



ALL ABOUT SPANISH



Language & Tutoring Program
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Re-opening Plan 2020-2021

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INTRODUCTION

We are a full Spanish immersion program, offering before and after school enrichment and tutoring for kids, teens and adults. Group lessons are offered in groups of 6-10 students and private sessions for individual students. As we prepare to reopen our language program, we are doing so with the utmost care and consideration for our staff, students, families and general community's health and safety. It is difficult to comprehend how much our world has changed since March, 2020. The COVID-19 pandemic has impacted our students, teachers, families and community in many ways that many of us have yet to fully understand. At these unprecedented times, we must reflect on the end of 2019-2020 school year to learn from our decisions to help inform our actions for the 2020-2021 school year. Thus, we are providing you our re-opening plan in order to make the transaction back to our 2500 square feet building as smooth and safe as possible. There is no doubt that the 2020-2021 school year will provide its own set of challenges.

Our Mission

Our mission is to work cooperatively with our staff, students, parents and community to provide our students with the knowledge and skills to live in a global community and allow them to become proficient in Spanish as they develop higher thinking skills that will be reflected in all aspects of their education. We believe that by providing our students access to the Spanish culture, our program will help them become global citizens and open doors for their future success regardless of the instructional mode: in person, remote, or hybrid.

Our Goal

It is our goal to stand ready to fully adhere to our mission and core values and utilize this document to prepare our staff, students and families for the wide variety of situations that may face the year ahead.

Our Re-opening Team

Our reopening team is comprised of staff, parents and a registered nurse. As a team, we met with the nurse periodically via online to come out with a plan and they are as follows:

Norma Vetell, Director M.S. Ed/Special Ed/ Bilingual Ed.

Ondina Garay, Teacher Ed.

Charity Washington, RN

Diane Sfoglea, Parent (Before School Program)

Mirian Rodriguez, Parent (After School Program)

COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT

We had regular communication between our program, families, and our community. We have kept our staff, family and community informed so we can work together to protect our staff, families, community members and help our students stay healthy and succeed.

In developing our re-opening plans, All About Spanish:

- Has trained staff 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. Students and families will be sent training materials prior to re-opening to socialize protocols and teachers will reinforce once our program re-opens.
- Has developed a communications plan for students, parents, staff, and visitors. Families will continue to telephone messages via our Connect Ed system (REMIND); and communicate via emails using our own Management software (JACKRABBIT).
- Has designated our director Norma Vetell as the point person to be the main contact upon the identification of positive COVID-19 cases and to be responsible for subsequent communication, answering questions from students, staff, and parents regarding the COVID-19 public health emergency and plans implemented by the school. Contact (516) 462-7777.

HEALTH AND SAFETY

All About Spanish has cross referenced public health policies and practices. They represent comprehensive safety and hygiene practices to ensure that operational activities proceed safely and smoothly.

Nassau County Department of Health and the CDC have outlined suggested protocols which we will incorporate into our day in an effort to limit exposure to COVID-19.

All About Spanish has reviewed and considered the number of students and staff allowed to return in person, including considerations of the following factors:

- Reducing significantly staff and student's density to accommodate social distancing.
- Post social distancing markers that denote six-feet of spacing in commonly used and other applicable areas.
- Limit gatherings and events to those that can maintain social distancing, support proper hand hygiene, and restrict class size to no more than four to six students at any given time.
- Visitors, volunteers, and parents will be prohibited from entering the building during school hours.
- Space seating to at least six feet apart.
- Turn tables and face chairs facing in the same direction (rather than facing each other) or have students sit on only one side of tables, spaced apart.
- All common areas are CLOSED (playground and waiting room lobby).
- Staff and students will be in the building 1-3 days only and will only come in on their assigned days.
- No sharing of personal items or objects.
- Keep each student's belongings separate from others' and in individually labeled extra-large Ziplog bags and cubbies; and ensure they cleaned and disinfected regularly.
- Provide and maintain adequate supplies to support hand washing, including soap and water, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, and lined trashed receptacles.
- Reinforce proper procedures for hand hygiene and cough/sneeze covering among all students and staff.
- Conduct daily temperature screenings of all students and staff.
- Conduct a screening questionnaire daily for students and staff.

Reducing Density

All About Spanish is significantly reducing staff and student's density to accommodate social distancing. This is accomplished by:

- Reducing our class ratio from 1 teacher: 1 teacher assistant: 10 students per 2.45-hour class to 1 teacher: 4-6 students per 2 (PM)-2.30 (AM)-hour class.
- Working in the building only 2-3 days per week and 2-3 from home.
- Reducing 2.45-hour classes to 2-2.30-hour classes.
- Reducing 5 classes to 2-4 classes per AM & PM programs.
- Teaching only in the classrooms to eliminate unneeded travel through the hallways.
- Eliminating our in-person Mommy & Me classes and only offering via online.
- Eliminating our evening in-person group and individual Adult Spanish Conversation program and only offering it via online.
- Eliminating our in-person group and individual Teen Conversational Classes and only offering it via online.
- Eliminating our in-person individual Kids private tutoring services and only offering it via online.

Hygiene

- We will offer staff and students training to practice healthy hand hygiene.
- Upon arrival, all staff and children will wash their hands with soap and water.
- Staff will wash their hands frequently with soap and water (20 seconds of washing will be recommended.) Alcohol based hand sanitizer will be used when soap and water is not available. Hands will be washed after 3 consecutive uses of hand sanitizer. An alternate use of 60% alcohol-based hand gel or foam will be also acceptable
- Students and staff will be taught to cover their mouths or noses with a tissue and avoid touching the eyes, nose and mouth.
- Students will be encouraged to wash or sanitize more frequently, especially after blowing their nose, coughing or sneezing.
- Signs with reminders will be posted in each class and restrooms regarding procedures already in place.
- Additional sanitizing wipes will be available in each classroom

Personal Protective Equipment

- The program will provide masks, gloves and face shields every day for employees and students who do not or cannot supply their own.
- PPE including, but not limited to, disposable masks, gloves, face shields, gowns, hand sanitizer, hand soap and cleaning supplies will be maintained by our program.
- Staff will wear masks and face shields upon entering the building.
- We will provide masks for all students; however, due to their young age, many students may not tolerate face coverings. As such, students will not be required, but will be encouraged to wear a mask in the classrooms.
- Students will be prompted cover nose and mouth with an acceptable face covering when unable to maintain social distance (hallways, bathroom, lobby, building exit/entrance.)
- Masks will be available in each classroom.
- Disposable gloves will be worn during any physical contact with the student.
- Gloves will be changed after working with a student/s and hands will be washed or cleaned with sanitizing wipes.

Health screening

- Before arrival staff will be required to fill out a COVID-19 assessment on Google forms prior to coming to the building.
- Before arrival students will be required to fill out a COVID-19 assessment on Google forms prior to coming to the building.
- Assessment will include the following question: Have you exhibited symptoms of COVID-19 in the past 14-days?, Have you tested positive for COVID-19 in the past 14-days?, Have you been in close contact with anyone confirmed or suspected of having COVID-19 in the past 14 days?, Have you traveled out of state in the past 14 days?" (If the response is yes, follow-up to ascertain if to an area with widespread community transmission of COVID-19 as per the New York State Travel Advisory.)
- No teacher will be allowed into the building 30 minutes prior to start the class and must remain in their classroom until the end of each 2-2.30 hour shift.
- Staff & Students will be subject to a temperature check and a review of the COVID-19 assessment questions prior to being allowed into the building.
- Staff & Students with a temperature equal or greater than 100.4 by a thermometer scan or answered "yes" to any of the COVID-19 assessment questions, will not be allowed into the building.

- Staff members who are taking temperatures upon individuals' arrival to school will do so behind barriers and wearing appropriate PPE (face covering, gloves) using a non- contact thermometer. The thermometer will be cleaned with an alcohol wipe between each temperature check.
- All staff members will be educated on CDC, DOH, and OSHA protocols. Training dates 08/07/20 & 08/14/20
- Staff will no longer use the time clocks upon entering or leaving the building. Attendance will be part of the screening process.
- If visitors must enter the building, their temperatures will be taken by a staff member and will be required to answer the screening questions. Visitors with a temperature of 100.4 degrees or higher or who do not pass the screening questions will not be granted access to the building.

Signage

- Will hang signage throughout the building in the entrances, restrooms, classrooms, hallway, main lobby and staff areas; reminding staff and students to: Stay home if they feel sick & Cover their nose and mouth with an acceptable face covering when unable to maintain social distance, Proper Respiratory Hygiene and Cough Etiquette, Proper Mask Usage, CDC signs and symptoms related to COVID-19 illness, Proper Cleaning and Disinfecting Guidelines..

Cleaning Protocols

- Hand sanitizers and wipes will always be available for use in prominent areas: entrances, restrooms, classrooms, hallway, main lobby and staff areas.
- All classrooms used during the AM hours will be disinfected every night and classrooms used during the PM hours will be disinfected after our AM hours with an ELECTROSTATIC SPRAYER.
- Cleaning and sanitizing solutions EPA approved will be provided to all classes to disinfect tables, materials and commonly touched surfaces throughout the day.
- The bathroom will be disinfected 2 times throughout each morning and 2 times throughout each afternoon. A total of 4 x day.
- Each teacher will follow a cleaning list to safely clean surfaces that are regularly touched throughout the day, including supplies.
To minimize chances for cross infection the following will be included in each classroom team's plan:
 - *cleaning of toys
 - *light switches & doorknobs cleaned regularly
 - *Garbage pail and wall behind it cleaned regularly
 - *Student materials, tables, cubbies, chairs wiped down after use
- Classrooms will be cleaned and disinfected more frequently during the day.

Health Emergency

- A nurse will be available on call (Charity Washington, RN)
- If a student or staff is unwell, he or she will be moved to an unoccupied classroom and remain in that area until a parent arrive or family member to take them home.
- If there is a confirmed case of COVID-19 within the program, All About Spanish will notify the Nassau County DOH and work in collaboration with the Nassau County DOH regarding the parameters, conditions, and scope of closure.
- Staff will report to work if he/she has symptoms (a fever of 100 degrees or greater or a cough or shortness of breath.) all signs and symptoms should be reported to the director immediately.
- If a staff is sent home with signs/symptoms of COVID-19, a COVID-10 Fitness for Duty form will need to be completed by a doctor before a staff returns to work (a record of an evaluation by a healthcare provider and a result of a negative COVID-19 test.)
- If a student is sent home with signs/symptoms of COVID-19, a COVID-10 Fitness for Duty form will need to be completed by a doctor a staff returns to our program.
- Staff & students testing positive for COVID-19 will be directed to work with their county's Health Department.
- Staff & students should be fever free for 72 hours without the use of fever reducing medication before returning to work/program.
- Contaminated areas will be cleaned and disinfected as per CDC and NYSDOH guidance. This includes:
 - * Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred.
 - * Opening outside doors to increase air circulation in the area.
 - * Waiting at least 24 hours before cleaning and disinfection.
 - * Cleaning and disinfecting all areas used by the person suspected or confirmed to have COVID-19.
 - * Once the area(s) has been appropriately cleaned and disinfected it can be reopened for use.

Instructing Staff on Signs and Symptoms of COVID-19

All staff at All About Spanish will receive training in accordance with the NYS Department of Health and CDC guidelines. The following trainings will be offered 08/07/20 & 08/14/20:

- Signs & Symptoms
- Hand Hygiene
- When and to isolate a student until they can be picked up
- OSHA
- Proper use of PPE

PROGRAM FACILITY

All About Spanish will comply with all NYSED, NYSDOH, CDC and OSHA re-opening guidance related to health and safety. This will include meeting social distancing requirements and cleaning frequently touched spaces regularly to prevent spread of infection.

- New air filters have been installed in all the classrooms, lobby, hallways, bathroom & staff room.
- Two New HVAC units were installed, and new filters are being installed in all ventilation equipment to provide better filtration.
- Touchless hand sanitizer dispensers will be available in common areas and classrooms.
- A new touchless faucet and soap dispenser will be installed in the bathroom.
- Social distancing markers were placed in necessary areas such as hallways, classrooms, entrances & lobby.
- Social distancing will be enforced in all building grounds in compliance with CDC and DOH guidelines, including distancing guidelines and the use of face coverings/barriers.
- Student groupings will be stationary and will stay together throughout the time they attend the program (2-2.5 hours.)
- Dismissal/arrival will occur at different locations to reduce the amount of close contact between students.
- Will maintain a locked building to minimize the number of people entering and to admit visitors when the need arises. A door buzzer entry system will be utilized.

Social Distancing

- Social distancing will be required by All About Spanish
- Everyone in our building will be expected to follow social distancing of 6 Feet or more.
- Staff and Students will be encouraged to:
 - *Not gather in groups.
 - *Stay out of crowded places and avoid large gatherings.
 - *Engage in non-contact methods of greetings.
 - * Stay with the same teacher the whole session.
 - * Use bathroom one student at a time (bathrooms will be monitored.)
 - *Arrange all chairs on tables to face the same direction.
 - *Use plastic separators on classroom tables to social distance during lessons.

STUDENTS AND PARENTS

- Parents will be notified of their responsibility with regards to promoting health and safety in our building and helping to limit the spread of the COVID-19.
- Parents will receive a parent handout for our new COVID-19 protocol and guidelines.
- Students will be instructed in the correct use of face coverings, cough/sneeze covering, hand washing, barriers, entrance/exit protocols and distancing guidelines.

TEACHING AND LEARNING

- 2-4-Year-Old AM Group lessons will be offered in groups of 4-6 students 2-3x week Monday through Friday.
- 3-13-Year-Old PM Group lessons will be offered in groups of 4-6 students 1x week Monday through Saturday based on their language levels I-IV.
- Private sessions for individual Teen students will be offered via REMOTE Monday through Friday.
- Private sessions for individual Adult students will be offered via REMOTE Monday through Thursday.
- Adult group lessons will be offered via REMOTE Monday through Thursday based on their language level Basic-Superior.

CONTINGENCY PLAN

Closure

- Any staff or student who shows signs of symptoms of COVID-19 or develops a temperature of 100.4 degrees or greater will be isolated in a sperate room until such time that they are able to leave or picked up.
- Staff and students showing signs or symptoms will be asked to get tested for COVID-19 and self-quarantine for 14 days.
- The Nassau Count DOH will be informed of any positive case in the program.
- If there is a positive case in one classroom, the classroom will be closed, students will switch to remote learning for 14 days, and the classroom will undergo a deep cleaning and disinfecting.
- If two or more confirmed cases occur program wide, not in the same classroom, that group of students will switch to remote learning for 14 days, and the building will undergo a deep cleaning and disinfecting.

Designated COVID-19 Safety Coordinator

All About Spanish's designed COVID-19 Safety Coordinator is Norma Vetell, Director. She is working closely with Charity Washington, RN who is also the United Cerebral Palsy of Nassau County Agency Medical Director since the start of the pandemic in March 2020. Norma can be connected via email at info@allaboutspanish.org

Compliance

Our director Norma Vetell will be the safety Coordinator Monday through Saturday to guide best practices and ensure compliance with social distancing and hygiene mandates.

In Classroom Materials

- Individual materials will be used throughout the day (pencils, crayons, glue, scissors, etc.)
- There will be a limited number of toys and materials in the classroom in general to reduce risk of contact contamination. All materials will be disinfected after each use.
- We will follow strict sanitizing procedures ate the end of each day. Extra procedures will be taken with any materials that have come into contact with children's saliva, mucus, or any bodily fluid. These will be placed in an assigned bucket for immediate removal from the classroom.

Drop off and Pick up Procedures

Families, including guardians, siblings, parents and caretakers will not be allowed in the building to minimize contact and gathering. The building will only be open to students, teaching staff, and essential building staff during school hours. Contact with All About Spanish will be by phone or emails ONLY.

Drop off:

- Staff will meet our students in front or on back of the building (1-2 classes will be assigned to enter through the front of the building and 1-2 classes will be assigned to enter through the back of the building) and escort them to their classrooms.
- No early drop off will be allowed.
- Before dropping off each family must fill out the COVID-19 assessment form electronically.
- Each student will have their temperature taken before entering the building.
- Any child with a temperature of 100.4 F or above will be sent home.
- Late drop offs will be required to call the office to get a staff to meet the student in front of the building and escort to class.
- Students and Parents will be required to wear a mask during drop off and pick-up.

Pick up:

- For pick up, staff will dismiss one class at a time through the front or back of the building.
- Families will be prompted to arrive on time to pick up so there is no waiting in building unnecessarily.
- If picking up earlier, a parent will be required to call the program, so a staff escorts the student out of the building.

SCHEDULES

Full In-Person Instruction: All students will return to school with full adherence to social distancing guidelines including the wearing of masks, partitions, and alternative settings as needed. While in-person, teachers will prepare students for possible remote instruction in the event of future program closures (i.e. become familiar with the digital learning tools, etc.)

AM PROGRAM

- Class ratio 4-6:1 (2-year-old class will have a 4-6:2 ratio)
- Students attend 2x (Tuesday/Thursday) or 3x week (Monday/Wednesday/Friday) for 2.30 hours 9:15-11:45 AM
- 2-Year-Old teachers A/F teach Tuesday/Thursday Students & Teachers B/E teach Monday/Wednesday/Friday students.
- 3-Year-Old teacher B teaches Tuesday/Thursday Students & Teacher A teaches Monday/Wednesday/Friday students.
- 4-Year-Old teacher C teaches Tuesday/Thursday Students & Teacher D teaches Monday/Wednesday/Friday students.

Monday	Tuesday	Wednesday	Thursday	Friday
2 Year Olds (B/E)	2 Year Olds(A/F)	2 Year Olds(B/E)	2 Year Olds(A/F)	2 Year Olds (B/E)
3 Year Olds (A)	3 Year Olds(B)	3 Year Olds(A)	3 Year Olds (B)	3 Year Olds(A)
4 Year Olds (D)	4 Year Olds(C)	4 Year Olds(D)	4 Year Olds(C)	4 Year Olds(D)

PM PROGRAM

- Class ratio 4-6:1
- Students attend 1x week for 2 hours M-F 4:30-6:30 PM & Saturday 9-11 AM or 11:45 AM-1:45 PM
- 3-4 Year Old Teacher (E) teaches Monday/Wednesday/Friday PM Groups & Saturday AM Groups
- 5-7 Year Old Teacher (F) teaches Monday/Wednesday/Friday PM Groups & Saturday PM Groups
- 5-7 Year Old Teacher (G) teaches Monday/Wednesday/Friday PM Groups & Saturday PM Groups
- 8-10 Year Old Teacher (H) teaches Monday/Wednesday/Friday PM Groups & Saturday PM Groups
- 5-7 Year Old Teacher (I) teaches Tuesday/Thursday PM Groups & Saturday AM Groups
- 5-7 Year Old Teacher (J) teaches Tuesday/Thursday PM Groups & Saturday AM Groups
- 8-10 Year Old Teacher (K) teaches Tuesday/ Thursday PM Groups & Saturday AM Groups
- 11-13 Year Old Teacher (L) teaches Tuesday/ Thursday PM Groups & Saturday PM Groups

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3-4 year old (E)	5-7 Year Old (I)	3-4 year old(E)	5-7 Year Old (I)	3-4 year old (E)	3-4 year old(E)
5-7 Year Old(F)	5-7 Year Old (J)	5-7 Year Old(F)	5-7 Year Old (J)	5-7 Year Old(F)	5-7 Year Olds(I)
5-7 Year Old (G)	8-10 Year Old (K)	5-7 Year Old (G)	8-10 Year Old (K)	5-7 Year Old (G)	5-7 Year Old (J)
8-10 Year Old(H)	11-13 Year Old (L)	8-10 Year Old (H)	11-13 Year Old (L)	8-10 Year Old (H)	8-10 Year Old (K)
					45 Minute break
					5-7 Year Old (F)
					5-7 Year Old(G)
					8-10 Year Old (H)
					11-13 Year Old (L)

Hybrid Instruction: All students will return to school 1-3 times a week with full adherence to social distancing guidelines including the wearing of masks, partitions, and alternative settings as needed; and receive remote instruction 2-3 times a week

AM PROGRAM

- Class ratio 4-6:1 (2-year-old class will have a 4-6:2 ratio on in-person days and 4-6:1 on remote learning days)
- Students will attend for 2.30 hours 9:15- 11:45 AM on IN-PERSON days and 45 minutes 9:00-9:45 AM on REMOTE LEARNING days
- 2-Year-Old students will attend in person 2x week on Wednesday/Friday and on Mondays receive REMOTE instruction.
- 3-Year-Old students will attend in person 2 week on Tuesday & Thursday and Mondays/Wednesday/ Friday receive REMOTE instruction.
- 4-Year-Old students will attend in person 3 week on Mondays/Wednesday/ Fridays and Tuesday & Thursday receive REMOTE instruction.

Teachers will utilize Whereby to support students on remote instruction days. Whereby is a browser-based video meeting tool. The following schedule will be utilized:

- 2-Year-Old teachers A/D teach IN-PERSON on Wednesday/Friday and teacher A teaches REMOTE on Monday.
- 3-Year-Old teacher B teaches IN-PERSON on Tuesday/Thursday & Teacher B teaches REMOTE on Monday/Wednesday/Friday.
- 4Year Old teacher C teaches IN-PERSON on Monday/Wednesday/Friday & Teacher C teaches REMOTE on Tuesday/Thursday.

Monday	Tuesday	Wednesday	Thursday	Friday
2 Year Olds (ONLINE) (A)	NO CLASS	2 Year Olds (in person) (A/D)	NO CLASS	2 Year Olds (in person) (A/D)
3 Year Olds (ONLINE) (B)	3 Year Olds (in person)(B)	3 Year Olds (ONLINE) (B)	3 Year Olds (in person)(B)	3 Year Olds (ONLINE) (B)
4Year Olds (in person) (C)	4 Year Olds (ONLINE) (C)	4Year Olds (in person) (C)	4 Year Olds (ONLINE) (C)	4Year Olds (in person) (C)

PM PROGRAM

- In-Person Classes: Student will attend 1x week for 2 hours M-F 4:30-6:30 PM & Saturday 9-11 AM or 11:45 AM-1:45 PM (4-6:1 ratio)
- Remote Instruction Classes: Student will attend 2x week for 45 minutes M-F 4:30-5:15 PM (GROUP 1) or 5:30-6:15 PM (GROUP 2) & Saturday 9:45 AM (GROUP 1)/10-10:45 (GROUP 2) or 12-12:45 (GROUP 1)/1-1:45 PM (GROUP 2) (6:1 ratio)
- 3-4 Year Old Teacher (E) teaches IN-PERSON Monday/Friday/Saturday AM Groups and teacher (E) teaches REMOTE on T/W.
- 5-7 Year Old Teacher (F) teaches IN-PERSON Monday/Friday/Saturday PM Groups and teacher (F) teaches REMOTE on T/W.
- 5-7 Year Old Teacher (G) teaches IN PERSON Monday/ Friday/Saturday PM Groups and teacher (G) teaches REMOTE on T/W.
- 8-10 Year Old Teacher (H) teaches REMOTE Monday/Wednesday/Thursday/Friday and teacher (H) teaches IN PERSON on Saturday PM Groups
- 5-7 Year Old Teacher (I) teaches IN-PERSON Tuesday/Thursday/Saturday AM Groups

- 5-7 Year Old Teacher (J) teaches IN PERSON Tuesday/Thursday/Saturday AM Groups
- 8-10 Year Old Teacher (K) teaches IN-PERSON Tuesday/Thursday and and teacher (K) teaches REMOTE on Friday/Saturday AM Groups
- 11-13 Year Old Teacher (L) teaches REMOTE Tuesday/Thursday/Friday/Saturday PM Groups

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3-4 year olds (in person) (E)	3-4 year olds Online 45 minutes (T/W) (E)	3-4 year olds Online 45 minutes (T/W) (E)	5-7 Year Olds In-Person (I)	3-4 year olds (in person) (E)	3-4 year olds (in person) (E)
5-7 Year Olds in person) (F)	5-7 Year Olds Online 45 minutes (T/W) (F)	5-7 Year Olds Online 45 minutes (T/W) (F)	5-7 Year Olds in person) (J)	5-7 Year Olds in person) (F)	5-7 Year Olds in person) (I)
5-7 Year Olds in person) (G)	5-7 Year Olds Online 45 minutes (T/W) (G)	5-7 Year Olds Online 45 minutes (T/W) (G)	8-10 Year Olds Online 45 minutes (TH/F) (H)	5-7 Year Olds in person) (G)	5-7 Year Olds in person) (J)
8-10 Year Olds Online 45 minutes (M/W) (H)	5-7 Year Olds In-Person (I)	8-10 Year Olds Online 45 minutes (M/W) (H)		8-10 Year Olds Online 45 minutes (F/S) (K)	8-10 Year Olds Online 45 minutes (F/S) (K)
	5-7 Year Olds in person) (J)			8-10 Year Olds Online 45 minutes (TH/F) (H)	45 Minute break
	8-10 year Old in Person (K)		8-10 year Old in Person (K)	11-13 Year Olds Online 45 minutes (F/S) (L)	5-7 Year Olds in person) (G)
	11-13 Year Olds Online 45 minutes (T/TH) (L)		11-13 Year Olds Online 45 minutes (T/TH) (L)		5-7 Year Olds in person) (F)
					8-10 Year Olds In Person (H)
					11-13 Year Olds Online 45 minutes (F/S) (L)

Full Remote Instruction: All students will have full remote instruction and schedule was created based on a survey completed 08/01/20-08/06/20. Teachers will utilize Whereby to support students on remote instruction days. Whereby is a browser-based video meeting tool. The following schedule will be utilized:

AM PROGRAM

- Class ratio 4:1 (3-4-year-old class)
- Online classes will be 2-3 x week for 45 minutes.
- 2-Year-Old Class: No classes as none of our 2-year-old student families are interested in REMOTE LEARNING.
- 3-Year-Old Teacher A teaches REMOTE on Tuesday/Thursday AM GROUP 1 and teacher A teaches REMOTE on Tuesday/Thursday PM GROUP 2.
- 4-Year-Old teacher B teaches REMOTE on Monday/Wednesday/Friday AM GROUP 1 and teacher B teaches REMOTE on Monday/Wednesday/Friday PM GROUP 2.

Monday	Tuesday	Wednesday	Thursday	Friday
NO 2 year Class	NO 2 year Class	NO 2 year Class	NO 2 year Class	NO 2 year Class
NO 3 year Class	3 Year Olds Group 1 Group 2 (ONLINE)	NO 3 year Class	3 Year Olds Group 1 Group 2 (ONLINE)	NO 3 year Class
4 Year Olds (ONLINE)	NO 4 year Class	4 Year Olds (ONLINE)	NO 4 year Class	4 Year Olds (ONLINE)

PM PROGRAM

- Student will attend 2x week for 45 minutes M-F 4:30-5:15 PM or 5:30-6:15 PM & Saturday 9-9:45 AM/10-10:45 AM or 12-12:45 PM/1-1:45 PM (6:1 ratio)
- 3-4 Year Old Teacher (E) teaches REMOTE Tuesday/Wednesday Group 1.
- 5-7 Year Old Teacher (F) teaches REMOTE Monday-Thursday Group 1 & Group 2.
- 5-7 Year Old Teacher (G) teaches REMOTE Monday/Tuesday & Friday/Saturday Group 1 & Group 2.
- 8-10 Year Old Teacher (H) teaches REMOTE Monday- Saturday Group 1 & Group 2.
- 5-7 Year Old Teacher (I) teaches REMOTE Tuesday/Thursday Group 1 & Group 2.
- 5-7 Year Old Teacher (J) teaches REMOTE Thursday/Saturday Group 1 & Group 2.
- 8-10 Year Old Teacher (K) teaches teaches REMOTE on Tuesday/Thursday & Friday/Saturday Group 1 & Group 2
- 11-13 Year Old Teacher (L) teaches Tuesday/Thursday/Friday/Saturday Group 1 & 2

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5-7 Year Olds Online 45 minutes (M/TH) (F)	3-4 year olds Online 45 minutes (T/W) (E)	3-4 year olds Online 45 minutes (T/W) (E)	5-7 Year Olds Online 45 minutes (M/TH) (F)	5-7 Year Olds Online 45 minutes (F/S) (G)	5-7 Year Olds Online 45 minutes (TH/S) (J)
5-7 Year Olds Online 45 minutes (M/T) (G)	5-7 Year Olds Online 45 minutes (T/W) (F)	5-7 Year Olds Online 45 minutes (T/W) (F)	5-7 Year Olds Online 45 minutes (T/TH) (I)	8-10 Year Olds Online 45 minutes (F/S) (K)	8-10 Year Olds Online 45 minutes (F/S) (K)
8-10 Year Olds Online 45 minutes (M/W) (H)	5-7 Year Olds Online 45 minutes (M/T) (G)	8-10 Year Olds Online 45 minutes (M/W) (H)	5-7 Year Olds Online 45 minutes (TH/S) (J)	8-10 Year Olds Online 45 minutes (TH/F) (H)	5-7 Year Olds Online 45 minutes (F/S) (G)

	5-7 Year Olds Online 45 minutes (T/TH) (I)		8-10 Year Olds Online 45 minutes (TH/F) (H)	11-13 Year Olds Online 45 minutes (F/S) (L)	
	8-10 Year Olds Online 45 minutes (T/S) (H)		8-10 Year Olds Online 45 minutes (TH/F) (K)		8-10 Year Olds Online 45 minutes (T/S) (H)
	8-10 Year Olds Online 45 minutes (TH/F) (K)		11-13 Year Olds Online 45 minutes (T/TH) (L)		11-13 Year Olds Online 45 minutes (F/S) (L)
	11-13 Year Olds Online 45 minutes (T/TH) (L)				

TEEN CONVERSATION PROGRAM

- Student will attend 1-2x week for 45 minutes Monday-Saturday 4:00-7:00 PM (Class Time: TBD based on each individual student's schedule)
- Teacher (A) teaches Teen REMOTE Classes Monday-Friday
- Teacher (B) teaches Teen REMOTE Classes Monday-Friday

ADULT CONVERSATION PROGRAM

- Student will attend 1-2x week for 45 minutes Monday-Thursday 6:00-8:30 PM (Class Time: TBD based on each individual student's schedule or group schedule)
- Teacher (C) teaches REMOTE one on one Adult Classes Monday-Thursday 6:00-6:45 PM or 7:00-7:45 PM or 7:45-8:30 PM
- Teacher (D) teaches REMOTE Adult Group Classes Monday-Thursday 6:00-6:45 PM or 7:00-7:45 PM or 7:45-8:30 PM

IN-PERSON SAMPLE SCHEDULE (2-4-Year-Old AM Program)

9:00 –9:45 AM Table toys activities

9:45-10:15 AM Circle Time

10:15-10:30 Movement & Story Time (Musical Instruments & Singing)

10:30-10:45 AM Lesson Time

10:45-11:00 AM Arts & Craft Time

11:00-11:15 AM Snack Time (students bring a sealed store bought lite snack with a bottle of water)

11:15-11:30 AM Closing Circle Time

IN-PERSON SAMPLE SCHEDULE (3-13-Year-Old Monday-Friday PM Program)

4:30-4:45 PM Table toys & coloring/drawing activities or worksheets

4:45-5:00 PM Circle Time

5:00-5:45 PM Lesson Time

5:45-6:00 PM Arts & Crafts

6:00-6:15 PM Snack Time (students bring a sealed store bought lite snack with a bottle of water)

6:15-6:30 PM Closing Circle Time

IN-PERSON SAMPLE SCHEDULE (3-13-Year-Old Saturday AM Program)

9-9:15 AM Table toys & coloring/drawing activities or worksheets

9:15-9:30 AM Circle Time

9:30-10:15 AM Lesson Time

10:15-10:30 AM Arts & Crafts

10:30-10:45 AM Snack Time (students bring a sealed store bought lite snack with a bottle of water)

10:45-11:00 AM Closing Circle Time

IN-PERSON SAMPLE SCHEDULE (3-13-Year-Old Saturday PM Program)

11:45 AM-12:00 PM Table toys & coloring/drawing activities or worksheets

12:00-12:15 PM Circle Time

12:15-1:00 PM Lesson Time

1:00-1:15 PM Arts & Crafts

1:15-1:30 PM Snack Time (students bring a sealed store bought lite snack with a bottle of water)

1:30-1:45 PM Closing Circle Time

REMOTE SAMPLE SCHEDULE (2-4-Year-Old AM/PM Program)

9:00 –9:15 AM Circle Time

9:15-9:25 AM Movement (Dance & Singing)

9:25-9:35 AM Lesson

9:35-9:40 AM Arts & Crafts

9:40-9:45 AM Closing Circle Time

REMOTE SAMPLE SCHEDULE (5-13-Year-Old Monday-Saturday Program)

4:30 –4:40 PM Circle Time

4:40-4:45 PM Movement (Dance & Singing)

4:45-5:05 PM AM Lesson

5:05-5:10 PM Arts & Crafts

5:10-5:15 PM Closing Circle Time

CONCLUSION

This document was developed through the collective efforts of our staff, director, parents and Registered Nurse on call/Medical Director. Your suggestions towards the improvement of our safety plan are both valuable and welcomed.



All About Spanish

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