

**CHILDREN'S CENTER OF  
MONMOUTH COUNTY, INC.**

**2025-2026  
Virtual or Remote  
Learning Plan**

**Children's Center of Monmouth County, Inc.  
1115 Green Grove Road  
Neptune, New Jersey 07753**

**(732) 922-0228**

**Date: July 17, 2025**

## **Foreword**

Remote learning is learning that happens outside of the traditional classroom. It gives students who are not in school access to online learning materials and instruction. All students have access to a school-owned iPad should technology needs warrant.

NJ Governor Murphy signed A-3904 into law in April of 2020, which requires each school district to submit a proposed program for emergency remote instruction to the NJ Department of Education. This law provides for the continuity of instruction in the event of a public health-related school closure by permitting the school to utilize remote instruction to satisfy the 180-day requirement.

If public health and/or safety conditions warrant changes to in-person learning, we are prepared to ensure that students and families will have what they need, as we did during the 2023-2024 school year.

This plan shall be submitted to the Executive County Superintendent and all sending school districts as well as posted on our website for appropriate transparency.

## **EMERGENCY PLAN**

### **1. PURPOSE**

- To provide for the protection of children and staff in the event of a directive from the New Jersey Department of Health or health officer of the jurisdiction to institute a public health-related closure for three (3) or more consecutive days.
- To assure continuity of services for the Children's Center students.

### **2. SITUATION AND ASSUMPTIONS**

- The Children's Center of Monmouth County, Inc. is located at 1115 Green Grove Road, Neptune, New Jersey 07753 and normally has 150 students and 250 staff. Normal operating hours for the facility are 8:00 a.m. to 4:00 p.m. on weekdays. The facility assumes responsibility for the health and safety of the children attending the facility.
- The New Jersey Department of Health or health officer of the jurisdiction instituted a public health-related closure of the facility for period of time of three or more consecutive days.
- Executive Order No. 251
- Executive Order No. 253

Per NJDOE guidelines, students who must quarantine or isolate for COVID-19 related reasons, either individually or due to a classroom/building/school closure will receive remote instruction aligned to in-person teaching and learning to the greatest extent possible.

Each student has access to a school-owned iPad and there's a process in place for parents to borrow a device, if needed. All iPads are equipped with the Zoom app loaded and easily accessible. The Children's Center will continue to work with each school district for connectivity issues, if needed.

Parents shall be notified via the following avenues should the need to switch to remote learning district wide:

- School Website
- SMS Messaging System
- Parent/Guardian Email

Remote instruction school days will be a minimum of 4 hours of instruction based on the students' IEP and emotional needs.

Should the Children's Center need to close due to COVID-19 cases after consultation with our local Health Department, the Monmouth County Superintendent and County Director of Special Services shall be notified immediately with the anticipated date of re-opening.

### 3. OPERATIONS AND CONTROL

- General:
  - Direction and Control – The Executive Director, Joseph Merola, or his designee in his absence, will assume responsibility for the directive to commence this remote learning plan.
  - The Executive Director or his designee will alert parents, staff and community partners the necessary emergency actions.
- In the absence of the facility director, the following facility person(s) will take charge:  
  
*Secondary:* Kristine Kostin, Principal
- Training and development of materials will be conducted to:
  - Orient staff, including substitutes; and
  - Orient children/parents on remote learning procedures and responsibilities
- Accountability
  - Administration and Educational Leaders shall monitor plans effectiveness on a daily basis.
- Remote Instruction Plan
  - Children's Center utilizes an asynchronous instructional day consisting of a minimum of four hours of instruction to maximize student growth and learning.
  - The plan is consistent with students' IEP and includes individualized

academic, age-appropriate instructional materials.

- Therapy sessions, consistent with the frequency and duration in the IEP, are delivered electronically and/or with written materials.
- Professional staff will maintain a contact log as well as data and session notes to document IEP implementation and to measure student growth and learning in a virtual environment. This information is shared with districts as requested.

- Equitable Access to Instruction / Digital Divide

- Children's Center instructs 150 students aged 3-21. Of which, 8 students are classified as Pre-School Disabled.
- Teachers will continue to inform management regarding their students' access to technology, i.e. equipment and/or network access. Children's Center will collaborate with sending districts regarding resolution of technological deficiencies.
- In cases where there is a need for technological assistance, Children's Center will ensure that each individual student is provided a variety of modalities (iPad, augmentative device, etc) for instruction as well as written instructional material. Children's Center works collaboratively with the sending district regarding Wi-Fi or Internet connections to resolve the situation.

- Attendance

- Teacher/Therapist will maintain attendance logs of students who participate in online instruction and submit to attendance clerk.
- All students are marked present, unless teacher has not been able to deliver remote instruction due to Health, or other sustained absence.
- Children's Center will work with families and alert the district case managers when there is limited student participation.
- 5 day absence letters will continue to be sent to districts.

- Meal Plans

- Children's Center does not provide meals (breakfast or lunch) to its students.

- Children's Center will ensure that those students who are entitled to free and reduced lunch services from their districts have been notified of accessibility.
- English Language Learners (ELL)
  - When applicable, specific modifications are integrated with the student's plan and integrated into the instruction.
  - Children's Center will provide communication, translation materials, interpretive services, as needed.
  - Children's Center employs a Spanish speaking translator.
  - Appropriate and targeted professional development supplements and enhances our understanding of alternative methods of instruction as well as culturally responsive teacher and learning, socio-economic related issues and trauma-informed teaching.
- Social and Emotional Health
  - Children's Center will continue to support students and/or staffs emotional and mental health needs.
  - Supports that continue to in place include, peer support groups, targeted lessons, classroom collaboration, referrals to community organizations and/or professionals, as appropriate.
- Facility
  - Children's Center has implemented vigorous cleaning policies and practices to minimize the risk of viral transmissions during the period of closure.
  - Instructional areas, such as classrooms and/or therapy rooms have been disinfected, sanitized and closed until school buildings are opened.
  - Administrative areas are cleaned, disinfected and sanitized daily.
  - Facilities manager will remain on-site to manage and oversee the maintenance of the school buildings in the event of a prolonged closure. Including, but not limited to, the following: Grounds Inspection, water, HVAC, and Security Systems.

#### **4. STAFF RESPONSIBILITIES**

- Children's Center of Monmouth County Director will:
  - Be familiar with the virtual remote learning plan.
  - Notify parents/guardians to tune to local media for information during the closure.
  - Keep the staff aware of the status of the closure.
  - Ensure regular communication between Children's Center and Sending Districts, including but not limited to, weekly updates on individual student's remote instruction.
- Principal will:
  - Ensure students/families are in receipt of virtual/remote instructional material through the end of the remote learning timeframe.
  - Material is individualized based on the students' IEP.
  - Ensure continuity of services for students receiving school nutrition benefits.
  - Ensure those students who are entitled to free and reduced lunch services from their resident school districts have been notified of accessibility.
  - Monitor virtual/remote instruction effectiveness with parental follow-up and daily discussions with staff
- Professional Staff (Teachers and Therapists) will:
  - Provide students/parents with instructional materials throughout the remote learning timeframe, including, but not limited to the following:
    - Students IEP Goals and Objectives
    - Coordinating Procedures
    - Data Forms
    - Written Worksheets
  - Ensure materials are individualized based upon the student's IEP, focusing on the following:
    - Math
    - Language Arts
    - Science
    - Pre-Vocational Skills
    - Life Skills

- Socialization
- Behavior
- Related Services
  - Occupational Therapy
  - Speech Therapy
  - Physical Therapy
- Be available between the normal school hours of 8:45 am to 2:45 pm via the following modalities:
  - Phone
  - Email
  - Facetime
  - Skype
  - Zoom/Google Hangouts/Microsoft Teams
- Ensure preferred method of instruction is offered virtually.
- Attend scheduled IEP meetings through the modalities mentioned above.
- Attend weekly Department meetings
- Utilize translation specialist for Spanish speaking students and families.
- Monitor progress of students daily through the modalities mentioned above.
- Document all student/parent contact to ensure: adequate participation and continued academic progress
- Para-Professional and Extra-Ordinary 1:1 Aides, if applicable, will:
  - Be available between the normal school hours of 8:45 am to 2:45 pm via the following modalities:
    - Phone
    - Email
    - Facetime
    - Skype
    - Zoom/Google Hangouts/Microsoft Teams
  - Provide supplemental instruction (1:1 aide)
  - Assist Teacher with material development, as needed
  - Attend Class Meetings as scheduled
  - Participate in Weekly Departmental Meetings/Workshops





- Participate in Professional Development Training
- Document work performed on daily/weekly spreadsheet
- Parents/Guardians are requested to:
  - Maintain daily contact with Children's Center Staff
  - Be present, or require another adult to be present while student is working with material.
  - Sign off on all worksheets
  - Submit all worksheets to school upon completion

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**CHILDREN'S CENTER OF MONMOUTH COUNTY, INC.**

 _____ <b>Joseph Merola, Executive Director</b>	Date <u>7/17/25</u>
 _____ <b>Kristine Kostin, Principal</b>	Date <u>7/17/25</u>

**CHILDREN'S CENTER OF MONMOUTH COUNTY, INC. BOARD APPROVAL**

 _____ <b>Dennis Lavender, President</b>	Date <u>7/17/25</u>
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