



# PRESCHOOL PROMISE PROGRAM GRANT MANUAL

Program Year 2020-21  
Version 2.0  
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Oregon Early Learning Division  
<https://oregonearlylearning.com>











































































## Appendix E: Service Delivery Model Options during COVID-19

The Early Learning Division (ELD) recognizes that some grantees may be challenged to implement all requirements of Preschool Promise during the COVID-19 State of Emergency. These grantees may include:

- Programs with staff that meet one or more of the risk factors for COVID-19
- Families or children that meet one or more of the risk factors for COVID-19
- Programs located in elementary schools which are not allowing in-person services
- Programs located in elementary schools which are not providing meal services
- Programs that are unable to meet *Health and Safety Guidelines for Child Care in COVID-19*

If a Preschool Promise grantee determines they are unable to serve all enrolled children onsite, or meet one or more program requirement(s) during the current COVID-19 State of Emergency, they must seek a waiver using the process identified in this grant manual. Waiver requests must include which Preschool Promise requirements a grantee is seeking to modify, how the grantee will provide equitable educational services to families, how grantee will support staff and staffing workload, and plans for intentional family communication and engagement.

Grantees *may not* fill in person publicly funded slots meant for those children in a comprehensive home based waiver option while simultaneously serving filling the same enrollment slots with children being served onsite.

### Program Service Delivery Waiver Options

#### Comprehensive Home-Based Learning

In this option, all enrolled children are served through remote, home-based comprehensive services. Staff work with enrolled families to deliver comprehensive services in the child's home. Staff work in partnerships with families to develop and discuss:

- Learning goals for child(ren)
- Weekly learning plan
- Play based learning activities for families and children to do at home
- Child's development and experiences
- Reflections on the child's behaviors and experiences

- Family support goals, including connecting the families with resources and materials to support their child’s learning and development
- Communication plan with families, including schedule of virtual, phone or in person conversations for the week

Relationships and connections are prioritized in the planning. Staff must work to engage with families daily. Virtual interactions with children are allowed but should not be the norm or primary mechanism for educational activities. Children being served through Comprehensive Home-Base Learning are considered fully enrolled in Preschool Promise.

To implement this option, grantees must demonstrate how they will meet Preschool Promise requirements, and develop additional policies and procedures to address:

- Family communication plans and logs
  - Family communication plans must include daily contact attempts with families being served through Comprehensive Home-Base Learning
- Family resources and technology needs
- Delivery and support of developmentally appropriate play-based learning activities
- Collecting child observations
- Conducting developmental screenings and developmental assessments
- How to track and report attendance
- Professional development plans for all staff
- Evaluate and planning for potential waiver change to hybrid delivery or in-person delivery

### **Hybrid #1- Daily Onsite and Comprehensive Home-Based Learning**

In this option, grantees may identify a specific number of children to be served in a stable group onsite daily, in their physical classroom. The remaining enrolled children may be served through Comprehensive Home-Based Learning, as described above. The children served onsite and onsite staff must meet the stable group guidance.

To implement this option, grantees must demonstrate how they will meet Preschool Promise requirements, and develop additional policies and procedures to address:

- Family communication plans and logs
  - Family communication plans must include daily contact attempts with families being served through Comprehensive Home-Base Learning
- Family resources and technology needs
- Delivery and support of developmentally appropriate play-based learning activities

- Collecting child observations for children served remotely
- Conduct developmental screenings and developmental assessments for children served remotely
- How to track and report attendance for children served remotely
- Professional development plans for all staff
- Evaluate and planning for potential waiver change to comprehensive home-based delivery or in-person delivery

### **Hybrid #2- Staggered Scheduling and Comprehensive Home-Based Learning**

In this option, grantees divide the total classroom enrollment into two stable groups. Stable groups are served onsite, on a rotating schedule. ELD has identified two approaches for *Staggered Scheduling and Comprehensive Home-Based Learning*:

Group A- in person services Monday and Tuesday

Group B- in person services Wednesday and Thursday

Group A and B- remote services on Friday

**-OR-**

Group A: daily onsite AM session (stable group A); PM Comprehensive Home-Base Learning

Group B: daily onsite PM session (stable group B); AM Comprehensive Home-Base Learning

To implement this option, grantees must demonstrate how they will meet Preschool Promise requirements, and develop additional policies and procedures to address:

- Family communication plans and logs
  - Family communication plans must include daily contact attempts with families being served through Comprehensive Home-Base Learning
- Family resources and technology needs
- Delivery and support of developmentally appropriate play-based learning activities for when children are served remotely
- Collecting child observations for children served remotely
- Conduct developmental screenings and developmental assessments for when children are served remotely
- How to track and report attendance for when children are served remotely

- Professional development plans for all staff
- Evaluate and planning for potential waiver change to comprehensive home-based delivery or in-person delivery
- Cleaning and sanitization of environment and materials in between stable groups

### **Program Specific Design**

In this option, grantees may design a locally appropriate approach which can be demonstrated to best meet the needs of children, staff and families. Program requirements and Oregon Early Learning and Kindergarten Guidelines must still be met.

To implement this option, grantees must demonstrate how they will meet Preschool Promise requirements, and develop additional policies and procedures to address:

- Family communication plans and logs
  - Family communication plans must include daily contact attempts with families being served through Comprehensive Home-Based Learning
- Family resources and technology needs
- Delivery and support of developmentally appropriate play-based learning activities across delivery methods
- Collecting child observations for any children served remotely
- Conduct developmental screenings and developmental assessments for any children served remotely
- How to track and report attendance
- Professional development plans for staff
- Evaluate and planning for potential waiver change to comprehensive home-based delivery or in-person delivery

### **Waiver Implementation**

Grantees must submit their Service Delivery during COVID-19 Waiver Request before beginning services and have it approved prior to modifying services, using the process identified in this grant manual.

Granted waivers are valid for 30 days following the date Gov. Kate Brown lifts the State of Emergency; grantees have thirty (30) days to return to normal operation operations.

Grantees must provide ELD notification of any change or cancellation to waiver, prior to returning to full in-person services or implementing change in program delivery.

Preschool Promise grantees must include following information about their COVID-19 planning and delivery in their monthly and quarter reports:

- What adaptations have been made to their service delivery waiver?
- Are there additional requirements they are not able to meet? If so, what has the process been to address these requirements?
- Family engagement logs
- Additional TA requests
- Current staffing patterns and any available time studies

See the Progress Reports section of this manual for more information.