

Community Based Organization Guidance Document

Continuity of Learning and COVID-19 Response Plan

1	<p>Please describe the methods the CBO will use to provide alternative modes of instruction other than in-person instruction and a summary of materials each child and family will need to access.</p> <p>“Alternative modes of instruction” means modes of instruction children will receive, other than in-person instruction, that may include, without limitation, use of online learning, telephone communications, email, virtual instruction, videos, use of hands-on learning packets, or a hybrid of multiple modes of learning that still promote practices for social distancing to mitigate the spread of COVID-19.</p>
	<p>Guidance & Possible Responses</p>
	<p>The Order of the Fishermen Ministry Head Start will utilize the following developmentally appropriate alternative modes of instruction in order to best meet the needs of our children during the time when in-person instruction is not an option:</p> <ul style="list-style-type: none"> • Online learning platforms/apps (Zoom, FaceTime, Class Dojo, COR Advantage) for 2-way communication between children/families and teaching staff. • Telephone communications to share pertinent instructional information with children and families • Email/electronic sharing apps to communicate information with children and families • Mailed hands-on learning packets • Provide simple, clear directions for activities
2	<p><i>Please describe the methods the CBO will use to keep children at the center of educational activities, including outreach to continue building relationships and maintain connections, and to help children feel safe and valued.</i></p>
	<p>Guidance & Possible Responses</p>
	<p>The Order of the Fishermen Ministry Head Start remains committed to keeping our children at the center of all that we do. The public health crisis has only strengthened our stance. The Order of the Fishermen Ministry is committed to educating the Whole Child. We are intentionally focused on our children and emphasize the collaboration between schools, communities, public health, and health care sectors for the purpose of better aligning resources in support of the whole child.</p>

Now, more than ever, we are striving to be intentional in our outreach to continue building relationships and maintain connections. We are committed to do all we can to help children feel safe and valued.

- We will consider children’s goals when planning activities and communication.
- Families will be supported with creating predictable routines for learning and play in whatever way works best for them.
- Child learning will be supported through ongoing communication and collaboration. This will not look the same for every child and family—safety remains the priority. We will provide translations as necessary.

Per MDE guidance The Order of the Fishermen Ministry Head Start will:

- Focus on relationships first
- Strive to include activities, outreach or connections that replicate a condensed version of the daily routine children experience at school
- Ensure that activities for children include guidance for families in how to follow their child’s lead and ask open-ended questions that encourage critical thinking
- Encourage families to read with their child every day or as often as possible

Resources include:

- [Conscious Discipline Covid-19 Resources](#)
- [High Scope Family Packets](#)
- Hatch Early Learning Teacher and Parent Resources
- PBS At-Home Learning
- Resources forwarded from Wayne RESA Early Childhood Consultant

3

Please describe the CBO’s plans to deliver content in multiple ways so that all children can access learning.

Guidance & Possible Responses

The Order of the Fishermen Ministry Head Start is prepared to deliver content in multiple ways so all students are able to access the learning. In order to make this happen, we commit to:

Engage Families: Communicating with families about meeting the needs of children/families.

1. Online learning platforms/apps (Zoom, Class Dojo, FaceTime, COR Advantage)
2. Hands-on learning packets will be developed allowing for differentiation of work.
3. For those children without technology, the main mode of instruction will be through hands-on learning packets. This will be supplemented with phone conferencing to support instruction.

4	<p><i>Please describe the CBO's plans to manage and monitor learning by children.</i></p>
	<p>Guidance & Possible Responses</p>
	<p>Although children will not be penalized if they are unable to fully participate in the online learning opportunities, we still believe that monitoring child learning through a variety of assessments is essential. The assessments administered and the data collected will allow for intentionality as the plan is continued.</p>
	<p>The Order of the Fishermen Ministry Head Start will ensure:</p> <ul style="list-style-type: none"> • Learning experiences offered are personalized for the strengths, interests and needs of each child, in consideration of their family, community and culture ○ Document observations during live contacts (virtual/phone) or from anecdotes, pictures, or work samples shared by families ○ Continue to work with local districts to support children with an Individual Education Program (IEP) ○ <ul style="list-style-type: none"> ○ Be sensitive of each child's culture and home language • Utilize the ongoing assessment tool to identify learning goals and plan for group lessons and individual learning suggestions to families • Utilize curriculum resources and goals to ensure the skills, knowledge and concepts for all domains of learning continue to be supported • Include information, activities, and/or resources for children and families to facilitate the transition to kindergarten • Work with local Elementary School (Voyageur) where GSRP Blend is currently located to support families in the transition into
5	<p><i>Please attach a budget outline estimating additional expenditures associated with the Plan and sources of revenue to pay for those expenditures.</i></p> <p>Guidance & Possible Responses</p> <p>The current budget for The Order of the Fishermen Ministry Head Start meets the needs of our program. No budget amendment is needed at this time.</p>

6

Please describe the manner in which administrators, board members, teachers, and any representatives of teachers collaborated in development of the Plan.

Guidance & Possible Responses

The Order of the Fishermen Ministry Head Start values the opinions and ideas of all stakeholders. For this reason, we included each of the following groups as we worked to develop a comprehensive plan for providing continuity of learning.

Examples of stakeholder groups to consider/include their thinking, input, feedback, voice, etc.:

- The Order of the Fishermen Ministry Head Start (TOFMHS), Executive Director
- TOFMHS Controller
- Wayne RESA Early Childhood Consultant
- GSRP Teachers
- Associate Teachers

Other examples of responses could be similar to:

Note: TOFMHS Governing Board will be provided a copy of this plan as part of their May 2020, Administrative and Financial Report to ensure transparency within agency programming.

7

Please describe the methods the CBO will use to notify children and families of the Plan.

Guidance & Possible Responses

To ensure all stakeholders are aware of the Plan, and that the Plan is executed well, we will develop a clear, consistent, concise, and accessible communication plan. Elements of our communication plan includes a variety of methods The Order of the Fishermen Ministry will use to notify children and parents or guardians of the Continuity of Learning Plan and keep them connected/engaged throughout the execution of the Plan.

Methods include, but are not limited to, the following:

- Direct Person-to-Person Telephone Calls
- FaceTime
- Regular US Mail – Letter mailed to families
- Email
- Class Dojo
- Text Messages

The plan will be communicated to each family.

<p>8</p>	<p><i>Please provide an estimate of the date on which the CBO will begin implementation of the Plan, which must be no later than May 7, 2020.</i></p> <p>Guidance & Possible Responses</p> <p>It is our goal to offer our children remote learning options as soon as possible. To that end, our CBO is committed to thoughtfully and systematically roll out this comprehensive implementation on May 7, 2020.</p>
<p>9</p>	<p><i>CBO's do not need to complete</i></p>
<p>10</p>	<p><i>Please describe how the CBO will continue to provide or arrange for continuation of food distribution to eligible children.</i></p> <p>Guidance & Possible Responses</p> <p>During the public health crisis, all children are eligible to receive food from the center or distribution sites. The Order of the Fishermen Ministry Head Start is supporting families with obtaining meals by doing the following (choose all that apply):</p> <ol style="list-style-type: none"> 1. We are regularly providing families with resources as to where meals are being distributed. The resources we are providing are <insert resource(s) here> (i.e. https://www.greatstartwayne.org/findhelp-food) 2. We are participating in Gleaner Food Distribution Events to support all children and families bi-monthly. Social Distancing is practiced in accordance with Health and Safety Protocols provided by Gleaners. 3. Families are provided food bank resources provided throughout the City of Detroit and surrounding communities. <p>Steps have been taken to ensure social distancing and to protect staff and families.</p>
<p>11</p>	<p><i>Please confirm that the CBO will continue to pay GSRP employees while redeploying staff to provide meaningful work in the context of the Plan, subject to any applicable requirements of a collective bargaining agreement.</i></p> <p>Guidance & Possible Responses</p> <p>The Order of the Fishermen Ministry Head Start confirms that we continue to pay all GSRP employees to provide meaningful work in the context of the Plan.</p> <p>The Order of the Fishermen Ministry Head Start is not a Union Shop.</p>

12

Please describe how the CBO will evaluate the participation of children in the Plan.

Guidance & Possible Responses

Assessments are not required to be submitted as a regular spring program requirement, however staff will:

- Utilize curriculum resources and goals to ensure the skills, knowledge, and concepts for all domains of learning continue to be supported.
- Document “observations” during live contacts (virtual/phone) or from anecdotes, pictures, or work samples shared by families.
- Continue ongoing assessment for each child to the fullest extent possible to allow for intentionality as the plan is continued.
- Provide for a learning activity or event weekly.
- Staff will keep logs of all contacts, including virtual meetings with children.

In order to evaluate the participation of the children, teachers will engage in the following activities as appropriate:

- Take attendance at all virtual meetings.
- Teachers will connect to any family of a child who did not participate in the session or learning experience, and log the interaction in the engagement log.
- Every effort will be made to reach every child and family for the duration of the plan, with respect and allowance for family choice regarding their level of participation. If a family should turn down the option to participate in the plan, the date of the parent opt out will be documented in the log.
- Each plan includes a year-end “conference” with each family.

13

Please describe how the program will provide mental health supports to children affected by a state of emergency or state of disaster prompted by COVID-19.

Guidance & Possible Responses

How will you regularly provide mental health supports for all students? As a part of The Order of the Fishermen Ministry Head Start, GSRP families are provided Mental Health support services including Trauma Informed information for adults and children. Strategies include talking to their children regarding the pandemic, activities to support mental wellness within the home and utilizing ECE resources to provide ongoing programming while sheltered in place.

We are committed to providing ongoing mental health support to children affected by our state of emergency or state of disaster prompted by COVID-19.

We will provide several modes of support to all children.

- Establish “office hours” or specific times a family can contact a member of the teaching team.
- Staff will provide a variety of resources that can be used with children to help explain our current reality, while easing fear and anxiety.
- Staff will share the website <https://www.greatstartwayne.org/mental-health-emergencies> with all families.

Social and Emotional/Wellness Contact information:

Development Centers Early Childhood/SEC

17321 Telegraph

Detroit, Michigan 48219

Staci Belanger:

Phone: 313-531-2500

Ext. 2110

E-mail: sbelanger@develctrs.org

Great Start Collaborative Wayne County

Amber Anderson

Care Coordinator

Help Me Grow Michigan

(313) 410-4588 (313)

919-5386

www.helpmegrow-mi.org

- Staff will encourage and support families to create predictable routines for active learning and play.
- Strive for at least one weekly contact with every family to check-in with children with a focus on talking about feelings (telephone calls/virtual conferences by teachers, social workers, counselors, administrators, etc.)

Information on predictable routines and feelings to share with families can be found here:

- [Webinar on Routines by Conscious Discipline](#)
- [Printable Routine Template and Instructions](#)
- [How to Create a Daily Schedule](#) with Young Children
- [Emotional Safety for Adults webinar and resources](#)

	<p><i>Please describe how your CBO will support the efforts of Wayne RESA to mobilize disaster relief child care centers as described in Executive Order 2020-16 or any executive order that follows it.</i></p>
<p>14</p>	<p>Guidance & Possible Responses</p> <p>If needed, you may be expected to open a GSRP classroom to support the child care for Critical Workers.</p> <p>The Order of the Fishermen Ministry Head Start stands ready to mobilize disaster relief child care centers by opening classrooms, when called upon for support, if necessary. We are aware of the coordinated efforts of Wayne RESA and are in contact regularly regarding the needs.</p> <p>Wayne Regional Educational Service Agency (Wayne RESA) is working in cooperation with our local school districts, PSAs, and Community Based Organizations to coordinate emergency childcare for children birth-12 years old for the Critical Workforce that is working daily to support our community throughout the public health crisis. The Early Childhood Support Network (ECSN), United Way, 2-1-1, and the Great Start Collaborative are all working in concert with us to ensure childcare sites are open, safe, and following all DHHS licensing regulations as they provide care to the children of the Critical Workforce.</p> <p>These efforts are being coordinated per Governor Whitmer’s Executive Orders on Expanded Child Care Access during the COVID-19 Emergency.</p> <p>Critical Workers contact Wayne RESA using one of the options listed below:</p> <p>Email a Wayne RESA Emergency Childcare Coordinator</p> <ul style="list-style-type: none"> • Lena Montgomery montgol@resa.net • Kaitlyn Carpen carpenk@resa.net <p>Members of the Critical Workforce may go to Intake Form (https://www.helpmegrow-mi.org/essential) and enter their information, which routes to a Wayne RESA Emergency Childcare Coordinator. A robust list is compiled and updated daily to document centers that are open, closed, and those that may be willing to reopen. Ages of children, hours, and type of care the center provides is shared with Critical Workers when they reach out for childcare support. ECSN workers directly connect Critical Workers to open sites. Currently 300 children have been linked to care.</p> <p>A Critical Worker is defined as:</p> <p>Health care workers, home health workers, direct care workers, emergency medical service providers, first responders, law enforcement personnel, sanitation workers, child care workers (including any employees acting as child care workers in critical workforce child care centers), personnel providing correctional services, postal workers, public health employees, key government employees, court personnel, and others providing critical infrastructure to Michiganders. Critical infrastructure includes utilities, manufacturing, mass transit, and groceries or other essential supplies, goods, or equipment. We stand committed to support the health and wellbeing of young children, their families and all who care for, educate, and work on their behalf.</p>