



Providing Lifelong Services to People with Autism

PRINCETON CHILD DEVELOPMENT INSTITUTE  
PLAN FOR SCHOOL CLOSURE DUE TO CORONAVIRUS (COVID-19)  
MARCH 2020

Purpose

The purpose of this plan is to outline the steps the Princeton Child Development Institute will undertake to provide home instruction in the event of a health-related required school closing.

Because PCDI exists to meet the extremely diverse educational needs of people with autism, this plan seeks to preserve child-centered decision making with adherence to relevant NJDOE regulations.

Preparedness Plan

Because our students' needs are extremely diverse, a single plan for all students is impossible. Our plan will reflect the needs of students who cannot independently receive academic instruction via live-stream video formats and instead need instruction mediated by the student's parents under the direction of our instructional staff either present or via live-stream video as well as those who need direct instruction from our staff in-vivo. For all students, instruction will be individualized based on their goals and objectives.

- For students who cannot receive academic instruction independently via live-stream video because of sub-criterion levels of engagement in small group instruction, and low levels of aggression, self-injury, and stereotypic behavior:
  - Certified teachers or instructional aides under the supervision of certified teachers and BCBAs will supervise parents delivering instruction via live-stream video. Staff will instruct parents in a 1:1 ratio no fewer than 10 hours per week during no fewer than 3 separate days
- Students who require direct instruction from staff because of low levels of engagement, lack of prerequisite skills for small group instruction, high levels of aggression, self-injury, or stereotypic behavior that require on-going understanding of function and clinical decision-making:
  - Certified teachers or instructional aides under the supervision of certified teachers and BCBAs will provide direct instruction in a 1:1 ratio to students in-vivo no fewer than 10 hours per week during no fewer than 3 separate days, except when doing so exposes the staff member to a contagious, infectious, or communicable disease, or the condition of the student is such as to preclude benefit from instruction

- Staff will create necessary, individualized materials for each student. A schedule for distribution will be created in order give these materials to each family.

PCDI has conducted an inventory of staff and students' access to technology. If staff or families do not have appropriate technology to access education via live-stream, PCDI will provide it. Information and instructions on how to access the appropriate software will be provided to all staff and students as well.

Any IEP meetings scheduled during this remote instruction period will be rescheduled. PCDI will work with each sending district to determine an agreed upon date to conduct the IEP meeting after remote instruction has ended and regular classes have resumed.

When the decision to close has been made, based upon guidance from the Department of Health in Lawrence Township, communication to parents will be provided. Within that guidance, they will receive information about remote learning. Within that guidance, there will be information about individualized programs, scheduling of remote learning, and technology support.

PCDI does not have any students who are medically fragile. Therefore, we do not need to consider those needs. PCDI also does not provide related services; therefore, this is also not a consideration. PCDI will communicate this plan, along with information about closure if necessary, to each sending district. PCDI does not provide transportation to students; sending districts provide transportation. Therefore, we anticipate communication from sending districts if those districts close and they will not be providing transportation to our students.

All PCDI students bring their own food for meals each day. Therefore, we do not need to plan for the provision of meal distribution in the event of a closure.

Essential Personnel who are required to be in the building regularly include:

Christine Fry, Principal

Amanda Freeman, Executive Director

Kathy Starcher, Administrative Coordinator

Joyce MacDuff, Assistant Director of Preschool Programs

All other staff will be allowed in the building for brief periods of time only. During these brief periods of time, they will be allowed to obtain materials to be used in remote instruction. Materials must be updated regularly as students meet criterion; therefore, access to the building to update those materials is necessary to continue providing this type of instruction to our students.