



Reopening Plan

August 2020

Katie Sullivan

OWNER | 9400 TRANSIT RD, EAST AMHERST, NY 14051

716-435-9662

KATIE@LAUNCHPADFORLEARNING.COM

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Introduction

The safety of our students, staff and community are of the utmost importance. Launchpad for Learning’s COVID-19 Reopening Plan the “Plan” is in line with the Williamsville Central School District’s Plan to the extent possible. This Plan establishes and explains the procedures, practices and safeguards needed to meet the recommendations and guidance outlined by the following governmental agencies:

- Centers for Disease Control and Prevention (CDC) CDC Guidance for K-12 Schools;
- Federal Occupational Safety and Health Administration (OSHA) www.osha.gov;
- New York State Department of Health (NYSDOH)
<https://coronavirus.health.ny.gov/home>;
- New York State Education Department (NYSED) <http://www.nysed.gov/coronavirus>;
- New York State’s “New York Forward” guidelines <https://forward.ny.gov/>.

Based on the aforementioned guidance, we have developed procedures related to the Operations and Instruction for three scenarios: Face-to-Face, Hybrid and Remote Learning. Understanding the ever-changing nature of this pandemic, we have developed a plan to allow us to switch learning modalities if necessary.

In the event there are questions, please contact the Launchpad for Learning staff at 716-688-1772.

Communication/Family Engagement

Launchpad for Learning engaged with the Williamsville Central School District UPK coordinator who was in close contact with school stakeholders that developed the District's reopening plan. The District's reopening planning committee engaged with a group of administrators, teachers and parents. Launchpad also discussed the Plan with their staff and several parents of current and incoming families.

The Plan includes applicable instructions, training, signage and a consistent means to provide individuals with information. Information will be communicated through e-mail, text messages, social media (Facebook), and through classroom apps including Remind, Seesaw and/or other District approved apps.

Launchpad will ensure all students are taught how to follow new COVID- 19 protocols safely and correctly, including but not limited to hand hygiene, proper face covering wearing, social distancing, and respiratory hygiene. Launchpad will review the procedures parents can teach their children prior to the school year during the orientations scheduled for the end of August, 2020.

Health & Safety

Launchpad considered the number of students and staff allowed to return in person and determined that a **hybrid approach** is necessary to facilitate appropriate social distancing. Launchpad will take the following measures to ensure the health and safety of children, staff and families:

- Children **MUST** wear face coverings to the extent possible when:
 - Entering/exiting the building
 - During class except during designated mask breaks
 - When 6ft social distancing cannot be maintained
- Masks will be provided for children in the event that they forgot to bring one to school
- Staff will be wearing face coverings at all times except to eat, drink and take coordinated mask breaks
- Parents will be instructed to take student temperature and self-screen children and family members prior coming to class to determine whether the child should stay home (if the temperature exceeds 100 degrees F and/or other COVID symptoms are displayed):
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches

- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny noses
- Nausea or vomiting
- Diarrhea
- Weekly newsletters will include reminders to self-screen daily
- Daily temperature checks will be performed on the children prior to entering the building
- Social distancing markings will be displayed on the floor of the school and outside for pick-up/drop-off procedures
- Signage throughout the building on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and properly wear a face covering
- Hand washing is the primary way to clean your hands. Hand washing should be done with soap and water for at least 20 seconds. Hand sanitizer should only be used if soap and water is not available. Hand sanitizer works best on clean hands. Hands should be rubbed with sanitizer until completely dry. CDC handwashing videos that are age appropriate are available to students, staff and parents/guardians
- Contagious disease notification for COVID-19 cases or suspected cases
- Procedure for sick child pickup = Parent/guardian should stay in their car and call to announce their arrival. The sick child will be escorted out at a safe distance, while wearing PPE, to have the parent/ guardian sign the student out
- Education to parents to be on the alert for signs of sickness in the children and keep them home when they are sick
- Remind/educate students and staff to stay home if they feel sick
- Review and understand the process for staff calling in sick. Tracking of student and staff illnesses
- Education to staff and students on wearing, putting on and removing face covering and/or Personal Protective Equipment (PPE). Fact sheets are available to students and staff
- Communicate the importance of social distancing, monitoring symptoms of COVID-19 and when to stay home
- Ensure that PPE, cleaning supplies, face coverings of appropriate size are available
- Re-enforce that proper cleaning procedures are followed
- Train unlicensed personnel on proper temperature taking procedures and signs of illness
- Launchpad for Learning will follow the COVID-19 Health Screening and Isolation Protocol outlined in the Williamsville Central School District's Reopening plan for monitor, identify, isolate, inform, return to school
- Visitors will be limited to therapists. Parents will not be able to volunteer in the classroom in an effort to reduce the risk of exposure
- If a COVID case is confirmed in Launchpad staff, students or student family, contact tracing will be performed and closure of the class or school will be assessed based on consultation with the ECDOH

- Cleaning protocols have been enhanced and will be performed during building occupancy and after building occupancy.
 - Soft dramatic play and toys have been removed from the rooms
 - Surfaces will be wiped down with an EPA approved disinfectant
- All required NYS school safety drills will be conducted with the consideration of the social distancing and face covering requirements. It is understood that evacuation drills will likely take longer than they would without social distancing.
- As part of the drill, students should be instructed that social distancing is part of the drill , however, in a real situation (i.e. fire) social distancing is secondary to the immediate need to evacuate. In that event, students and staff will wear face coverings if possible.
- If your child or family are considered high risk or medically vulnerable, please discuss with the District UPK Coordinator. These families are encouraged to elect an entirely virtual learning option.

Facility

Launchpad for Learning has prepared the building for the arrival of students, teachers and staff by:

- Marking social distancing patterns
- Signage throughout the building to remind everyone of proper hygiene
- Self-screening questionnaire on the front doors
- Removal of excess furniture and toys
- Provide hand sanitizer that is 60% alcohol or greater in classrooms and common areas
- Reduced the capacity of classrooms by utilizing the hybrid schedule and added additional tables/chairs to allow for distancing during center time.
- Limited access of visitors

Child Nutrition

Children will be required to bring their own labeled water bottle to be kept in the room at an appropriate distance from others. Snack will be provided by staff using gloves and individual napkins. Parents that are bringing snack for the day are asked to bring only sealed items that have not been previously opened.

Transportation / Pick up & Drop off

Children are transported to and from school by their parents. Classroom times have been staggered to help relieve congestion in the parking lot. Due to the additional time required to pick-up and drop-off, please remain in your vehicles until you see there is a short line at the door. Social distancing markings are placed on the sidewalk. Parents will not be permitted to enter the building beyond the bookshelf threshold at the front door. All adults must wear a mask when dropping off and picking up their children. Launchpad staff will also require a

driver's license and the child security password from caregivers until staff are familiar with the family. Please have these readily available to help reduce time required to pick-up.

Social-Emotional Well Being

Launchpad for Learning has access to the District resources to ensure positive social and emotional well-being of UPK children. If the staff identifies a child who's well-being appears to be at risk, they will contact the UPK consultant to assess and discuss the situation with the family. Refer to the Williamsville Central School District's Reopening Plan for additional resources available for social-emotional well-being. Launchpad's goal is to ensure children are developing the social, emotional and physical skills that are appropriate for their age in a warm, welcoming, safe and clean environment.

Schedule

With the adoption of the **hybrid model**, students will be attending school in person on a reduced, established schedule, with the remainder of their learning received digitally at home. This schedule includes students (group A) attending school in person on Monday and Tuesday. The second group (group B) will attend school in person on Thursday and Friday. Everyone will be remote on Wednesday to allow Launchpad for Learning to clean and continue preparing remote learning instruction. Refer to the Teaching and Learning Models section below for additional details.

Launchpad for Learning is working on preparing a library of resources that will be available to families in the event a fully-remote learning model is necessary.

Teachers will have periods of time when they are available for questions, concerns, conferencing, and additional help.

Attendance

Student attendance will be monitored, temperature checks documented and an individual tracking form will be maintained for children or staff sent home or absent with COVID Like Symptoms (CLS). No personal information will be maintained on the form, just student identification number.

Technology

Launchpad for Learning will be utilizing a variety of learning materials. Staff will have ipads available to utilize approved apps. If your family does not have a device to access virtual learning (Google meeting, learning apps) please reach out to the District UPK Coordinator's office and we will discuss additional options for how to best equip your child to learn in a hybrid or remote model.

Teaching and Learning Models

Remote Learning

Weekly calendars with cross-curricular daily plans will be developed by teachers. The primary form of communication with teachers will be established at the beginning of the year and their availability for additional help will be communicated. Students will receive a variety of engaging resources including daily live streaming and/or pre-recorded video lessons. Interactive lessons will be provided, some independent student led, some teacher led and some parent led. Launchpad for Learning is one of several UPK sites across the District, all of which have outstanding, certified teachers. To provide your students with the best instruction, they may receive lessons from any of the District-wide UPK teachers. Teachers will make an effort to touch base with families several times per month to check-in on the academic, mental, physical and social-emotional health of children.

Hybrid Learning

With the adoption of the Hybrid model, students will participate in a classroom setting two days a week and be remote 3 days a week. The schedule will be set based on a division of the class utilizing the alphabet. We will follow the Williamsville approach of A-L students attend Monday, Tuesday, everyone is remote on Wednesday and students with last names M-Z will attend in-person on Thursday and Friday. Depending on class lists and other school-age children in the District, we may need to shift some students between groups when initially designing them.

When in the classroom, the procedures discussed in this Plan will be followed. Optional student supply lists will be sent to parents if they are interested in contributing individual supplies for their children. If families prefer not to provide supplies from the optional supply list, Launchpad will provide supplies for them. Each child will have a labeled bin that will contain necessary supplies for the day, including daily activity, manipulatives, books, etc to reduce the risk of spreading germs. Toys and objects that must be utilized by multiple staff or children throughout the day will be wiped down in-between uses and sanitized at the end of the day.

The Hybrid approach is designed so that teachers are delivering new content as they would in a normal year with half the students in class and half utilizing live or pre-recorded video content. While half of the class is learning new or review content with the lead teacher, the other half will be work independently in the classroom or outside (to the greatest extent possible, weather permitting) with guidance from teaching assistant(s), or at home. Refer to Appendix A which includes an example schedule.

Launchpad staff will communicate with their students and families using multiple means (e.g., phone calls, face-to-face, digital tools, emails, notes, Launchpad Link, approved

apps, etc.) for communication and engagement on a regular basis. A reply or response to parent/student emails is expected in a timely manner (within 24 hours).

[In-Person Learning](#)

Launchpad for Learning would implement the in-person instructional model, reflecting the schedule and instruction students receive when 100% of the students are in school. Required health and safety protocols outlined in this plan and additional notes for in-classroom learning mentioned in the Hybrid section above will be followed.

Appendix A – Example Hybrid Schedule

This is an example schedule using the 8:50am class time. Your child will remain in their originally assigned class time and you may apply this schedule to that time slot. On Wednesdays, children will access virtual materials from a shared library of content. The District is still determining whether live streaming is allowed.

Time / Cohort	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY	
	A - Live	B - Home	A - Live	B - Home	A - Home	B - Home	A - Home	B - Live	A - Home	B - Live
8:40-9:00	Arrival	Indep/family reading	Same as Monday		Indep/family reading		Same as Monday, new group of children		Same as Thursday	
9:00-9:15	Free play at set stations	Indep activity from resources provided			Indep activity from resources provided					
9:15-9:30	Morning message	Video morning message			Video morning message					
9:30-10:30	Centers w/lesson/read story	Indep activity from resources provided			Video lesson and activities					
10:30-11:20	Outside play, activity, snack If inside - indoor gross motor, art, music & movement	Video center lesson or children watch a video from the library if they can't log in live.			Independent activity suggested by teachers (Science / Social studies / Fine motor, etc)					
11:20-11:30	Wrap up the day and clean-up	Independent physical activity			Independent physical activity					
11:30	Dismissal									