



VIRTUAL EDUCATION SERVICES PLAN

GLEAMNS Head Start/Early Head Start Programs



Welcome to our Virtual Head Start and Early Head Start School Year

Our highest priority is the health and safety of our children, families, and employees. Based on our “Reopening” survey results, most parents had concerns with children returning due to COVID-19. Therefore, we will begin this school year with virtual services. Although we are not starting the year with in-person services, we remain committed to providing high quality services through a virtual platform.

Virtual Plans

Classroom personnel will be in the Center Monday – Thursday, on alternating days, to deliver virtual lessons and perform other duties associated with virtual learning. On each Friday, classroom personnel will plan for next week’s lesson and respond to any parent concerns.

We cannot wait to see you and your child virtually. Oh...the places we will go!

Contact Us:

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T – Together
E – Everyone
A – Accomplishes
M – More

Daily Structure

Teachers will greet each family and child as they enter the virtual classroom and will then:

- Take attendance
- Review the plan for the day
- Conduct a health and safety check
- Respond to the “question of the day” and select an activity
- Read a book or listen to a recorded story
- Talk with individual children and families

Learning Schedule

Virtual sessions will have smaller groups of children, allowing for more individualization. Teachers will assign children to their group. However, parents may request an alternate group time due to scheduling conflicts.

Families Without Technology

Families without technology will be sent educational learning packets. Teachers will provide learning packets with lessons developed from Creative Curriculum.

Supplies Provided

All Head Start families will receive the following materials to work with their children during the virtual lessons:

- Markers
- Crayons
- Scissors
- Glue
- Construction Paper
- Writing Journal
- White Board
- Alphabet Letters and Numbers

Additional materials may be provided to assist children who need extra support.

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Virtual Operating Days/Times

Virtual services will be offered to Head Start and Early Head Start children Monday – Thursday. Providing four days of virtual services will ensure children have opportunities to socialize with others while receiving individualized services to develop and enhance their skills. Blocks of time will be provided for children to join their virtual session.

The time block for each activity is developmentally appropriate for infants, toddlers, and preschool children and will provide enough learning experiences for children and their families, without frustrating or overwhelming them. Please see pages 3-4 for virtual schedule.

Training for Parents

Parents will receive training (through Zoom) on our virtual services. During the training, parents will be informed of what to expect and the schedule being used during virtual services. This training will also introduce the learning platform in which virtual services will be offered and how to use the learning platform. At the end of the training, an opportunity will be provided for questions and answers. It is our goal to ensure each parent is made aware of the components of virtual learning and is comfortable using the designated learning platform.

Individualization

Head Start

Children will receive 45 minutes of virtual classroom instruction four days a week. Individualized activities or skills will be worked on with the child and parent. Each activity will be planned using the child's developmental assessment and parent input. Additional support will be provided to children with an IEP or IFSP.

Early Head Start

Children will receive 20 minutes of individualized services twice a week. Individualized activities or skills will be worked on with the child and parent. Each activity will be planned using the child's current ASQ or ASQ-SE and parent input. Group meeting time is scheduled Monday – Thursday, and each parent is asked to attend. Additional support will be provided to children with an IFSP.

Monitoring

Lessons will be monitored on a weekly basis by the Center Coordinator and the Early Head Start Manager. The Center Coordinators, Early Head Start Manager, and Education Liaison will monitor remotely by joining the sessions. All lesson plans will be submitted for approval before implementation. The Center Coordinators, Education Liaison, Early Head Start Manager, and Disabilities/Mental Health Liaisons will check children's progress through Teaching Strategies Gold, our assessment software.

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Virtual Schedules

HEAD START SCHEDULE

Time	Event
08:50 AM – 09:00 AM	Open Virtual Classroom for Group 1 Families to Join
09:00 AM – 10:00 AM	Welcome, Take Attendance, Daily Meeting and Activities
10:00 AM – 10:10 AM	Meet with Parents for Input and Suggestions
10:10 AM – 10:20 AM	Prep for Next Session
10:20 AM – 10:30 AM	Open Virtual Classroom for Group 2 Families to Join
10:30 AM – 11:30 AM	Welcome, Take Attendance, Daily Meeting and Activities
11:30 AM – 11:40 AM	Meet with Parents for Input and Suggestions
11:40 AM – 11:50 AM	Prep for Next Session
11:50 AM – 12:00 PM	Open Virtual Classroom for Group 3 Families to Join
12:00 PM – 01:00 PM	Welcome, Take Attendance, Daily Meeting and Activities
01:00 PM – 01:10 PM	Meet with Parents for Input and Suggestions
01:10 PM – 01:30 PM	Prep for Next Day/Departure



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Virtual Schedules

EARLY HEAD START SCHEDULE

Time	Event
09:10 AM – 09:30 AM	Individualized Lesson
09:40 AM – 10:00 AM	Individualized Lesson
10:10 AM – 10:30 AM	Individualized Lesson
10:40 AM – 11:00 AM	Individualized Lesson
11:00 AM – 11:10 AM	Prepare for Group Meeting
11:10 AM – 11:30 AM	Group Meeting
11:30 AM – 11:45 AM	Shared Moments (Opportunity to share with group)
11:45 AM – 01:00 PM	Prep for Next Day

EARLY HEAD START HOME-BASED SCHEDULE

The Early Head Start Home-Based schedule provides an opportunity for individualized lessons with each child and time for teachers to work with parents on building their child's skills. Timeframes are listed below.

Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8
8:30 AM – 9:15 AM	9:25 AM – 10:10 AM	10:20 AM – 11:05 AM	11:15 AM – 12:00 PM	12:10 PM – 12:55 PM	2:00 PM – 2:45 PM	2:55 PM – 3:40 PM	3:50 PM – 4:35 PM

