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An Equal Opportunity Employer

April 17, 2020

RE: Community Campus- Online

To Parents/Caregivers and Providers,

During the Covid-19 disruption to in-person programming, The Light House will be offering remote programming to all of our participants via daily phone calls, Apple FaceTime, and/or Zoom video conferencing. Throughout each day, participants are encouraged to join all available remote opportunities including Morning Meeting, Breakout Sessions, and Afternoon Hangout.

Daily Activity Schedule (per Program Calendar)

Morning Meeting via the Zoom App 10:30am-11:00am

Morning Meetings will incorporate virtual group interactive activities, group discussions, exercise and movement, and act as a means for participants to connect with peers and staff.

Optional Breakout Sessions via phone, FaceTime/Zoom. 11:00- 1:00pm

In Breakout Sessions, staff will connect with families, providers and participants to hold more in-depth conversations, troubleshoot issues, work on identified goals if applicable, and engage participants one to one. The amount of time designated to breakout sessions will vary.

Afternoon Hangout via Zoom App 1:00pm- 1:30pm

The "Afternoon Hangout will incorporate virtual group activities, and lessons on a wide variety of subjects led by Light House staff.

To note, some of these services may be provided in a group setting with multiple individuals participating in the video conference. Individual's names and video images will be visible to life skills coaches, group home support staff and other participating individuals. Parents and caregivers are encouraged to have their individuals participate via a location that is quiet and free of distractions, to the extent possible. Reasonable supervision for the individual per his or her need is permissible during these sessions. Parents, providers and individuals are prohibited from recording video conferencing sessions. All staff will comply with relevant Lighthouse Voc-Ed Center Inc. policies, including but not limited to those concerning the confidentiality of individual's records and acceptable use of

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computer systems. The individual's privacy and the confidentiality of information is of utmost importance. Parents, providers and individuals are reminded, however, that The Light House is not in direct control of individual homes or physical locations of participating individuals.

During the time the day program is closed, we strongly encourage participation in continued programmatic opportunities. The goal in offering these services is to make sure our individuals and their families have access to necessary resources; are safe and supported; and maintain engagement and connections with staff and peers. Over the next few days, we will be reaching out to troubleshoot any issues or concerns related to online access. Programming will start **Tuesday, April 21**.

If you do not wish for your participant to participate in meetings, breakouts or only wish for weekly contact, please reply to this notice with a brief note to opt-out. This information will be sent to your individual's case manager per DDS request.

Stay Safe and Well,

Will Robinson
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