

**COMMUNICATION/FAMILY AND COMMUNITY ENGAGEMENT**

**REOPENING SCHOOLS – COMMUNICATION STRATEGY**

As the Abilities First UPK, Preschools, and Schools transition to opening in the Fall of 2020, regular and frequent communication between Abilities First and families of students will be imperative, to provide assurance and relevant information.

The Reopening Communications Committee was established to develop a strategy that will meet the immediate and ongoing communication needs of families and all Stakeholders, regarding safety health guidelines. schedules, instruction, changes, news and events. The committee is made up of AF leadership, school administrators & staff, along with parents of Abilities First students.

Communication will include messaging Content, provided from AF leadership, school administration and other Reopening Committees, to support a variety of needs, such as: bilingual, distance learning, in-person (school based) learning, emerging changes and other relevant information. Each message will be released to families and stakeholders as deemed necessary and its urgency, through one or more of the Communication Portals. A concerted effort will be focused on ensuring the opportunity for two-way communication between families and AF, as timely as possible and at all levels of the organization. Information will be released and updated, as needed, in accordance with the SCHEDULE.

**STAKEHOLDERS** encompass all individuals and groups with relevant relationships and dependencies to effectively operating AF education programs.

* + Current families
  + New families
  + Board of Directors
  + Gov. Entities – School Districts
  + State & local health agencies
  + Community
  + Vendors

**CONTENT** included in ongoing messaging will be relevant to emerging needs, within the categories defined in the Summary of the Guidance Document’s Provisions, released by NYSED on July 16, 2020.

* + Health & Safety
  + Facilities
  + Nutrition
  + Transportation
  + Social-Emotional Well Being
  + School Schedules
  + Technology and Connectivity
  + Teaching and Learning
  + Bilingual Education and World Language

**COMMUNICATION TOOLS AND PORTALS**

Abilities First will utilize one, or a combination of its communication portals as deemed appropriate to disseminate information to families. The use of various portals allows for access to information in a timely, less timely, or long-term basis. Based on the stakeholder's preferences and resources, AF will target deliverables and reach either a broad or more targeted audience. The committee completed a preliminary evaluation of current portals. There will be an ongoing effort to evaluate communication portals and their effectiveness, and address enhancements. Training and login information for portals will be released to families prior to the opening of schools to ensure they are able to have access information. School administration will be gathering and/or verifying the records of all students prior to the opening, to ensure email and cell are available for all families to receive all released information timely.

* + **Abilities First website** ([www.abilitiesfirstny.org](http://www.abilitiesfirstny.org/)*)*

The website will maintain links to relevant state, local and agency information.

* + **Town Hall Virtual Meetings:** If the NYS Governor announces that Schools are allowed to re-open, AF will host Town Hall Virtual Meetings staff and a separate one for families to review the re-opening plan for AF Schools & Pre-Schools.
  + **Video**
  + **Social Media**
    - **Facebook** ABILITIES FIRST INC
    - **Twitter** @ABILITIESF
    - **Instagram** @ABILITIESF
    - **LinkedIn** ABILITIES FIRST INC.
  + **Classroom DOJO system** (contact your school administrator)
  + **Mail** (contact your school administrator)
* **Abilities First Corporate Offices** 167 Myers Corners Road, Suite 202, Wappingers Falls, NY 12590
* Abilities First School - Lagrange, 24 Firemen’s Way, Poughkeepsie, NY 12603
* Abilities First School Straus Family Pavilion, 59 Windsor Highway, New Windsor, NY 12553
* Abilities First UPK - Hyde Park 4327 Albany Post Road, Hyde Park, NY 12538
* Abilities First Preschool - Wappingers Falls 167 Myers Corners Road, Suite 104, Wappingers Falls, NY 12590
* Abilities First Preschool - (formerly 336 Hudson Street, Cornwall, NY 12520) 167 Myers Corners Road, Suite 104, Wappingers Falls, NY 12590
* Abilities First School Red Hook -103 West Market Street, Red Hook, NY 12574
* Abilities First School Violet Avenue -191 Violet Avenue, Hyde Park, 12601
  + **Email** ([info@abilitiesfirstny.org](mailto:info@abiloitiesfirstny.org) or contact your school administrator)
* **Abilities First Corporate Offices** info@abilitiesfirstny.org
* Abilities First School - Lagrange kerribrown@abilitiesfirstny.org
* Abilities First School Straus Family Pavilion - New Windsor jessicalovinsky@abilitiesfirstny.org
* Abilities First UPK - Hyde Park suerea@abilitiesfirstny.org
* Abilities First Preschool - Wappingers Falls leanncoyle@abilitiesfirstny.org
* Abilities First Preschool – Cornwall (New Windsor) camillevining@abilitiesfirstny.org
* Abilities First School - Red Hook kerribrown@abilitiesfirstny.org
* Abilities First School - Violet Avenue kerribrown@abilitiesfirstny.org
* **Phone** (contact your school administrator)
* **Abilities First Corporate Offices** 845-485-9803
* Abilities First School - Lagrange 845-452-0774
* Abilities First School Straus Family Pavilion - New Windsor 845-330-0356
* Abilities First UPK - Hyde Park 845-698-1072
* Abilities First Preschool - Wappingers Falls 845-298-2090
* Abilities First Preschool Cornwall (New Windsor) 845-750-3224
* Abilities First School - Red Hook 845-452-0774
* Abilities First School - Violet Avenue 845-452-0774
  + **Newsletters (external)**
  + **Bulletin (internal)**