



Casa Distance Learning Program - 2022-2023

IT IS IMPORTANT TO UNDERSTAND THAT THESE POLICIES ARE EVER-EVOLVING AND FLUID. AS THE GOVERNMENT OF ONTARIO AND THE MINISTRY OF EDUCATION UPDATE THE PROVINCE ON THE STATE OF COVID-19 AND ITS STAGES, MSK WILL REVISE OUR POLICIES ACCORDINGLY AND WILL INFORM FAMILIES OF SUCH UPDATES AND AMENDMENTS. MSK'S POLICIES, PROCEDURES AND PROTOCOLS ARE SUBJECT TO CHANGE AND REVISIONS AS WE CONTINUALLY RECEIVE INFORMATION FROM GOVERNMENT AND REGIONAL AUTHORITIES ON A DAY-TO-DAY BASIS.

Overview

MSK will only implement the Casa Distance Learning Program in the event of a mandated school closure - Our Casa Program is also a licensed Child Care Program - Distance Learning will only be implemented when licensed Child Care is Mandated Closed.

The Casa Distance Learning Program is how students and teachers stay connected to their classroom community ONLY during a mandated closure. This home - school connection will provide students with the ability to continue learning when we are not able to be physically present/on-site at MSK.

As educators, we remain obligated to deliver the curriculum to our students while also providing a balanced approach to remain sensitive to the amount of screen time a student receives.

It is important to emphasize the important role that both parents and teachers have in ensuring that engagement continues for our students in an Online format in the Distance Learning Program. Casa Teachers actively attend and participate in ongoing Professional Development and Training for developing and delivering online learning to our students.

We are confident in our ability to provide our program as a distance learning format should the need arise during the course of the school year. We have worked together as a team to grow our skills and adapt using the Montessori principles to help continue to guide our students in learning. Our dedicated and long-time staff in the Casa program have facilitated and remain committed to providing learning opportunities for our students in the event that we are unable to provide in person instruction to our students.

The Casa Program will ONLY utilize a Distance Learning Platform in the following instances

- a) In the instance of an outbreak or mandated closure for childcare and/or lockdown order from the region/government officials.

Mandated Site Closure – Distance Learning Commences -

It is the school's intention to keep the school open unless excessive absenteeism warrants closure or the Ontario or Federal government authorities once again mandate school & childcare closure. Key components of MSK's remote instruction will be based on best practices which include:

- Continuity in learning
- Instruction and support for social and emotional well-being
- Structure & daily schedule
- Combination of online learning and printable worksheets when applicable, and may also include a comprehensive weekly "Learning Placemat" of activities
- Student attendance – each day the teachers will confirm and track attendance to Online Sessions

Program Delivery

The Casa program will use a combination of Email and Online Platforms to provide the Casa Distance Learning Program.

Each individual Casa Classroom will facilitate their own Casa Distance Learning Program with a daily schedule. The program will be structured into three areas:

- a) Small-Group
- b) Whole Community
- c) Specialties

Students who are age eligible for JK and SK - **4 & 5 years old** will be expected to participate in **3 hours of online distance learning each day (180 minutes)**

Students who are age 3 and younger will be expected to participate in **1.5 hours of online distance learning each day (90 minutes)**

Each classroom will be streamed into the following groupings - some Online sessions will be for the whole group community and others focused on their age grouping:

- Students who are in their Graduate Year (Age 5)
- Students who are in their Second Year (Age 4)
- Students who are in their First Year (Age 3)
- Student groups may also be combined together (Age 3 & 4) or (Age 4 & 5)

In the event of a Mandated Closure, each Casa Classroom will prepare and email their classroom families

- Instructions and next steps due the closure
- Weekly Online schedule - with dates & times
- Any necessary login information
- Materials list

Printables & Worksheets

You may be required to prepare a version of the materials that students will be using in their small group Online Session or be able to print out worksheet attachments for an Online Session.

If it is not possible to prepare these materials you will be required to let us know so we can find other ways to support you.

Learning Placemat

- Families will receive an email communication with a pdf attachment of the week's Learning Placemat. This will be shared from your child's classroom email
- It will provide a template of suggested learning activities for that week. Representation from each of the Montessori Areas will be incorporated on the Weekly Work Placemat
- The Learning Placemat provided is created by the Casa Department and is used across all three classrooms
- The placemat will include links to videos, printables and websites that have been reviewed by the Casa Department as additional options to be done at home.
- Activities or work done from the Learning Placemat do not need to be submitted to your child's classroom teacher

BE PREPARED

Online learners must be prepared with all necessary material BEFORE the start of each lesson.

Please follow the below guideline:

- Log On 3-4 minutes prior to the start of your lesson
- Have any necessary print outs ready
- Ensure you have ample supply of writing materials
- Your child has used the washroom prior to the start of the session
- Have your child's device in a quiet space in your home, with minimal distractions

Credits & Fees

Families who were enrolled in the Before and After Care Programs, and students who participated in the MSK Lunch Program will receive a credit for those fees.

Tuition fees will not be refunded and credits will not be issued. Tuition fees will not change, nor be reduced in any manner as teachers will continue to teach and prepare the content and lessons for students to ensure that your child will continue to learn.

Together, as Parents as Partners, we will work together to ensure our students and children are receiving quality education.

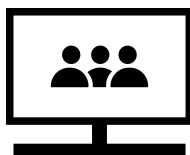
Online Schedule

- The following is a **sample** of a typical schedule for a week - Your child's classroom will share their specific schedule with you. These schedules are subject to change and take into account the requirements for Distance Learning, as well as the ages and abilities of the students in the classroom.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30 - 9:00	Whole Group Community - Morning Gathering	Whole Group Community - Morning Gathering	Whole Group Community - Morning Gathering	Whole Group Community - Morning Gathering	Whole Group Community - Morning Gathering
9:30 - 10:00	Small-Group Session - First Year (age 3) Practical Life	Small-Group Session - First Year (age 3) Sensorial	Small-Group Session - First Year (age 3) Language	Small-Group Session - First Year (age 3) Math	Small-Group Session - First Year (age 3) Culture
10:30 - 11:00	Small-Group Sessions - a)4 year olds b) 5 year olds Sensorial & Math	Small-Group Sessions - a)4 year olds b) 5 year olds Sensorial & Practical Life	Small-Group Sessions - a)4 year olds b) 5 year olds Sensorial & Math	Small-Group Sessions - a) 4 year olds b) 5 year olds Sensorial & Practical Life	Small-Group Sessions - a)4 year olds b) 5 year olds Sensorial & Math
1:00 - 1:30	Small-Group Sessions - a)4 year olds b) 5 year olds Language & Culture	Small-Group Sessions - a)4 year olds b) 5 year olds Language & Culture	Small-Group Sessions - a)4 year olds b) 5 year olds Language & Culture	Small-Group Sessions - a)4 year olds b) 5 year olds Language & Culture	Small-Group Sessions - a)4 year olds b) 5 year olds Language & Culture
2:30 - 3:00	Whole Group Specialty	Whole Group Specialty	Whole Group Specialty	Whole Group Specialty	Whole Group Specialty
3:00 - 3:30	Whole Group Community Story & Game Time	Whole Group Community Story & Game Time	Whole Group Community Story & Game Time	Whole Group Community Story & Game Time	Whole Group Community Story & Game Time

Health

Students who become ill with other health-related issues are asked to limit their participation to encourage **proper rest and recovery**. If your child is presenting symptoms while on an Online session, he/she may be asked to log off in order to have proper rest and to recover. Please email your classroom teachers if your child will be absent from an Online Session due to sickness.



Online Attendance

Students participating in the Distance Learning must attend ALL scheduled classes. School begins at 8:30 and ends at 3:30. Specific lessons will be given throughout the day and online students **MUST** attend each session or they will be marked accordingly as a missed class; and will be recorded on the report card. Students will be provided with a schedule and Online Login links to attend and participate in their sessions. If there are any changes to the schedule the classroom teacher will notify families.

Students are encouraged to wear their MSK uniform during Online Learning sessions.

Specialty Classes

The Casa Department will make every effort to continue to provide and include the Specialty Class materials when possible. This may take the form of video, printable materials and/or worksheets or as an Online Class with the Specialty teacher. The following specialty subjects will be integrated in the instance of the Casa Distance Learning Program:

- Art
- French & Italian Language
- Music (rhythm, movement & music appreciation)
- Gym - Health & WellBeing topics
- Virtues



Internet Connection Issues

All online learners must have a working, reliable internet connection/provider. We understand that there may be some instances that are beyond our control whereby the internet shuts down due to the provider. If internet connection becomes a chronic issue we ask that you contact your provider to rectify the problem. Alternate solutions may have to be explored to ensure the integrity of your child's learning and programming.

Students are expected to be available during school hours 8:30 am-3:30 pm for lessons provided by their classroom teacher throughout the day. You will be provided with a schedule, which is subject to change, in accordance with the teacher/classroom needs.

Expectations & Limitations

- It is important for us to consider the limitations of the Casa Distance Learning Program. As circumstances and scenarios vary, some Online sessions may not occur due to technical difficulties or on-site commitments that a teacher may have. Every effort to inform families will be made in a timely manner.
- Participants in the program will have to read and abide by the Online Guidelines and Etiquette Policy as set out by MSK and the Casa Department.
- Teachers reserve the right to end or remove a student from an Online Session should there be inappropriate circumstances.
- Students are expected to come to their sessions ready to learn and participate positively and to the best of their ability
- The Casa Department will utilize all of its staff to help facilitate the Online session instruction
- Online Schedules are subject to change and families will be notified as soon as possible. Families will need to be prepared to be flexible with any changes that may occur.

- Makeup sessions will not be provided.
- The Casa Distance Learning Program will be provided until it is deemed safe by governing officials & licensing providers for students to return to an In Person setting.
- If a student is ill, they should rest and recover and are not expected to participate in the Distance Learning program. Parents must contact the school/teacher via email to inform us that the student is sick and will miss their Online sessions due to illness.

