



Distance Learning

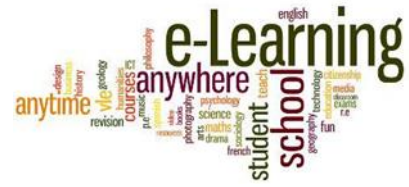
Parent Handbook

2020-2021 School Year



EARLY CHILDHOOD EDUCATION
PRESCHOOL AND EXTENDED PROGRAMS

Pasadena Unified School District
(626) 396-5762



Dear Parents,

As we are getting ready to start the school year, I want to make sure we are all on the same page. While I know this can be a fearful time since none of us have ever experienced this before, the teachers and administration at Pasadena Unified School District are committed to providing a quality program that is safe, educational, child-friendly, and fun! Therefore, the school year will begin by offering classes virtually to ensure the safety of all children and staff.

While many things will seem different with new procedures in place for safety of all, this will still be an environment that fosters fun and learning. It is our goal to draw out and inspire the best in our students as we provide them with opportunities to create, explore, and learn.

This handbook will layout the changes as we enter the next phase from this COVID-19 pandemic. This situation is unprecedented and is constantly evolving, so all changes included in this handbook will remain as the “new normal” until further notice. We will make sure that all changes are realistic and feasible for staff and children by following CDC (Center for Disease Control) guidelines as well as those put forth by California’s Department of Education. Please be sure to read through this and sign and return the last page electronically.

Please feel free to contact me if you have any questions about the policies and procedures that are outlined in this Parent Handbook. They are in place to ensure that all programs within our department are safe and an enjoyable place for your family.

Sincerely,

Ree Hudson, Director

Mission Statement

The mission of Pasadena Unified School District's Preschool Program adheres to the view that children learn best when they are involved as initiators and active participants in their own learning. The program staff will provide an interactive online learning environment that is emotionally safe, nurturing, and one that promotes exploration and experimentation for all children. Children will have the opportunity to participate in both structured and unstructured activities that foster development in the areas of socio-emotional development, language and literacy, cognitive and creative development.

Instructors Responsibilities

The Preschool Instructor is responsible for creating a developmentally appropriate learning environment that meets the diverse needs of the students and participating families to establish a positive partnership between home and school. Preschool Instructors are to assist children and parents/guardians in activities that support development in language, math, art, science, social, safety, and health skills to build a strong foundation for school readiness.

During our distance learning, teachers will provide daily live interactive sessions for no more than thirty minutes at one single meeting/time, multiple sessions will be needed for you to meet your required live minutes. During these live sessions, children will be provided with:

- Provides developmentally appropriate learning experiences in language development, large/small motor development, mathematics, reading readiness, literacy, art, dramatic play, music, nutrition, health, and safety.
- Create a virtual learning environment that is appropriate to the maturity and interest of students.
- Develops reasonable and specific rules and procedures to maintain order during live sessions.
- Develops daily instruction that offers a range of developmentally appropriate activities by utilizing the District-adopted curriculum and State-adopted foundations.
- Performs, maintains, and completes State-required assessments, documentation, and records within a timely manner.
- Provides individual support when needed.
- Communicates effectively on a regular basis with parents/guardians to strengthen parental knowledge of the individual needs of students through Parent-Teacher Conferences and individual sessions as requested by parents.
- Offers support to parents/guardians in Early Childhood Education, parent-child interaction, sibling interaction, school-readiness activities, and Parent literacy activities.



Curriculum

The Creative Curriculum for Preschool will continue to be used during distance learning. The Creative Curriculum is a comprehensive, research-based curriculum designed to help educators at all levels of experience plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels.

The Early Childhood Education Department believes that the best way to help children succeed is to teach them to be creative, confident thinkers. That means offering them opportunities for hands-on exploration and discovery that help build lifelong critical thinking skills and foster confidence. The Creative Curriculum for Preschool provides teachers with the content and tools needed to encourage and support every type of learner and address all the important areas of learning.

Parents/Guardians are asked to support their child's education by reviewing the weekly lesson plan teachers prepare and display in the CANVAS website/app. Families can learn each interest area and study being discussed during live sessions, informing them of opportunities for family participation and support from home.

Instructional Delivery Models

During distance learning, lesson plans and activities will be posted in the learning platform known as Canvas. **Canvas** is the learning platform that makes teaching and learning easier and has been implemented by the Pasadena Unified School District.

Cisco WebEx will also be used to host online meetings with HD video, audio, and screen sharing. WebEx will allow educators to host interactive webinars or other virtual events.

Recordings of online meetings will be provided for families to view under the CANVAS learning tool in case parents were not able to attend the scheduled time frame.

Schedule

During distance learning, all children are expected to participate in the daily live meetings scheduled by each preschool teacher. Families will be provided with a schedule that has been approved by the Pasadena Unified School District and the California Department of Education. A schedule will be provided to all families. Please be informed that each preschool teacher will be in contact with families to provide reminders and updates regarding these sessions.



Parent's Responsibilities

Parent/guardian involvement is an important and required component for our State Program. Studies of preschool programs indicate that children whose parents/ guardians become involved

in their education make greater developmental progress. Your involvement is an important contributing factor to your child's development and growth.

- Parents/guardians must supervise their child during virtual meetings.
- Parent/guardian or designee is asked to participate during sessions and other activities as planned by lead instructors.
- Parents/guardians must participate in parent-teacher meetings.
- Have children ready to learn by having their children well-groomed and ready to participate in school activities.
- Make every effort to have children participate in virtual meetings.
- Encourage and support your child's growth and development by providing a regular healthy and safe home routine and seeing that he/she is bodily, emotionally, and intellectually ready for school each day.
- Parents/guardians must always use appropriate language with staff, children, and other parents/guardians.
- Cell phones are to be set in the silent mode or turned off during live meetings.
- Parents are encouraged to prepare a space at home where children can work on school activities with minimal interruptions. To avoid distractions, parents should avoid having the television or radio on, or ensure that there are no other devices that can cause distractions.

Accessing Clever Portal and Canvas Application

In order for parents to access their child's preschool Canvas account, parents must log in to the PUSD Clever Portal. To do this you must have your child's **student ID** number, **PUSD issued email/username**, and their **PUSD issued password**.

Please retrieve your child's ID number from their teacher if you do not have their student ID number.

Click for instructions: [Logging into Clever and Canvas](#)

Parent Orientation

Due to distance learning, parent orientation will be hosted via virtual conferencing. Teachers will provide families with a date and time in which additional information regarding teacher expectations and the lesson planning will be shared. Parents will be provided with the opportunity to ask questions at the end of the presentation.

Parent/Guardian Advisory Committee (PAC)

Due to the COVID-19, the first Parent Advisory Committee (PAC) meeting will be hosted via virtual conference on Thursday October 1, 2020 from 5:00 p.m. to 6:00 p.m. During this meeting, our focus will be placed on the curriculum themes and activities being implemented this school year and we will discuss in detail how parents can support their child's learning during virtual group meetings. Also, we will present our plan program goals and elect officers as a part of parents participation. If there are any changes, teachers will provide families with the necessary information.

For More Information on our Early Childhood Education Program Please Visit:

www.GOPUSD.COM/ECE

[Click here to Visit the PUSD ECE Webpage](#)

Contact us at:

EarlyChildEducation@pusd.us

626-396-5762 Ext: 10070

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Parent or Guardian COVID-19 Handbook Receipt Form

Parents or Guardians,

Please thoroughly review the Distance Learning Parent Handbook “COVID-19” edition for the 2020- 2021 school year, which contains the policies and procedures for our agency while in the process of reopening. After reading the handbook, please complete this form and return it to the school via email as soon as possible. This form will be kept in your child’s file for the duration of the school year.

Thank you in advance for your cooperation.

Sincerely,
Ree Hudson
Director

I, _____ (print your name), the parent/guardian
of _____ (print child’s name), hereby
acknowledge receipt of the Parent Handbook COVID-19 edition for the Pasadena Unified School
District, Early Childhood Education Programs. I have read and agree to adhere to all the policies
and regulations set forth in this handbook.

Parent/Guardian Signature: _____

Date: _____