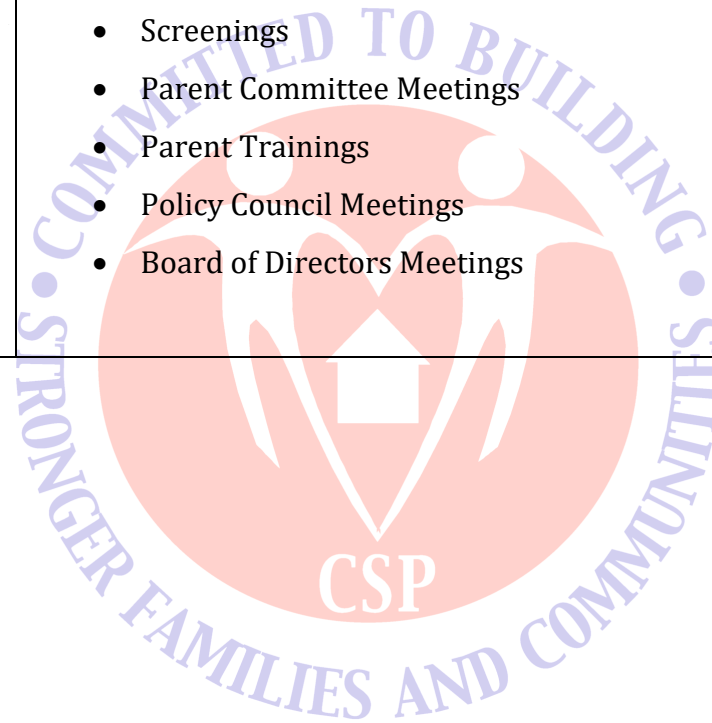
	In-Person	Remote	Dual
Technology for Staff	Staff will utilize the electronic devices and tools provided by the program. All centers have internet access.	Staff will utilize electronic devices and tools assigned by the program. Use of personal electronic devices will be permitted in the event of remote work conditions. If a staff member doesn't have a personal electronic device for completion of job duties, the program will loan equipment. All devices must have video capabilities. Issues concerning internet access will be addressed on an individual basis.	Staff will utilize electronic devices and tools provided and assigned by the program. Use of personal electronic devices will be permitted in the event of remote work conditions. If a staff member has not been assigned a device or doesn't have a personal electronic device for completion of job duties, the program will loan equipment. All devices must have video capabilities. Issues concerning internet access will be addressed on an individual basis.
Technology for Children	The program will continue to provide children with access to technology in the classroom setting.	The program will make a reasonable effort to ensure all children have access to a device and internet. If access is not possible, the program will provide printed material and conduct voice calls.	The program will make a reasonable effort to ensure all children have access to a device and internet. If access is not possible, the program will provide printed material and conduct voice calls.

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Meetings, Training, and Communication	<p>The program will continue to provide meetings, trainings, and communication in varying methods that best meet the needs of parents and staff. Methods include the following:</p> <ul style="list-style-type: none"> • In-Person • Telephone Calls • Video Conferencing • Emails • Text Messages • Surveys • Printed Documents <p>Platforms include the following:</p> <ul style="list-style-type: none"> • Google Voice • Microsoft TEAMS • Outlook and Child Plus • Google Voice and Children • Microsoft Forms <p>Events include the following:</p> <ul style="list-style-type: none"> • Professional Development • Coaching for Teachers and Substitutes • Mental Wellness Activities • Staff Meetings 	<p>The program will continue provide meetings, trainings, and communication in varying methods that best meet the needs of parents and staff. Methods include the following:</p> <ul style="list-style-type: none"> • Telephone Calls • Video Conferencing • Emails • Text Messages • Surveys • Printed Documents <p>Platforms include the following:</p> <ul style="list-style-type: none"> • Google Voice • Microsoft TEAMS • Outlook and Child Plus • Google Voice and Children • Microsoft Forms <p>Events include the following:</p> <ul style="list-style-type: none"> • Professional Development • Coaching for Teachers and Substitutes • Mental Wellness Activities • Staff Meetings • Staff and Parent Orientation 	<p>The program will continue to provide meetings, trainings, and communication in varying methods that best meet the needs of parents and staff. Methods include the following:</p> <ul style="list-style-type: none"> • In-Person • Telephone Calls • Video Conferencing • Emails • Text Messages • Surveys • Printed Documents <p>Platforms include the following:</p> <ul style="list-style-type: none"> • Google Voice • Microsoft TEAMS • Outlook and Child Plus • Google Voice and Children • Microsoft Forms <p>Events include the following:</p> <ul style="list-style-type: none"> • Professional Development • Coaching for Teachers and Substitutes • Mental Wellness Activities • Staff Meetings
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In-Person	Remote	Dual
<ul style="list-style-type: none"> • Staff and Parent Orientation • Open House • Home Visits • Parent-Teacher Conferences • Screenings • Parent Committee Meetings • Parent Trainings • Policy Council Meetings • Board of Directors Meetings 	<ul style="list-style-type: none"> • Open House • Home Visits • Parent-Teacher Conferences • Screenings • Parent Committee Meetings • Parent Trainings • Policy Council Meetings • Board of Directors Meetings 	<ul style="list-style-type: none"> • Staff and Parent Orientation • Open House • Home Visits • Parent-Teacher Conferences • Screenings • Parent Committee Meetings • Parent Trainings • Policy Council Meetings • Board of Directors Meetings



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	In-Person	Remote	Dual
Staffing	<p>Due to the large number of school systems statewide that have transitioned to full remote learning for the first nine (9) weeks of school, the program will survey staff to determine their ability to work in-person, remotely, or a combination of both. The program will make accommodations, where possible, while adhering to all federal, state and local requirements. Classrooms will be staffed with the appropriate number of Teachers and/or Substitutes to remain in compliance.</p> <p>It is vital that Center Managers, Assistant Center Managers, Family Services Advocates, Custodians, and Food Service Workers be available to work in-person.</p>	<p>The program will make accommodations, where possible, while adhering to all federal, state and local requirements.</p>	<p>Due to the large number of school systems statewide that have transitioned to full remote learning for the first nine (9) weeks of school, the program will survey staff to determine their ability to work in-person, remotely, or a combination of both. The program will make accommodations, where possible, while adhering to all federal, state and local requirements. Classrooms will be staffed with the appropriate number of Teachers and/or Substitutes to remain in compliance.</p> <p>It is vital that Center Managers, Assistant Center Managers, Family Services Advocates, Custodians, and Food Service Workers be available to work in-person.</p>



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Roles and Responsibilities	All program staff will continue to be responsible for essential job duties as outlined and described in the appropriate job description and other duties as assigned by supervisor.	All program staff will continue to be responsible for essential job duties as outlined and described in the appropriate job description and other duties as assigned by supervisor.	All program staff will continue to be responsible for essential job duties as outlined and described in the appropriate job description and other duties as assigned by supervisor.



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Recruitment and Enrollment	<p>The program will continue to recruit and accept applications according to recruitment and application procedures. The standard number of children enrolled in Head Start and Early Head Start classrooms will be reduced to comply with physical distancing recommendations and increase teacher-child interactions.</p> <ul style="list-style-type: none"> • Head Start: 9 children per classroom • Early Head Start: 4 children per classroom • Pre-K: 18 children per classroom 	<p>The program will continue to recruit and accept applications according to recruitment and application procedures. Reasonable effort will be made to obtain and maintain full enrollment. Children participating in First Class Pre-K classrooms will only be offered the In-Person option.</p>	<p>The program will continue to recruit and accept applications according to recruitment and application procedures. The standard number of children enrolled in Head Start and Early Head Start classrooms will be reduced to comply with physical distancing recommendations and increase teacher-child interactions.</p> <ul style="list-style-type: none"> • Head Start: 9 children per classroom • Early Head Start: 4 children per classroom <p>Children participating in First Class Pre-K classrooms will only be offered the In-Person option.</p>
Attendance	<p>The program expects families to adhere to the attendance policy and procedure which states that children will attend class regularly and the average attendance percentage should not drop below 85%. If a child or adult providing assistance is sick, please communicate with staff.</p>	<p>The program expects families to adhere to the attendance policy and procedure which states that children will attend class regularly and the average attendance percentage should not drop below 85%. Attendance will be documented during remote sessions. If a child or adult providing assistance is sick, please communicate with staff.</p>	<p>The program expects families to adhere to the attendance policy and procedure which states that children will attend class regularly and the average attendance percentage should not drop below 85%. Attendance will be documented during remote sessions. If a child or adult providing assistance is sick, please communicate with staff.</p>

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Ratio	The program will maintain the requirement of two (2) staff members in the classroom at all times. The only exception is a brief period, not to exceed five (5) minutes.	The program will require an adult, 18 years of age or older, to be available to monitor and assist children when participating in remote learning activities.	The program will maintain the requirement of two (2) staff members in the classroom at all times. The only exception is a brief period, not to exceed five (5) minutes.
Classroom Schedules	The program will revise classroom schedules to accommodate increased outdoor play, cleaning, and implementation of additional health and safety practices.	The program will create a daily schedule that includes morning and afternoon video conference sessions that will allow regular teacher-child interactions.	The program will revise classroom schedules to accommodate increased outdoor play, cleaning, and implementation of additional health and safety practices.

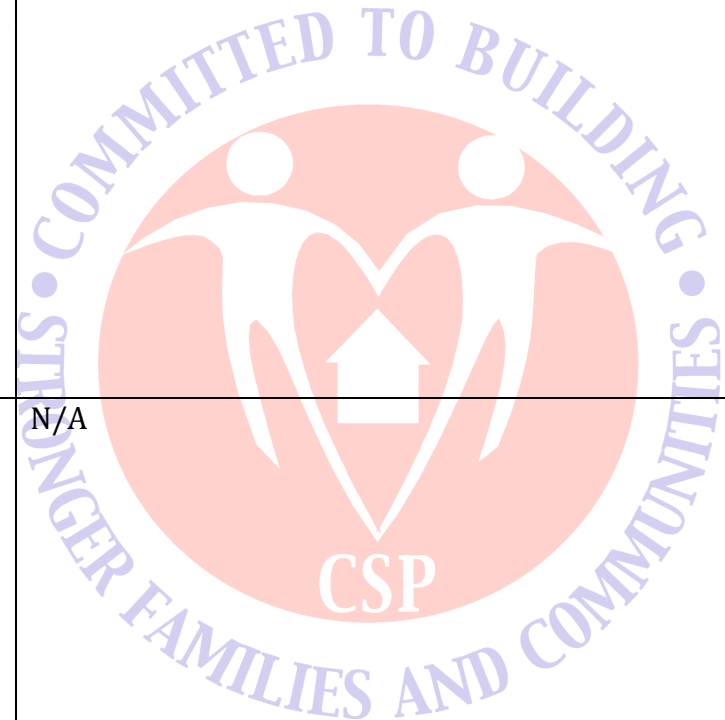


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	In-Person	Remote	Dual
Instruction, Assessment, and Engagement	<p>The program will use various instruments to implement instruction, gather data, complete assessments and engage families. Listed below are the instruments that will be used.</p> <ul style="list-style-type: none"> • Creative Curriculum – Daily Instruction • Teaching Strategies Gold – Assessment • Ready Rosie – Family Engagement • Hatch – Data • Child Plus – Communication • Other instruments deemed appropriate during the school year 	<p>The program will use various instruments to implement instruction, gather data, complete assessments and engage families. Listed below are the instruments that will be used.</p> <ul style="list-style-type: none"> • Creative Curriculum Cloud – Daily Instruction and Engagement • Teaching Strategies Gold – Assessment • Ready Rosie – Family Engagement • Hatch – Data • Child Plus - Communication • Microsoft TEAMS – Engagement • Other instruments deemed appropriate during the school year 	<p>The program will use various instruments to implement instruction, gather data, complete assessments and engage families. Listed below are the instruments that will be used.</p> <ul style="list-style-type: none"> • Creative Curriculum Cloud – Daily Instruction and Engagement • Teaching Strategies Gold – Assessment • Ready Rosie – Family Engagement • Hatch – Data • Child Plus – Communication • Microsoft TEAMS – Engagement • Other instruments deemed appropriate during the school year

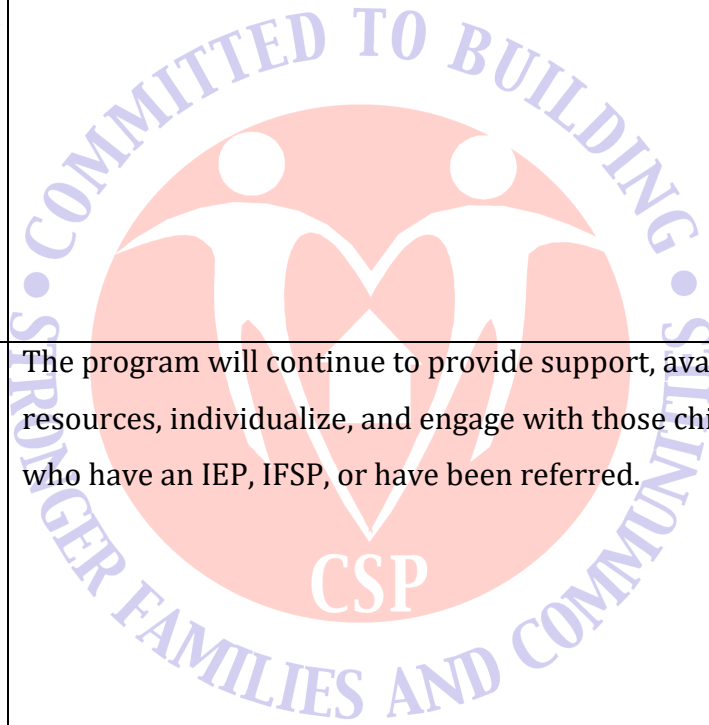
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	In-Person	Remote	Dual
Resources, Materials, and Supplies	The program will utilize and/or purchase resources, materials, and supplies to support the learning and development of children.	The program will utilize and/or purchase resources, materials, and supplies to support the learning and development of children.	The program will utilize and/or purchase resources, materials, and supplies to support the learning and development of children.
Transportation	<p>Transportation is ONLY offered for Head Start age children at these centers:</p> <ul style="list-style-type: none"> • Lamar • Moundville • Sawyerville <p>Availability of transportation may vary depending on the size of buses and duration of routes.</p>	N/A	<p>Transportation is ONLY offered for Head Start age children at these centers:</p> <ul style="list-style-type: none"> • Lamar • Moundville • Sawyerville <p>Availability of transportation may vary depending on the size of buses and duration of routes.</p>



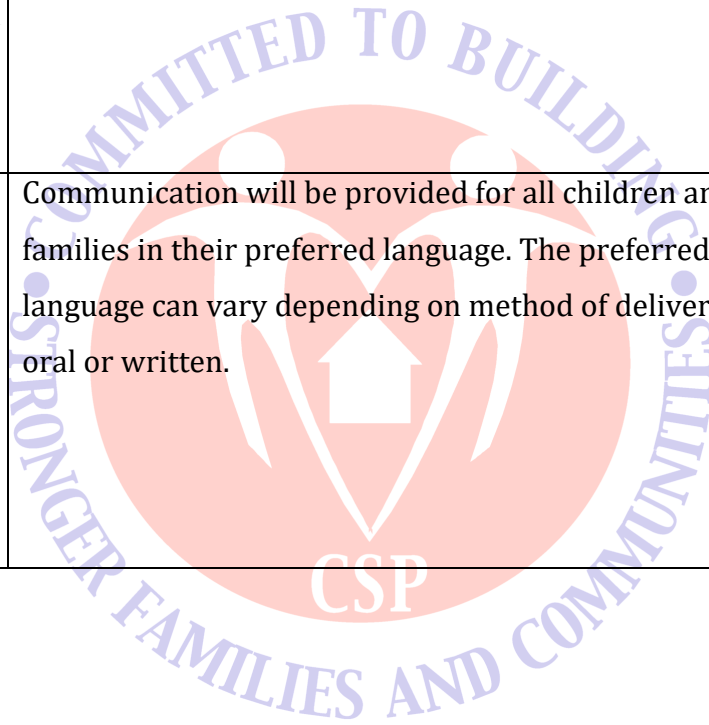
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Screenings and Health Status	The program will continue to conduct screenings, accept referrals, and track the health status of all children enrolled to the extent possible.	The program will continue to conduct screenings, accept referrals, and track the health status of all children enrolled to the extent possible.	The program will continue to conduct screenings, accept referrals, and track the health status of all children enrolled to the extent possible.
Children with Disabilities	The program will continue to provide support, available resources, individualize, and engage with those children who have an IEP, IFSP, or have been referred.	The program will continue to provide support, available resources, individualize, and engage with those children who have an IEP, IFSP, or have been referred.	The program will continue to provide support, available resources, individualize, and engage with those children who have an IEP, IFSP, or have been referred.



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Mental Health	The program will continue to offer mental wellness support and services to staff and families to the extent possible.	The program will continue to offer mental wellness support and services to staff and families to the extent possible.	The program will continue to offer mental wellness support and services to staff and families to the extent possible.
Dual Language Learners	Communication will be provided for all children and families in their preferred language. The preferred language can vary depending on method of delivery, oral or written.	Communication will be provided for all children and families in their preferred language. The preferred language can vary depending on method of delivery, oral or written.	Communication will be provided for all children and families in their preferred language. The preferred language can vary depending on method of delivery, oral or written.



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Nutrition	<p>The program will continue to incorporate nutrition activities in learning, encourage healthy eating habits, and serve meals to children. Meals will include breakfast, lunch, and PM snack.</p>	<p>The program will not serve meals for children enrolled in the remote option. Program staff will work with families individually to provide information, resources, and assistance as needed.</p>	<p>The program will continue to incorporate nutrition activities in learning, encourage healthy eating habits, and serve meals to children, on in-person service days. Meals will include breakfast, lunch, and PM snack. Program staff will work with families individually to provide information, resources, and assistance as needed on remote service days.</p>

