

DELEGATE AGENCY ACTIVITY DURING COVID-19

AGENCY	ACTIVITY
<p>Mary Crane Center</p>	<p>Mary Crane is functioning remotely using all means possible, and all the staff are working. We have been servicing the families since the first day we closed and continue to do so. Our program committee meeting, board of directors meeting, and policy committee were conducted remotely via Zoom, and we met the quorum requirement for all meetings.</p> <p>The parents have given us feedback on how the remote services have been going. Based on their feedback, we came up with strategies on what to do differently or enhance. Our leadership meetings are conducted on a daily basis. The executive director, program director, directors of education, and director of family and health services have been monitoring and receiving daily reports from the site directors, education coordinators, teachers, family workers, health aides, and other staff. The staff in-service was held remotely.</p> <p>The executive director sent out notices to the families about each extension of the stay-at-home order. We are assuring families that we are here for them and telling them the next steps that Mary Crane will be taking during this time. The family workers keep regular contact with the families throughout the week to give them information on resources, and update us on needs each family may have. The health aides have been sending health information to the families regarding their child's health and what the child's needs are.</p> <p>Teachers are contacting the families and communicating with the children daily. Teachers will begin classroom sessions through Zoom by the end of this week. The families who do not have access to Zoom will be given the option to do them over the phone or individually. There will be two sessions daily– one in the morning, and one in the afternoon. The teachers are in the process of creating lesson plans in TSG that will include activities that the children can do at home. The lesson plan will be used as a daily schedule guide and help parents keep a daily routine similar to the school schedule. The lesson plans will be emailed to the parents or sent in other ways based on what each parent allows.</p> <p>The families whose children attended the last day were given two weeks of work for their children. The ones who did not attend on the last day had packets mailed to their homes. The families send the teachers pictures of the children doing the activities. The teachers then use this information to</p>

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	<p>document it into TSG. The home visitors are conducting their visits through phone calls and will soon use Zoom for socialization. We are currently looking into having the resources that we would normally give during a visit mailed to each family's home to provide what they need while also maintaining social distance. We plan on delivering educational supplies to each family through Discount School Supply.</p> <p>The family workers, health aides, and teachers have been providing information to the parents on food pantries and the CPS locations to pick up food. The parents and staff have communicated that this is going well. The nutritionist has also sent out information regarding food pantries.</p> <p>We continue to do Zoom Classrooms. We are still in the process of getting the iPad for the families. 50 iPads have been ordered which will be distributed to the families that have no technology to participate. After we receive those we will then order another set until all 366 have been ordered.</p>
<p>El Valor</p>	<p>Education staff prepared packets for families, packets varied from school materials to printed activities for children. Activities were individualized by child and a big focus for those children transitioning to Kindergarten.</p> <p>Socialization groups and Home Visits continue to be conducted.</p> <p>Since the closure, El Valor has provided pantry items to 108 families, served 836 hot meals, provided diapers and wipes for 98 children and distributed 1,702 packets with educational material.</p> <p>Families receive weekly well-check calls from their Teacher/Educator and provide activities for their children.</p> <p>Families receive weekly well-check calls from their Family Advocate and provide resources as needed.</p> <p>Families receive calls as needed from our Social-emotional professionals.</p> <p>Staff continue to communicate with families through technology such as E-Mails, Text Messages, Class Dojo, Skype for Business, FaceTime, Zoom, Remind, Google Duo, Google Voice, Google Hangouts, COPA Mass Text, and ChildPlus Mass Text.</p>

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	<p>To date, El Valor’s kitchen staff cooked 310 lunches for 69 families. For families who were unable to pick up the meals at the centers, staff conducted curbside delivery to families’ homes.</p> <p>El Valor staff has provided professional development trainings to all of our 16 community partner sites. Topics include but not limited to: The Child and Adult Care Food Program (CACFP), Teaching Strategies GOLD, webinar trainings on how to use Skype for Business, webinar training from the Department of Family & Support Services (DFSS) and trainings from Head Start Early Childhood Learning & Knowledge Center (ECLKC).</p> <p>El Valor hosted its first virtual Policy Council Meeting on May 11, 2020. Parents, Community Representative and Board of Directors’ Representative were asked to download the Skype App and joined the virtual meeting to discuss and approve monthly reports. This system will support our future meeting when parents are not available to attend meetings in person.</p> <p>El Valor celebrated staff appreciation day, to let all staff know how much the agency misses their staff and how much appreciation it has for the staff</p> <p>Gonzalez Center: Teacher Angie Ruiz was given \$1,000 from Donors Choose, to send school material to families. The donation was sent for teacher to use Amazon and send materials directly to families' homes.</p>
<p>Onward House</p>	<p>Learning and support activities provided for children and families: Continued: For our preschoolers ages 2 to 5 in the site based program, teachers continue utilizing ABC Mouse and Creative Curriculum/Teaching Strategies GOLD activities to provide remote learning. Children are really enjoying the ABC Mouse platform and teachers have reported needing to increase the number of activities sent as some children are completing them very quickly. For our School Aged children (6-12), we utilize IXL Analytics though there is less participation from the school age children due to their focus on their studies through the CPS platform. Parents have reported feeling overwhelmed by the pandemic, amount of work CPS is giving students and their financial situations.</p> <p>In addition, we have worked with a company to provide all of our families at BC STEM boxes which are individual to the children in their homes (including for children with disabilities and non-enrolled children) so that families have fun, educational, hands on learning at home to work on together. There are 3 boxes for each child for each of the 85 families. In addition, we have a donor</p>

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	<p>providing 30 take home kits with books, crayons, coloring books etc., to keep children busy aside from the E-Learning platforms.</p> <p>The home based visitors are continuing to conduct their regular visits with their families via phone and now are conducting video calls with those that have the capacity. The parents have really enjoyed their visits via the video calls. Home Based Visitors have scheduled socialization and Transition Meetings with parents via video. In addition to continuing the education component under very difficult circumstances, teachers and family support workers have spent significant time doing social work by identifying needs, connecting families to resources and providing moral support.</p> <p>2. Support/Supplies being provided to enrolled families and frequency/Community: Family Support Workers continue to contact families at least weekly to provide support and resources. We continue to hand out diapers at the food pantry (once per week) to parents and community residents in need. In addition, we continue to offer Mental Health services with our MH consultant for those of our parents in need. So far, no one has shown interest in this. Hour Home Based Visitors continue with their weekly visits as well. This week we handed out another \$ 3, 104.29 in rental and utility support to an additional (6) families. The total current support is <u>\$28, 283.08 for 30 families</u>. Currently we are working towards obtaining additional lap tops and tablets for those families in need of them/additional at home.</p> <p>3. List of foods of foods being provided to enrolled families and frequency, as well as method: To date, we had 250 people (parents/community residents) receive food at the pantry and the numbers continue to rise from week to week. We have regular food drives to keep up with the demand of those needing food during the pandemic. We also received notice from the Greater Chicago Food Depository that because of the increased numbers, we will be receiving a food truck on our distribution days that will have 35-40 boxes of food that include milk, fresh vegetables and meat.</p> <p>4. Other programs provided to the community and ECE and SA families: Continued: The Business incubator with its entrepreneurship classes have continue online without missing a beat. The computer classes continues via email and online. The instructor for the citizenship classes has shifted to providing assistance to the students via phone/face time sessions. For the ESL and GED students, we conduct Virtual Learning which is going well. Teachers work with students in a variety</p>
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	<p>of ways and utilizing different platforms so that students can participate. The GED and ESL classes are a partnership between Onward House and Wright Community College. We have also partnered with Northwest Side Housing Center to provide computer classes to those in need of beginning, intermediate and advanced training. This is held on M/W and Friday's. The Beginning course focused on the idea of being surrounded by technology on a daily basis and hoe technology is ingrained in our daily lives. Our Intermediate group learned how to use Gmail, Google services and how to identify fake news and not to trust all they see on Social Media. Our advanced group learned how to create Excel Spreadsheets in Google, Math operations and formula writing. Fifteen participants have been participating. Some are not able to attend the classes during their scheduled times so our Computer Instructor has instructed them one on one. The cohorts will end at the end of May however we are working on another 6 weeks of curriculum for parents/staff and NWHC referrals. This is a much needed support to help families navigate ONH/CPS E-Learning platforms, attend meetings as well as apply for governmental assistance. Technical support is also given to families in our programs who request individual support.</p> <p>5. Professional Development: Some staff attended: Supporting Home Safety During COVID-19; Helping Parents Manage Stress During COVID-19; In addition, staff continue their Professional Development attending OHS Webinars and Gateways Trainings. Teachers have also worked on their TSG Inter-reliability training that was going to expire.</p> <p>6. Staff Support: Continued: Every Tuesday from 11:00 am -12:00 pm we hold a group MH Session with a contracted MH provider for staff who want to partake to discuss challenges, fears, etc. In addition, many resources have been provided by our HR Director through ADP for Mental Health Support. We have also contracted with our HS Mental Health provider to provide individual staff support as well as parent support as they request it. Our meeting with staff on Tuesday, May 26th will be held with our MH provider as we will be discussing plans for re-opening, staff fears, etc., and discussing commitment from staff to continue with the precautions in their personal lives so everyone can feel safe when returning.</p> <p>7. Meetings: We continue to have weekly Director's meetings, bi weekly All Staff Meetings, Bi weekly FSW and HBV meetings, Monthly Partnership Director's Meetings. Within these meetings we continue to discuss plans for when we re-open and the precautions we will need to take to open safely. Supervisory meetings are also regularly held with staff. Such supervisory meetings are held to touch base with staff individually, see how things are going, address any concerns and challenges</p>
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	<p>and provide any necessary supports needed in our new “work world”. We hold Bi-Weekly meetings with FSW’s and Home Visitors to discuss expectations in working with families, challenges they are having, strengths, monitoring of reports, items to be corrected, case noting, etc.</p> <p>8. Mental Health Trainings for parents and staff continue. Our Mental Health Provider continues to provide trainings to parents and staff virtually across sites. Topics for staff have been Cultural Bias and Trauma in Children for staff and Stress Management for parents.</p> <p>9. Self-Assessment: We completed our Annual Self-Assessment Report and Action plans and all was submitted.</p> <p>10. Monitoring: Weekly monitoring of case notes continues to take place; We continue to monitor Disabilities and Mental Health; We created a new Tracking chart for Mental Health/Disabilities to complement our monitoring system. We have also continued monitoring the PIR (even though we know it won’t be submitted) as we find it to be a wonderful tool for monitoring and obtaining data.</p> <p>11. Surveys : We have conducted a survey with the parents to see who would be returning to ONH once we re-open our doors, who would be staying for the summer and who would be staying for the fall , across sites.</p>
<p>Gads Hill Center</p>	<p>We have raised \$18,000 as of Yesterday and started the process to disseminate the funds among the families that need help paying rent, utilities, medicine, gas and other essential expenses. The need is too high and with limited resources, we are looking at items for which there is no financial assistance somewhere else. The need for baby formula and diapers continue, but we are purchasing those items in bulk and distributing them twice a week at our centers. The McCormick foundation gave funds to Cradle to Crayons to distribute diapers, and that is going to help us shift our funds for other items.</p> <p>Our online programs are going well. Every week, the data that we collect shows 82% average participation. Some of the parents are still employed and the children are staying with relatives who are helping implement the lessons and educational activities. The Home Visiting Programs have the highest participation.</p> <p>Families are limited by technology. In preparation for closing, we surveyed our families about their technology needs and technological knowledge. The digital divide became clear. Almost half our</p>

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	<p>families are limited to their cellular phone for internet connection. We purchased tablets for some who requested them but some told us that they would manage for two weeks with the cellular phones.</p>
<p>Salvation Army</p>	<p>The Salvation Army continues to connect with our Early Head Start/Head Start/Child Care families during this covid-19 pandemic. The Family Support Workers and Site Directors for our four sites, Red Shield, Simpson, Temple, New Hope, Home visiting and Family Child Care Homes programs continue each week to make connections with parents by phone, txt and emails. We provide activities for children and words of encouragement for parents. We let parents know about community resources such as, Salvation Army food pantry, rent assistance and mental health services. We also provide a parent newsletter which is mailed out to parent's weekly that includes children activities and parent resources.</p>
<p>True To Life Foundation</p>	<p>Our agency also continues to support the members of the community by offering weekly access to our diaper bank. Community members can come to the center to pick up diapers from a staff member that engages in an appropriate manner with masks and gloves and adheres to the need for social distancing.</p> <p>Our team connects daily by using the app Slack for morning announcements, daily to do lists and check ins. We also conduct two virtual team meetings per week using Zoom to address staff concerns and provide case/client updates and agency news. Staff is also supported through virtual or telephone reflective supervision with the supervisor and or Executive Director.</p> <p>The True to Life Foundation's team of parent educators, discussed the planning and facilitation of our next parenting group. The topic of group discussion will be self-care. A flyer advertising the group will be created and sent to families electronically and through text messages. Phone calls will also be made to notify families about the group.</p> <p>We are on a constant search for resources that we can supply our families with and are fortunate enough to be able to connect with The Children's Place clothing store. We received generous donations of children's clothing and picked them up on May 14th. Our team will identify the families in need of clothing during the virtual visits and will distribute them to the families in a no contact incentive drop off.</p> <p>We're also making sure that we remain consistent with our data input into COPA.</p>

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<p>Kiddy Kare</p>	<p>Locations: Kiddy Kare Preschool, Kid’z Colony, Little Learners, Little Tykes I, Little Tykes II & Kiddy Kare</p> <p>During this difficult time all our locations have understood the importance of remaining in contact with our families. Each location is utilizing various types of apps such as Remind App and Google Voice. We are providing useful parent resources to our families through the above apps as well as email. Several links provided from DFSS, El Valor, and discovered on our own are being shared regularly. A few locations have created a Google Classroom to provide parents/families ideas to help continue developmental growth for the children.</p> <p>We will continue to improve our parent/family engagement as the COVID-19 crisis continues.</p>
<p>Lake Shore Schools</p>	<p>Lake Shore Schools has been working hard to stay connected with our families. Here a list of ways we are remaining in contact with families and providing ongoing support.</p> <ul style="list-style-type: none"> • Lake Shore Schools has both a private Facebook group for our families and students. We have also set up Google classrooms for each room. Teaching staff post daily activities, read-aloud books, as well as post additional videos and activities for the families/students (Ex: child yoga, science experiments, math games and activities, etc.). These online tools have allowed students to still stay in touch with and see their teachers as well as provide a place for families to post and have 2-way communication with one another and the teaching team. • Additionally, each classroom has lead/participated in (at a minimum) a weekly "live circle time" on zoom with our families. The teachers plan games, stories, activities and check-in with the students/families during the Zoom classes. • We have also coordinated daily music activities for our families - both on our Facebook group as well as through live Zoom music classes led by our music teacher. • Teachers are working on writing cards to mail to the students/families as well as some have participated in contactless drive-by-hellos. • Our family support staff have been in contact with our families weekly (some contact has been more frequent, based on need). They have been able to provide support with answering parent questions and providing resources centered around employment, finances, housing, immigration, mental health, as well as educational support for their children.

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	<ul style="list-style-type: none"> • We have been able to send care-packages to families based on the items of need they have expressed (diapers, wipes, formula, toothpaste, toothbrushes, art supplies, hand sanitizer, etc.). We have been able to offer this to all of our funded families through contactless delivery. • Lake Shore Schools has also partnered with a home delivery service that provides catered meals to families for the children enrolled in our program as well as their siblings. The meals meet our program nutrition guidelines. This service is being offered through Gourmet Gorilla.
<p>Serendipity</p>	<p>We engaged with our 3-5 year old scholars via zoom everyday from 11:00 – 12:00 pm. During this time we had reading, math, Spanish, science and art activities. Many of the activities allowed the parents some time to prepare lunch or handle personal affairs. The only time they had to be present with their son or daughter was during the art project. The scholars needed their help cutting the construction paper and painting the toilet tissue tube. We also joined Michelle Obama’s zoom meeting.</p> <p>We called our infant and toddler students to check in and dropped off goodie bags to some of them. We practice social distancing during our drop offs. We call the parent prior to the drop off, to make sure they are home. We ring the doorbell and then walk six feet away. We wait for the mom or dad to bring the scholar to the door and we talk to them, blow kisses or take selfies. Having the ability to see them in person makes our day.</p> <p>We also spent time ordering books, more parent engagement activities (puzzles, coloring books, play dough, slime, books etc.) and supplies to make candles for our mother’s day goodie bags. Next week, we will deliver Mother’s Day bags to our amazing mothers to show our appreciation for all they do for their children and our school during this time.</p> <p>Next week, we will have a pajama party with a bedtime story. We will begin our “Quality Time during Quarantine” book club. We will give every mother an E-book written by Brene Brown, titled The Gifts of Imperfection. We want to encourage all Serendipity mothers to trust the process and remind them that we are in this together.</p> <p>The greatest gift we can give our families during this time is to remind them that they are not alone. We will remain a phone call away!</p>

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<p>Carole Robertson Center for Learning</p>	<p>While we had no choice but to close the Centers and all forms of our delivery models to keep our families and staff from inadvertent exposure to the virus and to practice social distancing standards, we are rededicating ourselves to educating, enriching, and empowering children and families in all new ways during this emergency and we invite you to join us.</p> <p>Material Support for Our Families During our closure, every Monday from 9:00-11:00am the Carole Robertson Center for Learning is distributing much needed goods to our families such as diapers, wipes, formula, baby food and for enrichment activities we are offering books, educational games and more. Our staff is maintaining social distancing standards during the distribution to families. Smiles, gratitude and good will are also delivered generously! We are exploring adding another distribution day to this schedule.</p> <p>How We Stay in Touch Our family support specialists check in with each family multiple times per week. These check-ins help us to identify the needs of our families and ensure that we are offering the best remote/virtual support to children as they and we adjust to this new interaction reality.</p> <p>We're supporting our families and children through:</p> <ul style="list-style-type: none"> • Essential items and learning packet distributions each Monday • Remote learning using Zoom and YouTube videos made by our own staff • 2-3 weekly check-ins by family support staff and teachers • Addressing needs of families directly affected by COVID-19 <p>We're also doing a lot to support our staff during this time:</p> <ul style="list-style-type: none"> • Mental health touch points and trainings • Ongoing information and training on COVID-19 • BI-weekly town halls w/ CEO • Reflective supervision and 1:1 check-ins w/ supervisors using video-conferencing.
<p>Chicago Commons</p>	<p>Our early childhood education team is finding new ways to connect with kids and their parents at home with fun activities and virtual story time via YouTube to keep nurturing a love of reading. Family Hub and early childhood education staff have also compiled a list of resources for families (in English and Spanish), which include access to food, child care, medical assistance, housing, financial assistance, resources for the undocumented, and more.</p>

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	<p>Across the county, April is the Month of the Young Child. As such, we focus on our Early Childhood Education team who continue to provide support, care, and educational resources to our children. Over the past few weeks, I've been delighted to see many videos posted on our <u>YouTube Channel</u> of our educators reading books to children as a way to preserve that connection.</p>
<p>Metropolitan Family Services</p>	<p>Teachers continue to connect with children and families for virtual interactions that include read-a-louds, short activities, and well-being checks and have scheduled virtual interactions with their families. Parent Child Educators continue to provide virtual weekly home visits to all families following the PAT curriculum as well as well-being checks. Family Support Workers continue to reach out to families at least weekly to inquire how families are doing and any resources that might be needed. The Mental Health Consultant and Disability Coordinator are creating weekly newsletters that include resources on self-care, activities and/or links for working at home with children 0-5, and stress reducing activities for families. Our Mental Health consultants are also providing weekly Self-Care "sessions" with the Early Learning staff. We have purchased supplies for parents to complete educational activities at home with the children. We have begun weekly communication from our Health Aide that includes health snack recipes and activity exercises. We continue to provide weekly information on the importance of the CENSUS. We continue to assess how we can plan and schedule virtual parent meetings based on the parents' feedback.</p>
<p>Asian Human Services</p>	<p>Our staff has been doing a fabulous job on converting our services to virtual programming. We delivered and had a drive by service for families yesterday to collect bags of art supplies. We've already conducted several successful parent meetings and our teachers are engaged with the students virtually daily. We are continuing with our live Super Soccer coaches with our students and even have our music teacher engage with them as well. Our parents have been really connected with our staff and Mental Health consultants. All of our families have been in touch with someone in their native language during this time.</p>
<p>Chicago Youth Centers</p>	<p>This a summary of the activities, initiatives, and our agency various digital platforms, so please feel free to explore. Our plans are inclusive of our Partner locations as well.</p> <p><u>CYC Digital Center</u> our platforms to help provide enriching and engaging content to CYC children and family during this time. Please feel free to join</p> <ul style="list-style-type: none"> 📌 Private Facebook groups for <u>Early Learning</u>, <u>School Age</u>, and <u>Teens</u>. 📌 Public <u>CYC Digital Instagram account</u>

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	<ul style="list-style-type: none"> ☐ Public <u>CYC Digital YouTube account</u> <p><u>CYC Parent/Guardian Communication Log & Technology Survey</u></p> <ul style="list-style-type: none"> ☐ We have implemented a system for tracking daily calls and communications with families; this tool assists us in meeting the some of the immediate needs of the children and families. We have utilized this data to determine if families are in need of food, diapers and other resources. This information is also documented in our COPA case notes. ☐ Our families completed individual survey's indicating their accessibly to technology and WIFI services. Families also shared what types of activities that would be of interest to them during this time to better assist them with virtual learning, and material/supplies that they have in the home to assist with crafts and other projects. <p><u>Mental Wellness Practices</u></p> <ul style="list-style-type: none"> ☐ Our program continues to provide mental health services to the families and staff; facilitating virtual parent workshops and Parent Cafés. Some topics include: Managing Behaviors in the Home; Creating At-Home Routines with Children; and opportunities for general questions for individual groups and sessions for families in need (domestic violence). ☐ Crisis Intervention resources were provided to the families as well.
SGA	<p>We have been in contact with our families and providers by emails sharing our agency monthly news, resources such as food, health supplies, financial, mental, educational resources. Since last week we have been implementing regular video calls using ZOOM. We are also doing virtual trainings with our different consultants. I will encourage my FSS to document that information in to COPA.</p>
Chinese American Service League	<p>As for how staff is working with families, we have the office team doing check-in phone calls with the parents at least 2 times a week. Through those calls we are offering resources for their needs, answering any questions, and sharing updates. These calls are tracked in our agency-wide system (Salesforce).</p>

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	<p>Our teachers are engaging with parents and children on ClassDojo and YouTube. Each classroom is releasing daily videos which include reading, writing, math, science, art, physical activities, and cooking. Here is our YouTube link if you would like to see our videos. https://www.youtube.com/user/mediaCASL Through ClassDojo, parents and teachers are able to message one another about any questions as well as provide guidance on parenting and teaching children at home. Also, we are able to share news, updates and links to resources to support our parents. We've also just recently started creating a newsletter showcasing parenting strategies and important resources that we feel important to share.</p>
<p>HBH</p>	<p><u>Family & Community Engagement/Health & Safety/Nutrition</u></p> <p>The team has completed Goal follow-up, well-being checks, and content area monitoring. The completion for follow-up and efforts has been documented in COPA and can be found on COPA reports 1010 & 1008 as well as daily site verification reports. The team has focused on comprehensive monitoring and analysis of data for all assigned sites, providing feedback to site owners/designees for follow-up and completion via email and phone. The team has engaged in Staff Huddles via virtual capabilities and supervision with management. COPA PIR reports are being analyzed by the team to identify trends, areas of improvement, and next steps. Professional development engagement has included online training through gateways and Ounce of Prevention. Trainings completed include Emergency Preparedness, Health and Nutrition Needs in Group Settings, Integrated Pest Control, Family Community Partners in Learning, Shaken Baby and Mandated Reporter. The SPE's (Specialists in Program Excellence) have conducted 4 MATS monitoring internal roundtables with the HBH management team and the results have been shared via phone conference with the 4 Owners of those community partner sites. Corrective action plans that are deadline driven have been initiated with those community partner sites.</p> <p><u>Education and Center Based Sites (Near South and Hegewisch)</u></p> <p>There is daily communication with families via telephone calls, emails, or text messages based on family preference. 12 families have participated in a zoom conference with teachers. 61 families were sent the TSG parent invitation letter to certify they had access to Teaching Strategies Gold Learning Games. To date, families received Learning games 14 of 14 business days. Classroom teachers provided parent-child activity packets to all children who attended school and made additional activities available to parents during lunch pick-up. Teachers are also sharing activities with families through email. All staff has completed</p>

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	<p>20 trainings in Gateways, 5 trainings in MyTeachingStrategies, and 6 trainings in MyTeachstone to increase their knowledge in their perspective age groups. An average of 8 weeks of lesson plans has been completed in both Head Start and EHS.</p> <p>Henry Booth House FSW's has been working to update MATS monitoring, obtaining missing health documentation from families and logging the information into COPA and contacting families encouraging meal participation. FSW's have also shared two Parents as Teachers activities.</p> <p>A total of 327 box meals have been provided to families. Four staff meetings have occurred, 10 HR Files have been reviewed and corrected based on DFSS last audit and six staff supervisions have occurred. Site Managers have initiated the Program Administration Scale in preparation for ExceleRate Gold Site review, scheduled professional development training with the Education Coordinators and we have commenced closing out Self-Assessment issues initiated this year. Healthy Snack Easter baskets have been provided to our families in promoting continuous engagement.</p> <p><u>Program Systems Excellence</u></p> <p>We completed the Community Needs Assessment and submitted the CNA to DFSS by the original submission date. We have conducted 2 Self-Assessment management team reviews to aid in completing our 2020 self-assessment submission to DFSS. We are assisting our newest site Joyful Beginnings in developing management systems for Head Start and we are providing continued training for our 2 sites pending "slot allocation approval" (Kenyatta's and Brainbox) via virtual conferences.</p> <p><u>Home Visiting</u></p> <p>EHS and PI Home Visiting programs are new expansion programs for HBH. We have engaged our new team in intensive daily training, weekly cohort meeting participation and virtual recruiting. Although challenging we have successfully recruited 7 clients over the last 3 weeks. We have 2 additional new home visitors that will be starting within the next 2 weeks completing full staffing of the team. All team members are engaged in weekly coaching and supervision meetings.</p>
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	<p><u>Summary</u></p> <p>In closing, the unanticipated positive consequence of Covid-19 is that it allows us to complete our most important tasks, projects and analysis during a time when there are minimal competing interests. We are also using this time for staff training, professional development and forward planning with respect to recruitment, summer screenings and pre-service trainings. We have advised all staff and all community sites that our goal is to maximize this opportunity so that when we return to onsite operations we can easily catalogue all that we accomplished and celebrate our effort and execution.</p>
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