

Big Sandy Area C.A.P., Inc. – HEAD START
Program Policies and Procedures

NTI Days

POLICY:

Teaching staff will develop and post educational videos in a virtual platform for enrolled children and families to view during Nontraditional Instruction (NTI) days designated by local school districts when weather prohibits in-person services.

This policy relates to [Head Start Performance Standards 45 CFR Part 1302.32, 1302.34, 1302.41, 1302.45, 1302.46, 1302.51](#)

PROCEDURE:

1. When NTI days occur for any BSACAP program, teaching staff will post a video(s) in their on-line parent group to engage enrolled children while they are at home.
2. There will be 4 specific components that the teaching staff will post for children:
 - a. *Circle Time – Suggested length of 5-15 minutes*
 - b. *Music & Movement – Suggested length of 5-15 minutes*
 - c. *Story Time - Suggested length of 5-15 minutes*
 - d. *Exercise (JAM/Go Noodle curriculum) – Suggested length of around 5 minutes*
3. Videos will be posted by 12:00 on the day of the NTI designation. They cannot be posted prior to the occurrence of the NTI day.
4. Teaching staff may choose to perform live or have prerecorded content ready to post when the NTI day occurs.
5. At least one member of the teaching team must appear in each video. Videos from the internet (*i.e. YouTube*) are acceptable but only if a teaching member is visible on the screen interacting with what is being shown.
6. Videos cannot be recorded while children are present. The content should be new to the children.

7. Teaching staff may choose alternative environments for creating their video posts such as home, other parts of the school, etc.
8. COPA attendance will not be recorded for NTI days, regardless of whether children view or react to the videos.