



## Pennsylvania Pre-K Counts and Head Start State Supplemental Program Emergency Instructional Time 2022-23 School Year

As communicated to administrators on June 16, 2021, through Policy Announcement PKC 21-#001 HSSAP 21-#001, as programs prepare for a return to in-person instruction five days per week, next school year programs have flexibility to meet minimum instructional time requirements. Circumstances preventing a program from providing in-person instruction of students or usual hours of classes will be considered and assessed on an individual basis.

A program that elects to implement temporary provisions to meet the minimum 180 days of instruction for Pennsylvania Pre-K Counts (PA PKC) and the required annual service hours for Head Start Supplemental Assistance Programs (HSSAP) through a combination of in-person and remote instruction, consistent with the requirements outlined in PKC 21-#001 HSSAP 21-#001, must provide OCDEL with the following information specific to the 2022-23 school year:

1. **Program’s Proposed Calendar and Schedule(s) for SY 2022-23**
  - a. School Year Calendar

School Year Start Date	School Year End Date	Total Number of Instructional Days Must meet minimum of 180 days
8/23/2022	5/26/2023	180

2. **When using remote learning, describe how the program will ensure access for all students.**

### **Flexible Instruction Plan (FIP)**

The Westmoreland Community Action (WCA) Flexible Instruction Plan (FIP) will continue to engage families in their child’s learning while continuing to satisfy the required instructional time. The FIP consists of in-home learning activities that intentionally involve families in their child’s learning and development.

Child attendance is mandatory and will be taken daily through the communication tools listed below. Attendance on these days will be marked FIP present off site, to adequately track student participation. Family Advocates will continue to follow the attendance protocol. Activity packs, learning kits, and interactive technology will be provided as needed. Multiple platforms will be available. Staff will

receive trainings in the platforms at pre-service. Families will be offered trainings during screenings, initial visits, and/or parent meetings.

Depending on the school district or building, each classroom may be operating differently. WCA Teachers, Aides Family Advocates, and Cooks will follow federal, state, and local guidance to keep staff and the enrolled families we serve safe. Please note that this policy is subject to change based on guidance given by our funding sources.

FIP days will also be used as needed for Inclement weather closings, Emergency building closings, Professional development days, Lack of staff, etc. see the WCA Flexible Instruction Plan (FIP) for additional details.

**3. The program administrator affirms the following:**

The program's Flexible Instruction Plan (FIP) has been submitted and approved by the Preschool Program Specialist.

The proposed school calendar provides at least 180 days of in-person instruction and/or remote learning for all students for PA PKC programs and/or meet the annual federal Head Start prescription for service hours for HSSAPs.

A clearly defined system for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.

Name of Program:

Signature of Administrator:

Date Approved by Governing Board or Administrative Body/Person:

Please scan and submit this entire signed document to [RA-PAPreKCounts@pa.gov](mailto:RA-PAPreKCounts@pa.gov). Questions can also be submitted this e-mail address.