

## **MTSD Child Development & Early Learning Programs**

### **Pre-K Remote Learning Plan**

During the COVID-19 Pandemic, student enrollment in the Millcreek Township School District (MTSD) Pre-K Program will include remote instruction options. The remote instruction options will be necessary when the capacity of a school building needs to be reduced and/or the school building needs to be closed to help reduce the risk of COVID-19.

This Pre-K Remote Learning Plan outlines how remote instruction will function in the event of a school building limiting its student capacity and/or closing. This Plan is aligned with the MTSD Health & Safety Plan and the corresponding MTSD Child Development & Early Learning Program's Health & Safety Plan. Both can be found on the MTSD website ([www.mtsd.org](http://www.mtsd.org)), on the Return to School page and the Child Development & Early Learning Program page.

### **Program Calendar & Schedule**

The MTSD Pre-K Program follows the MTSD 2020-21 calendar (attached). This calendar provides 180 days of instruction for students. These 180 days of instruction are met through a combination of in-person and remote instruction days.

For the start of the 2020-21 school year, Pre-K students will attend in-person classes 2 days a week: Blue Schedule - Tuesdays & Thursdays or White Schedule - Wednesdays & Fridays. On the days opposite of the students' in-person days, and on Mondays, remote instruction will occur.

At any point if a school building closes during the school year, the students' schedule will be 100% remote instruction for the period of time the school building is closed.

### **Remote Instruction Options for Families**

The MTSD Pre-K Program will provide two options of remote instruction for students. One option is virtual instruction on the Google Classroom platform. The second option is correspondence instruction. (Families may opt for either option or for a combination of these two options.)

Virtual instruction via Google Classroom includes the following components:

- Students will have District issued/supported email addresses. Each student, with the help from his/her parent, will need to activate his/her District email. Directions for this process are attached ('Directions for Students to Activate Their District Email').
- Go to Google Classroom: [classroom.google.com](https://classroom.google.com)
  - The teacher will share a link or class code with the students. The student will click on the link or enter the class code to enter his/her Google Classroom.
- Within Google Classroom, the students will engage in learning through teacher posted activities, demonstrations, and assignments. The set-up is asynchronous – each day's

content and activities are available for the entire day. Students do not have to be on Google Classroom at set times to participate in the learning experiences. Additionally, students and teachers can meet via Google Meet at agreed upon days/times. The purpose of these virtual meetings is for individualized skill reinforcement, problem solving, new learning experiences, etc.

Correspondence instruction includes the following components:

- Teachers will prepare and send home materials and directions for learning activities that will occur at home. The students will return their work to their teacher.
- In the event the school building is closed for a period of time, the teacher will work with each parent to either mail (email or USPS) or provide a pick-up time at the school to be able to share the materials and directions for learning at home.

### **Learning Resources for Home**

Each student will be provided items to support their learning at home. Parents are encouraged to keep these items separate from their children's toys and games to ensure the items are always available for the teacher directed instruction. These learning items will be used for both options, virtual with Google Classroom and correspondence instruction.

As the materials are received and organized for each student, the teachers provide these resources to their parents at their drop-off or pick-up time during in-person instruction days. If the school building is closed to in-person instruction or the student is 100% remote learning, the teacher will contact the parent to find a mutually agreed upon day/time the parent can drive to the school building to pick up the learning resources for his/her child.

### **Instruction & Assessment**

As with in-person instruction, teachers are following the PA Early Learning Standards and Pre-K Program curriculum as they plan and implement lessons remotely.

The learning cycle includes teachers continually assessing each student's progress and achievement. This guides their next instructional decisions and each student's learning progression.

As your child completes his/her work, please provide assistance only as needed. Teachers need to see what the students can, and cannot, do to determine how best to facilitate their next steps in learning.

Please feel free to share information and ask questions about your child working from home with your child's teacher (e.g. notes, email, phone call, virtual conference request). You are always a critical part of your child's educational team. We continue to value your input.

### **Tracking Instructional Time**

Students are expected to participate in teacher directed learning experiences each remote learning day. In Google Classroom, students are expected to complete the activities on the days they are assigned. For correspondence instruction learning, students will follow the timeline provided by the teacher. Teachers will track students' activities on Google Classroom and through returned work to help ensure students are completing 180 days of instruction.

When students complete their work in either remote instruction option is at the discretion of the parents and per the family's schedule. For example, students will not be expected to log in to Google Classroom at a specific time. The only exception would be for virtual meetings set up on Google Meet. These virtual meetings will be scheduled at mutually agreed upon days/times between the teacher and the parents.

### **Parent/Teacher Conferences**

At this time, parent-teacher conferences will occur virtually. If an on-line meeting can work for the parent, the teacher will schedule a conference via Google Meet or Google Meet. If it works better for the parent, a phone conference can be scheduled.

Teachers will contact parents to schedule a conference on the November 3, 2020 scheduled Parent-Teacher Conference day. Additionally, parents and teachers can request a conference at any point during the school year as needed.

### **Technology**

Technology is not required for remote learning in the correspondence instruction option.

Technology is required for the Google Classroom learning option. For a student to participate in his/her remote learning through Google Classroom, technology access is required at home: device (e.g. computer, iPad, Chromebook) and internet.

The MTSD Pre-K Program will work to provide a family a device to borrow for virtual learning days for the 2020-21 school year. If you wish to borrow a device from the MTSD Pre-K Program, please call Dr. Susan Greenaway at 836-6904 for more information.

### **Meals**

During remote instruction days, enrolled students are eligible for free meals. More information is found on the MTSD website ([www.mtsd.org](http://www.mtsd.org)), on the Food Service page. Parents can complete a form to request meals for remote learning days. Meal pick up is scheduled weekly at selected schools.



### **Parent Notification of Key Pandemic Related Information**

MTSD will inform parents of required pandemic information through its mass notification system.

Be sure your contact information in Infinite Campus is accurate and up-to-date to ensure you receive these District messages. Parents can request corrections be made through their Parent Portal.

### **Questions/Comments**

Preschoolers certainly need the support of their parents to engage in remote learning. This includes following a schedule, accessing technology if doing on-line learning, managing learning resource, following directions, etc. Your support is needed, and greatly appreciated, to help ensure your child gets the most from his/her remote learning experiences. ***Thank you for all that you are doing!***

Facilitating remote learning at home, in addition to your other work and family obligations, presents unique challenges. Please feel free to contact your child's teacher, Sara Grutkowski (Coordinator of Child Development) and/or Susan Greenaway (Supervisor of Child Development) at 836-6090 with any questions or concerns you may have. These are unprecedented times, and we will help you in any way we can.

### **Parent Acknowledgement of Receipt of this Pre-K Remote Learning Plan**

Please review and complete the last attached page of this packet.

Millcreek Township School District  
2020 - 2021 Calendar

July										January									
Mo	Tu	We	Th	Fr						Mo	Tu	We	Th	Fr	1	No School			
		1	2	3										1	18	No School			
6	7	8	9	10						4	5	6	7	8	27	End of Quarter 2			
13	14	15	16	17						11	12	13	14	15	29	Recording Day - No School			
20	21	22	23	24						18	19	20	21	22	19	Teacher Days			98
27	28	29	30	31						25	26	27	28	29	18	Student Days			91
August										February									
Mo	Tu	We	Th	Fr	31	In-service				Mo	Tu	We	Th	Fr					
3	4	5	6	7						1	2	3	4	5					
10	11	12	13	14						8	9	10	11	12					
17	18	19	20	21						15	16	17	18	19					
24	25	26	27	28	1	Teacher Days			1	22	23	24	25	26	20	Teacher Days			118
31					0	Student Days			0						20	Student Days			111
September										March									
Mo	Tu	We	Th	Fr	1	In-service				Mo	Tu	We	Th	Fr					
		1	2	3	4	2, 3	Teacher Day			1	2	3	4	5					
7	8	9	10	11	4 & 7	No School				8	9	10	11	12					
14	15	16	17	18						15	16	17	18	19					
21	22	23	24	25	8	First Day Students			21	22	23	24	25	26	23	Teacher Days			141
28	29	30			20	Teacher Days			17	29	30	31			23	Student Days			134
					17	Student Days													
October										April									
Mo	Tu	We	Th	Fr						Mo	Tu	We	Th	Fr	1	End of Quarter 3			
			1	2									1	2	2-5	No School			
5	6	7	8	9						5	6	7	8	9	6	Recording Day - No School			
12	13	14	15	16						12	13	14	15	16					
19	20	21	22	23	22	Teacher Days			43	19	20	21	22	23	20	Teacher Days			161
26	27	28	29	30	22	Student Days			39	26	27	28	29	30	19	Student Days			153
November										May									
Mo	Tu	We	Th	Fr	3	K-12 Parent Conf/No School				Mo	Tu	We	Th	Fr	18	Virtual Learning Day			
					10	End of Quarter 1				3	4	5	6	7					
2	3	4	5	6	13	Recording Day - No School				10	11	12	13	14	31	No School			
9	10	11	12	13	25	Early Dismissal				17	18	19	20	21					
16	17	18	19	20	26-27	No School				24	25	26	27	28	20	Teacher Days			181
23	24	25	26	27	19	Teacher Days			62	31					20	Student Days			173
30					17	Student Days			56										
December										June									
Mo	Tu	We	Th	Fr	24-31	No School				Mo	Tu	We	Th	Fr	9	Last Student Day			
															10	Last Teacher Day/Recording			
7	8	9	10	11						7	8	9	10	11					
14	15	16	17	18						14	15	16	17	18					
21	22	23	24	25	17	Teacher Days			79	21	22	23	24	25	8	Teacher Days			189
28	29	30	31		17	Student Days			73	28	29	30			7	Student Days			180

End of Quarters:	Tentative Report Card Dates:	Snow Make-up Days:
Quarter 1 ends Nov. 10, 2020	Quarter 1 - November 16, 2020	
Quarter 2 ends January 27, 2021	Quarter 2 - February 1, 2021	
Quarter 3 ends April 1, 2021	Quarter 3 - April 9, 2021	
Quarter 4 ends June 9, 2021	Quarter 4 - June 16, 2021	
2020/2021 PSSA Testing Days		2020/2021 Keystone Testing Dates (Algebra 1, Biology, and Literature)
Date	Grades	Content Area
April 19-23, 2021	3-8	English Language Arts
April 26-30, 2021	3-8	Mathematics
April 26-30, 2021	4 & 8	Science
April 26-30, 2021	3-8	Make-up
December 1-15, 2020 - Winter Exam Window Wave 1		
January 4-15, 2021 - Winter Exam Window Wave 2		
May 17-28, 2021 - Spring Exam Window		
July 26-30, 2021 - Summer Exam Window		



### **Directions for Students to Activate Their District Email**

In order to participate in virtual learning via Google Classroom with your teacher, you need to first activate your MTSD email:

- To access the link for Outlook Email, go to [www.mtsd.org](http://www.mtsd.org).
- Click on the 'Quick Links' tab on the top right of the page.
- Under the drop-down menu, choose 'Staff Resources.'
- Under 'Staff Resources,' choose 'Web Email.'
- Enter the student's username (their student number\* followed by mtsd.org).
- Then enter their password. Passwords are the student's first and last initials (capitalized followed by the dd mm yy of their birthdate (e.g. MH041512).
- Once you have logged in, you will be prompted to change the password for the email account.

\*Your child's teacher will provide the student's number if needed.

**Parent Acknowledgement of Receipt of this Pre-K Remote Learning Plan**

Parents,

After receiving this Pre-K Remote Learning Plan, please review it and keep it on hand for reference. Complete and sign below to acknowledge you have received this Plan.

_____	_____
Parent's name – printed	Parent's signature

\_\_\_\_\_  
Child(ren) enrolled in the Pre-K Program