



CDE Management Bulletin 20-17: Requirements for Distance Learning Plans, Program Quality, and Distance Learning Services for Direct Service Contractors

For the 2020-21 school year, due to the COVID-19 pandemic, Direct service contractors, including General Child Care and Development Program (CCTR), California State Preschool Program (CSPP), Family Child Care Home Education Network (CFCC), Severely Disabled Program (CHAN); Migrant Child Care and Development Program (CMIG) contractors, must submit a distance learning plan, and to provide distance learning services for all children and families who are not receiving in-person services.

Early Learning programs must offer distance learning when:

- Schools and programs are closed due to a local or state public health order
- When families in the program are ordered to or choose to shelter in place
- When the program cannot serve all enrolled children in person

Direct service contractors must complete the distance learning plan template located at <https://surveys2.cde.ca.gov/go/distancelearningplan20-21.asp>. The distance learning plan must be received by the CDE, ELCD on or before October 1, 2020.

Distance learning services may be offered through various methods to maintain the developmental progress of currently enrolled children that are not receiving in-person services. Distance learning services and outreach efforts may include, but are not limited to, home activity packages, lending libraries, phone calls, text messages, emails, online learning platforms and/or video. Contractors preparing activity packets should ensure the delivery of these packets comply with all social distancing requirements.

Program Quality Requirements and Distance Learning Services for Non-School Age Children and Families

Parent Involvement and Education

The distance learning plan must include a description of how the Early Learning program will:

- Communicate with the family about their resources, needs, and preferences. The contractor must provide distance learning services in a method that is accessible



to and preferred by the family and to the greatest extent possible, conduct distance learning services in the family's preferred language.

- Contact with the family a minimum of once a week to provide distance learning services and communicate with families about their progress and needs with distance learning services, the child's learning, development, routines, activities, and behavior, as well as the family's overall well-being.
- Re-engage families whom the contractor has been unable to reach for more than a week.
- Provide the family with resources and referrals to support services, social services, and health services as needed.
- Conduct at least two individual conferences with parents during FY 2020-2021.

Education Program

The distance learning plan must include a description of how the Early Learning program will:

- Offer developmentally appropriate activities that align with those activities conducted in the program and provide families with distance learning activities that can be incorporated daily.
- Provide, to the extent possible, the accommodations necessary for children with special needs.
- Provide interactions based on the family's resources and preferred methods of receiving distance learning services. These interactions should include a combination of teacher interactions and family activities to maintain relationships and supports for families and children with each other and with program staff. Below are examples of maximum appropriate time frames for distance learning activities that are provided through virtual interactions, as applicable:
 - A maximum of 15 minutes per session for families with infants and toddlers
 - A maximum of 30 minutes per session for children 2-3 years of age
 - A maximum of 45 minutes per session for preschool-age children
- Keep records that include the activities planned for distance learning services, and the amount of time each family and child have participated in distance learning services.



Staff Development

Contractors must provide staff with professional development, or access to professional development through distance learning opportunities. Contractors may provide staff development using the resources located at <https://www.cde.ca.gov/sp/cd/re/elcdcovid19.asp>.

Nutrition

Children who are receiving in-person services must be provided meals and/or snacks. Contractors may, but are not required to, provide meals and/or snacks for children who are being provided distance learning services.

Program Quality Requirements and Outreach and Communication Services for School Age Children and Families

Distance learning plans for Transitional Kindergarten and kindergarten must submit a plan describing Parent Involvement and Education, Staff Development, and Nutrition.

If you have any questions regarding the information in this MB, please contact your assigned ELCD, Program Quality Implementation Office Regional Consultant via the ELCD Consultant Regional Assignments web page at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp> or by phone at 916-322-6233.

For more details and additional resources, consult [Management Bulletin 20-17](#).