



WILDWOOD CREST SCHOOL DISTRICT
9100 PACIFIC AVENUE
WILDWOOD CREST, NEW JERSEY 08260
PHONE: (609)729-3760 FAX: (609)522-2047
David J. Del Conte, Jr., Superintendent

Wildwood Crest School District
COVID-19
Long-term Closure Educational Plan

March 16, 2020

In the event that the Wildwood Crest School District is ordered by the Cape May County or New Jersey Department of Health to close school for an extended period of time, the district has developed a plan to continue educational and nutrition services to all students PreK-8 in order to credit school days toward the 180 requirement. Per the NJDOE [memo](#) regarding COVID-19 dated March 5, 2020, "The planned services should include equitable access to instruction for all students. Each preparedness plan should also address the provision of appropriate special education and related services for students with disabilities and the provision of school nutrition benefits or services for eligible students." The following outlines the district's plan to meet said provisions:

Equitable Access to Instruction for All Students

- District teachers will develop online plans for instruction based on current instructional points in curricula in grades PreK-8. These will be posted on the district website by grade level and department and connected to Google classroom and other available platforms where developmentally appropriate.
- The district will email, text, and use social media/ website to remind parents that school is closed, where to find the lessons on the district's website, and also instruct them on how to receive paper copies of materials if they do not have internet access and/or the necessary technology in their home. All calls and written communication will be in English. Chromebooks will be available for students who do not have technology and can be signed out by a parent.
- Information on how to acquire subsidised internet access will also be made available online and in paper form. It will be posted on our website and shared on social media.
- If staff are permitted by the Health Department to report to the building, they will be available to grade work as it is submitted. They will also grade submitted assignments through Google Classroom & Parent submission through emailed phone pictures.

Special education and Related Services for Students with Disabilities

- The Child Study Team Supervisor and case managers will oversee development of online plans to ensure that IEP goals are addressed. Paper copies of these plans will also be provided through the above referenced system of communication. All calls and written communication will be in English.
- Assistive technology will be sent home with students if required by the IEP.
- Activity sheets in paper form will be provided to ensure related services such as speech, and occupational and physical therapy continue. CST staff will monitor the amount of



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- time that students are not receiving in person services in order to determine the individual eligibility for compensatory hours. Opportunities to make up the missed hours will be created for families to access once school is reopened.

Provision of School Nutrition Benefits or Services for Eligible Students

- The district's food service provider, Chartwells, will provide for a system to make meals available to eligible students.
- Meals will be constructed of shelf-stable products that fulfill the meal components as directed by the Department of Agriculture.
- The district will inform parents on how to acquire food for their children through social media and the website. Instructions for doing so will also be posted on the district's website.
- Families will be able to order food two ways:
 - a. Google form on School District website.
 - b. Calling the Main Office and leaving a message. This message will be converted into text and be emailed to our secretaries.
- Food will be able to be picked up between the hours of 9AM and 12PM. Food delivery for students is available upon request.
- We will offer breakfast and lunch.
- Meal content: Breakfast will consist of cereal or breakfast bar, fruit, juice, and milk. Lunch will consist of a sandwich, milk, juice, snack, and water bottle.

Demographics

- The Wildwood Crest School District serves 268 students within Crest Memorial School in grades PreK3 - 8. Forty students with IEPs are in Out of District placements. The district provides state funded preK for 81 three and four year old students. One-percent of the district' students are homeless. 36 percent of students are eligible for free or reduced lunch. Three percent of students are English Learners. Thirteen percent of students are classified as Students with Disabilities.

Essential Personnel and Roles:

- Superintendent is responsible for the oversight of the entire plan and its implementation. Superintendent is on call 24/7. Once the superintendent becomes aware that a student or staff member has tested positive for COVID-19, he will immediately alert the Executive County Superintendent and the Cape May County Department of Health. The superintendent will also notify, in compliance with all confidentiality protocols and policies, the school community of the confirmed case.



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- Business Administrator is responsible for the oversight of all required financial reports and submissions and the management of all facilities. Business Administrator is on call 24/7.
- Buildings and Grounds Supervisor is responsible for the oversight of all cleaning and sterilization protocols for all buildings and grounds. Buildings and Grounds Supervisor is on call 24/7.
- Custodians (1 a day) are responsible for completing all cleaning and sterilization protocols and assignments. Once a building has been sterilized, the building will be shut down until school is permitted to be reopened the next day.
- Food Service Director is responsible for the oversight of the preparation and delivery of all USDA meals to eligible families. Food Service Director is available M-F, 9 am to 12 pm by email (jlushok@crestmem.edu).
- Guidance Counselor is responsible for the oversight of all related services and programs, the communication with students and families in need of mental, emotional or social support and the collaboration with outside vendors and services. Counselors are remotely available M-F, 9 am to 3 pm.; and in times of crisis.
- Administrators (Principal & CST) for the oversight of all staff and students. They are working on campus and remotely.
- All instructional staff are working remotely to provide instruction to the students. They are available Monday through Friday from 9 am to 3pm by email.



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Letter Sent to Parents with Detailed Instructions

Below is the letter sent to parents that outlines our implementation of the plan:

March 15, 2020

Dear CMS Families:

Today we were notified by our State and County Government to close school for the foreseeable future due to the COVID-19 pandemic. Schools will be closed until further notice. As soon as we get the notification that schools are cleared to be open we will share it with the entire school community.

We have created an online learning portal for parents and students to access lessons and activities for each of their classes, as well as order forms for breakfast and lunch. The portal will go live for all families on Tuesday, March 17th.

If you are in need of a laptop or internet, please reach out to the Main Office (609-522-1522) between the hours of 9:00 and 12:00.

Below are directions for accessing our online portal. While CMS is closed to students, access to the building will be restricted and only essential school personnel will be allowed in the building. Food pickup for breakfast and lunch will happen in the rear of the

building by the cafeteria entrance. We ask that parents or students coming for food pickup enter the campus in the rear of the building through the blacktop area where the basketball courts are located.

Accessing the Online Learning Portal

- 1. Go to our school website: www.crestmem.edu**
- 2. Scroll down the website to Popular Links and click on the square icon with a picture of an open book titled: Online Learning.**
- 3. You are now in the Online Learning Portal**



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On this page you are able to do several things:

- 1. Order lunch and breakfast online. Orders should be placed at your earliest convenience to ensure efficient delivery. Breakfast and lunch will be available for pickup between 9AM and 12PM. Please click on the link and place your order. Pickup will be on Pacific Ave side of the building. Please enter the blacktop (basketball courts) and come to the door next to the loading dock.**
- 2. Access our staff directory. This will be useful if you are having difficulty accessing a teacher's online lessons or need assistance from a teacher. The staff directory will give you the email address for the teacher you need to contact.**
- 3. Access your child(ren)'s classes and services such as speech, occupational therapy and counseling. As you scroll down the page you will see that it is organized by grade and then by subject. Just click on the subject and the grade that correlates to your child's class.**
 - a. If the classroom teacher is using Google Classroom, you will need to have the login and password for your child's school Google Email Account. If you do not have this, or if your child cannot remember it, do not worry. Just call the school or email the teacher to get this information.**
 - b. If your teacher has uploaded PDF worksheets into the link, you will need to print it out in order for your child to complete the assignment. If you do not have the ability to print, please come to Crest Memorial School, and we will give you a paper copy of the assignment. We ask that you call first, and we will get all the needed materials ready for pickup in advance.**
 - c. Lessons will be updated weekly if not daily.**

Below are some helpful guidelines to have children follow during this extended school closure:

- Try to maintain a routine as similar to a normal school day as possible.**
- Don't let children sleep in, have extended periods of screen time or put off doing daily assignments.**
- Dedicate a place in your home where students can work with minimal distractions.**
- Have set time frames for how long children should do school work (30-45 minutes per assignment).**



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- *If students finish assignments early, consider having them read articles or books of interest and write summaries.*
- *Celebrate focus and dedication.*
- *If children become frustrated or are unsure of how to complete assignments, encourage them to email teachers.*

Thankfully, our teachers and staff have been working tirelessly to prepare the CMS school community for the unprecedented challenge COVID-19 poses. We will continue to be working hard on enhancing our students' remote learning experiences. However, our number one priority is making sure our students and their family members are safe and well. Again, we ask that you rely on official CMS communications (social media, website, and text) for the latest developments. We will continue to share information and updates as they become available. If you have any questions or concerns, please call the Main Office at 609-522-1522.

*Sincerely,
David Del Conte Jr.
Superintendent
Wildwood Crest School District*