# California State Preschool Program Distance Learning Plan

**Fiscal Year 2021–22**

California State Preschool Program contractors must submit a distance learning plan to the California Department of Education (CDE), Early Learning and Care Division (ELCD) and offer distance learning services for those children and families impacted when programs, sites, or classrooms are closed due to a local or state public health order or guidance related to the COVID-19 pandemic and specific to early education or childcare, or when the contractor is unable to provide in-person services to all enrolled children when the local or state public health order or guidance restricts group sizes and all enrolled children are unable to receive in-person services.

The CSPP contractor is required to complete all components of the distance learning plan template.

**Contractor Information:**

* Legal Name: [Enter Legal Name]
* Vendor Number: [Enter Vendor Number]
* Headquarters’ address: [Enter Headquarters’ Address]
* County: [Enter County]

**Contact information for person submitting this survey**

* Contact First Name: [Enter First Name]
* Contact Last Name: [Enter Last Name]
* Contact Job Title: [Enter Job Title]
* Contact Phone Number: [Enter Contact Phone Number]
* Contact Email Address: [Enter Contact Email Address]

**Distance Learning Services**

Contractors must adhere to program quality requirements, and provide distance learning services for non-school age children and families who are not receiving in-person services.

Provide detailed information that describes your agency’s plan to implement the following provisions:

1. How the contractor will ensure that families are able to fully engage in distance learning services, and how the contractor will solicit information from the family on the available resources and methods they have available and prefer for distance learning services. Contractors must provide distance learning services in the preferred method of the family.

[Enter how the contractor ensures distance learning services, available resources and methods]

1. How the contractor will, to the greatest extent possible, conduct distance learning services in the family's preferred language and how these services will include a combination of teacher interactions and family activities to maintain relationships and supports for families and children with each other and with program staff.

[Enter how the contractor conducts, maintains, and supports distance learning services in preferred language(s), interactions and activities]

1. How the contractor will contact each family a minimum of once a week to keep updated on the child and family, and to provide distance learning services. Services and outreach efforts must be documented in accordance with 5 *CCR* Sections 18273, 18275, and 18276.

[Enter contractor services and outreach efforts for each family]

1. How the contractor will communicate with families about their progress and needs with distance learning services, the child’s learning, development, routines, activities, and behavior, as well as the family’s overall well-being.

[Enter contractor communication with families]

1. How the contractor will provide families with resources and referrals to support services, social services, and health services as needed.

[Enter contractor support information]

1. How the contractor will re-engage families whom the contractor has been unable to reach for more than a week, and how re-engagement efforts will be documented.

[Enter re-engagement efforts and plan]

1. How the contractor will conduct at least two (2) individual conferences with parents during Fiscal Year 2021–22, in compliance with 5 *CCR* Section 18275(b)(2). These conferences can be completed virtually if needed.

[Enter individual conference plan]

1. How the contractor will provide families with distance learning activities that can be incorporated into daily activities and assist with creating a predictable routine in the family’s home.

[Enter distance learning activities plan]

1. How the contractor will offer developmentally appropriate activities that align with those activities conducted in the program, and how activities that can be done at home will be included. These activities must align with the California Infant/Toddler Learning and Development Foundations, the California Preschool Learning Foundations, the California Infant/Toddler Curriculum Framework, and the California Preschool Curriculum Frameworks.

[Enter developmentally appropriate activities plan]

1. How the contractor will provide, to the extent possible, the *accommodations necessary* for children with special needs, and how children’s distance learning services will be individualized and focused on activities that would have meaning and interest to the family and the child.

[Enter accommodations for children with special needs plan]

1. How the contractor will keep records that include the activities planned for distance learning services, and the amount of time each family and child have participated in distance learning services.

[Enter planned activities and participation records]

1. How the contractor will provide interactions based on the family's resources and preferred methods of receiving distance learning services. These interactions should include a combination of teacher interactions and family activities to maintain relationships and supports for families and children with each other and with program staff.

[Enter teacher and family interactions and relationships maintained.]