



Pennsylvania Pre-K Counts and Head Start State Supplemental Program Emergency Instructional Time Template

PKC and HSSAP programs are expected to offer in-person instruction. PDE recognizes there may be a need for remote instruction in certain circumstances and have provided policies specific to each program regarding options for remote learning.

After the information below is completed the Flexible Instruction Plan (FIP) must be approved by the lead agency’s governing board and the Preschool Program Specialist (PPS). The lead agency and partners must submit the “Emergency Instructional Time” template to the Office of Child Development and Early Learning (OCDEL) via email to RA-PAPreKCounts@pa.gov.

1. Program’s School Year Calendar and Schedule(s)

School Year Start Date	School Year End Date	Total Number of Instructional Days Must meet minimum of 180 days
August 21, 2025	May 22, 2026	180 Days

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

At the beginning of the school year teachers will coordinate a plan with families on their ability to access online materials or if they will need paper copies for all FIP days. The teachers will then ensure that students have all required materials prior to the FIP day if paper copies are needed. Teachers will also use ZOOM, Tadpoles, Email, and Phone Calls to communicate with parents on FIP days. Teachers will follow up the day after a FIP to ensure that students completed the work and will answer any questions.

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 year calendar meets the program requirements for PKC and/or HSSAP.
- A clearly defined system for tracking attendance and instructional time will be implemented to ensure student engagement in remote instruction.

Name of Program:

Program Type: PKC HSSAP

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 and copy your Preschool Program Specialist. Questions can also be submitted this e-mail address.

Huntingdon Area School District Pre-K

FIP plan 2025-2026

FIP may be used for the following pre-defined circumstances:

o Inclement weather closings

o Act 80 and teacher in-service days built into the provider program year calendar

- For the 2025-2026 school year, the teacher in-service days planned are:
 - o August 29, 2025
 - o September 26, 2025
 - o October 13, 2025
 - o January 19, 2026
 - o March 13, 2026

o For emergency-related classroom or building closures such as, unsafe building conditions (e.g., flooding, sewer), COVID-19 classroom or building exposure resulting in the need to quarantine or need to clean classroom or building

o When an absence for an individual student would typically be “excused” by the program. PA PKC programs are reminded that Supplemental Resource #005 defines an excused absence as: “Those absences when a student is prevented from attending for mental, physical or other urgent reasons. These can be further defined as illness, family emergency, death of a family member, health or dental appointments, fire, natural disaster, or other extenuating circumstances deemed as excused by the program (PA PKC Statute, Regulations, and Guidelines, 2021, p. 45).” If a student engages remotely in this circumstance, the day can be counted for attendance per Tracking Student Attendance in a Remote Learning Environment.

FIP Day Plans:

1. The teacher will use Zoom, Tadpoles, and District Email to communicate with families to engage in activities that will allow the students to learn from home on a FIP day. This set up will be conveyed with parents during the orientation and an outline of the plan will be sent home to parents to have as a reference. With this outline plan, parents can indicate if they do not have access to online materials and as a result the teachers will provide paper copies in advance to ensure all students can be engaged in the FIP day.
2. During remote learning times, the teacher will provide zoom lessons to small groups at a time. The lessons will consist of reading, math, and phonics in a thirty-minute or less session.
3. The teacher will also offer a Choice Board with activities from the current classroom topic. Learners will pick two of these each day to complete. Parents will then send an email to the teacher stating what their learner did and if

possible include a picture. The parents The Choice Boards can be printed and sent home in advance when possible or sent through the Tadpoles app and email.

4. When a learner is present on a zoom lesson or sends two activities in they will be marked present for that day.
5. If learners do not have access to the needed technology for zoom lessons, the program will supply them with an iPad to borrow if requested by the family.
6. If the teacher does not hear from a family on the flex day they will reach out the following day to see what they completed. Activities not on the choice board that the learner did that offered them an educational experience such as counting items in the grocery cart or helping to write a shopping list, can also count for their activities and attendance with parent proof of such activities.
7. Teachers will engage students in a review of activities completed on the FIP day on the next day in session. They will talk about the activities and discuss what the children learned. In addition, the teacher will check any work that is sent in if completed by paper pencil. The teachers will review the work with students one on one as needed to ensure learning was achieved.