

Working from Home & Supporting Children in Online School

HOW TO MAKE IT WORK FOR
YOUR FAMILY



PLANNING & RESOURCE GUIDE





WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



Creating Structure with Schedules

REALISTIC PLANNING

Creating a successful schedule for the entire family.

INDIVIDUAL SCHEDULES

Identify each family member's schedule based on their needs.

DEFINED TIMES & SPACE

Clearly scheduled commitments & extra buffer time.

VISIBILITY IS CRUCIAL

Make sure the schedule is accessible to everyone.

We all thrive on schedules and routine, even those of us who are averse to having our daily activities written out where we can see them. If we pay attention to how we spend our time, we'll find that we all have some type of routine throughout the day that we follow. The first step to a successful family schedule is realistic planning.



WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



Creating Structure with Schedules

- Start with your own daily schedule.
- Block out sleep for each individual in your family.

Wake-up time	Bedtime: 7.5 hours of sleep (5 cycles)	Bedtime: 9 hours of sleep (6 cycles)
4 a.m.	8:15 p.m.	6:45 p.m.
4:15 a.m.	8:30 p.m.	7 p.m.
4:30 a.m.	8:45 p.m.	7:15 p.m.
4:45 a.m.	9 p.m.	7:30 p.m.
5 a.m.	9:15 p.m.	7:45 p.m.
5:15 a.m.	9:30 p.m.	8 p.m.
5:30 a.m.	9:45 p.m.	8:15 p.m.
5:45 a.m.	10 p.m.	8:30 p.m.
6 a.m.	10:15 p.m.	8:45 p.m.
6:15 a.m.	10:30 p.m.	9 p.m.
6:30 a.m.	10:45 p.m.	9:15 p.m.
6:45 a.m.	11 p.m.	9:30 p.m.
7 a.m.	11:15 p.m.	9:45 p.m.
7:15 a.m.	11:30 p.m.	10 p.m.
7:30 a.m.	11:45 p.m.	10:15 p.m.
7:45 a.m.	12 p.m.	10:30 p.m.
8 a.m.	12:15 a.m.	10:45 p.m.
8:15 a.m.	12:30 a.m.	11 p.m.
8:30 a.m.	12:45 a.m.	11:15 p.m.
8:45 a.m.	1 a.m.	11:30 p.m.
9 a.m.	1:15 a.m.	11:45 p.m.

Sleep guidelines

- **Birth to 3 months:** 14 to 17 hours
- **4 to 11 months:** 12 to 16 hours
- **1 to 2 years:** 11 to 14 hours
- **3 to 5 years:** 10 to 13 hours
- **6 to 12 years:** 9 to 12 hours
- **13 to 18 years:** 8 to 10 hours
- **18 to 64 years:** 7 to 9 hours
- **65 years and older:** 7 to 8 hours

healthline[READ MORE](#)



WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



Creating Structure with Schedules

- Add unchangeable commitments, work time and recurring appointments.
- Last, add tasks and projects that are able to be completed on a flexible schedule: Flexible work, homework, meal time, cleaning and free time.
- Make sure your schedule is visible to everyone. Use a printout, or use a family calendaring app.



Tuesday 09/08/20	Adult 1	Adult 2	Child 1 - Age 3	Child 2 - Age 8	Child 3 - Age 17	COLOR KEY
5:00 AM	Up	Ready for day				SLEEP
5:30 AM	Up					WORK
6:00 AM	Go for a run					SCHOOL
6:30 AM	Ready for day - Laundry in					MEETING
7:00 AM	Check in online					MEALS
7:30 AM	Breakfast - Child 1 & 2					APPOINTMENTS
8:00 AM	Cleanup					FLEXIBLE TIME
8:30 AM	Work	Help Child 2 w/school		Online Video Class	Online Classes	
9:00 AM						
9:30 AM						
10:00 AM						
10:30 AM		Child 1 is stiller	At Still			
11:00 AM						
11:30 AM	Lunch	Lunch		Lunch	Lunch	
12:00 PM						
12:30 PM	Meeting			Schoolwork	Work	
1:00 PM						
1:30 PM	Work	Meeting				
2:00 PM						
2:30 PM		Work		After School Snack		
3:00 PM				Chore: Empty garages	Orthodontist Appointment	
3:30 PM	Child 3 Orthodontist Apt			Free Time - Screen Play		
4:00 PM	Pick Up Child 3 from Still					
4:30 PM	Family Time	Family Time	Family Time	Family Time	Family Time	
5:00 PM						
5:30 PM	Dinner	Dinner	Dinner	Dinner	Dinner	
6:00 PM				Clean Up Duty	Clean Up Duty	
6:30 PM						
7:00 PM	Work	Trash out for garbage pickup			Help Child 1 w/schedule routine	
7:30 PM		Workout				
8:00 PM						
8:30 PM	Wind Down	Wind Down			Schoolwork	
9:00 PM						
9:30 PM						
10:00 PM						
10:30 PM					Wind Down	
11:00 PM						
11:30 PM						
12:00 AM						



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WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



Managing the Work Day & School Day

IDENTIFY THE ESSENTIAL

None of us can 'get it ALL done'.

ESTABLISH AVAILABILITY

Establishing availability & boundaries during the day.

COVER 'WHAT-IFS'

Planning for interruptions to happen, because they will!

CHECKING IN

Put into place 'home office hours' or 'check-in by text' for kids to help keep them on task.

TIPS FOR FINDING TIME

OVERLAP WHAT YOU CAN

Multi-task or overlap meal prep, laundry and other 5 min. tasks throughout the day.

ADJUST YOUR SLEEP HOURS

Don't reduce, adjust based on the number of sleep cycles you need.

REDUCE DECISION FATIGUE

Simplify your wardrobe, meals, hairstyle, exercise routine and anything else repetitive.

WORK WEEKENDS

Not career related work, but use your weekend wisely, and prep for the upcoming week.

Many of us may be used to the mindset of having to 'get it all done'. Working, non-stop extracurricular activities, a spotless house, our workouts, the list goes on and on.

Use the following information to refine your day and what you and your family will focus on as essential, and consider removing, or saving for the weekend, tasks that are not priorities.



WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



Managing the Work Day & School Day

Managing your day involves first and foremost-

- Identify the essential. Consider cutting out some current activities, or nightly TV time on some days and replacing them with meal prep for the following day or other essential activities.
- Establish your true availability during the day at both home and for work. Share your schedule conflicts with your manager and request flexibility. Is there flexibility on how often you need to attend video meetings? Are there core hours they need you to be online? Are there flexible hours? Are you allowed to complete work in the evenings or early mornings if necessary and have a shorter 'daytime' schedule?
- Cover What-If's. Interruptions will happen, Have a 'tech support' sheet ready to go for your child, and if possible, designate a family member, either a sibling, other parent, or even a family member who can hop on by video and help guide them through the issue. Check to see if your child's school is providing tech support to students in case they are unable to access classes for some reason.
- Checking In. Put into place set times for checking in, to keep a pulse on what is going on during the day. Having your children text you a picture of the assignment they are working on, or have established 'home office hours' when you'll go over work with them.



WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



Managing the Work Day & School Day

Tips for Finding Extra Time -

- Overlap what you can. When you are fixing lunch and have a cutting board out already, mince up the garlic and onion you'll need for dinner that evening as well. While you're waiting for your coffee to brew in the morning, throw in a load of laundry to wash. Use extra minutes to get a quick jumpstart on other tasks.
- Adjust your sleep schedule. Strategically get up an hour earlier or stay up an hour later when the majority of your family, or kids are still asleep, and block out this time as focused on specific tasks or projects.,
- Reduce decision fatigue. Cut out some of the easier decisions for yourself by making them in advance. Consider doing preplanning on the weekends for the upcoming week. Eliminate some of the daily decisions around daily meals, clothing choices and what time to get up and go to bed. Consider embracing [simple living](#) or [minimalism](#).
- Use weekends for planning for the upcoming week. Use one day each weekend to plan menus, prep food that can be stored, do laundry and household cleaning. Then give yourself permission to not worry about these tasks during the week.



WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



Supporting Children of Different Ages

ONLINE SCHOOL FOR K TO 5TH: 4-10 YEARS OLD

Allow for shorter attention spans.

ONLINE SCHOOL FOR 6TH - 8TH GRADERS: 11-13 YEARS OLD

Give increased independence.

ONLINE SCHOOL FOR HIGH SCHOOL AGE: 14-17 YEARS OLD

Expect responsibility & accountability.

SPECIAL CONSIDERATIONS

When your child has additional
learning needs.

Key ways to make sure your child(ren) are as successful as they can be for the school day-

- Make sure they've had enough sleep
- Make sure they've eaten breakfast
- Consider their individual attention spans



WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



Supporting Children of Different Ages

ONLINE SCHOOL FOR K TO 5TH: 4-10 YEARS OLD

Allow for shorter attention spans.

For children in first grade and beyond, school isn't optional, and 1st graders, usually 6 years old, still have an average attention span of 12-18 minutes. Hopefully their teachers will be using a more interactive form of online learning that allows for lots of breaks.

Help your younger children sit for longer periods of time while listening, by having them sit on a stability disk which requires them to focus on balance, or do something tactile with their hands while they are listening, such as play with putty or a fidget spinner.





WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



For children in 2nd or 3rd grade, attention spans on average will be around 15 to 24 minutes. Set up a work area somewhere nearby, where they can focus on their online class or completing homework. Children at this age do well with frequent redirection, and you can also use something like a Time Timer for a visual option so they can see their progress during class time or to help them focus on homework.

By 10 years old, kids are really starting to want to be more independent. They are one year away from middle school and don't want to be considered on the same level as younger elementary school kids. Attention spans now average 20 - 30 minutes, so they tend to work well if adults give them direction, the supplies they need, and check in periodically.

For Kindergarten to 5th grade, the use of sticker charts or prize money works great as an incentive for completing work, and really pushing them to the max on focusing. Keep a sticker chart or some other tangible reward system nearby that you can use to reward them throughout the day for their successful learning.



WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



Supporting Children of Different Ages

ONLINE SCHOOL FOR 6TH - 8TH GRADERS: 11-13 YEARS OLD

Give increased independence.

6th to 8th graders, usually 11 to 13 years old are increasingly independent, and want to be recognized for their maturity. They should have independence over completing their schoolwork at this point. In most cases, they should have the skills and ability to focus at the level required of them.

Middle school is also a transition time from childhood to adolescence, kids tend to focus more on friends and relationships, than schoolwork. Clear expectations of when work is to be completed, what activity or digital access can be earned, and when it can be redeemed can be very helpful at this age. A clearly defined system that rewards completion of schoolwork for a specific grade, or attendance in classes, is crucial for kids to continue becoming more independent.

Schedule a specific time each day that you will be available to check for attendance, schoolwork review and completion, and stick to it. If they completed all their work by the check in time, they can access electronics, or whatever reward you have in place.



WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



ONLINE SCHOOL FOR HIGH SCHOOL AGE: 14-17 YEARS OLD

Expect responsibility & accountability.

High school age children, should be able to complete all their work, interact with teachers, ask for help and even troubleshoot their own technical issues at this age.

Chances are, they may even be more tech savvy than you are at this age. Be sure to sit down with them at least once a week, maybe twice, to check in, ask about assignments and find out if they need any help from you for anything school related.

9th graders who are just starting high school this year, will probably need a little more direction and oversight as they transition from middle school to high school.

Older high school students in 10th to 12th grade should be completely responsible and accountable for their own learning, with you acting as more of an assistant in their education.



WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



Supporting Children of Different Ages

SPECIAL CONSIDERATIONS

When your child has additional learning needs.

A 504 plan is used when a child has a documented disability which provides them certain protections under Section 504 of the Rehabilitation Act. This designation requires school districts to create a plan to make sure your child receives an adequate education and can participate fully in school.

An IEP, is short for Individualized Education Plan or Program, and is a legal document recognized under U.S. law that is developed for each public school child who needs special education, and is legally binding for the school district to provide the outlined services in the document.

If you are a parent working from home, but also have children with learning challenges who are less focused, have a difficult time or are completely unable to work on their own, and they have a 504 or IEP in place, you should be closely working with your child's education coordinator in the school system to address their needs and how they will be managed.



WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



Managing Digital Distractions for Kids

Minimize screen fatigue.

- Invest in blue light glasses specifically made for blocking out the harmful light from screens, or if your child already wears glasses, consider using a computer screen filter that overlays the screen providing the same protection.
- Review the computers settings and adjust the brightness of the display if there is bright light emanating from the screen, in contrast to just being readable. Consider adjusting the text size, and some displays allow you to adjust the color temperatures of your screen as well to reduce blue light use.
- Home lighting is also important in reducing screen fatigue, so make sure you aren't using extremely bright overhead lights where you and your child are using the computer, and consider using lamps with soft white lights that are nearby, but not shining directly on the screen.





WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



Managing Digital Distractions for Kids

For younger children under the age of 11 -

Going straight to the use of parental control software is the best option. Younger children tend to do more of their online schoolwork on tablets. Here are the top three parental control apps for use on mobile devices.

NetNanny



Qustodio



Surfblocker





WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



Managing Digital Distractions for Kids

For tweens and teens -

Start out with giving them the responsibility and trust to attend their online classes, be engaged, and turn in quality homework. Depending on personality, consider doing the following before putting parental controls on their computer

- Build into your daily schedule intervals where you check in for updates on their school day and viewing assignments they have already turned in for quality.

- Institute a rule that they are not allowed to erase their computer history until you have checked it after school hours. After school screen time can be dependent on the appropriate usage of their device during the school day.

- Decide that they can have control over their device as long as they attend their online classes and keep their grades at a certain level, turning in homework on time, regardless of whether or not they game, text or use social media during school hours. Create a results oriented environment.



WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



Managing Digital Distractions for Kids

If stricter controls are needed, consider using the following tools-

- Use administrator access.

Make sure you are the administrator on their laptop or computer and that they do not know your password/passcode. Once you are the administrator, you can control what pages they can navigate to on the computer. You can then set permissions for just their school websites, and accompanying sites they may need for research, tutoring, etc. You can also give access to certain sites for specified time periods.

[Setting Up Administrator and Website Access on Macs for Parents](#)

[Setting Up Administrator and Website Access on Windows for Parents](#)



WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



Managing Digital Distractions for Kids

Use router controls to limit access to websites and wifi.

You can block most websites and even control which devices have access to wifi at the router level.

The two most common routers people use are NETGEAR and Linksys. Make sure you have changed your router default username and/or password. They are easily found online and are usually some combo like admin/admin or admin/password by default.

Below are links to instructions on accessing your router and setting up controls. Both companies also have apps you can use to easily disable and enable access by device in your home.

[Managing website access via your NETGEAR Router](#)

[Managing website access via your Linksys Router](#)

NETGEAR®

LINKSYS®



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- Family members can be a great source of support with all of the technology available today to interact by video. If you have a grandparent, or teenage niece or nephew who is available to be online by video with your child, either for help with homework, or just to keep them company, this is a great option.
- Neighborhood homework clubs. Connect with parents in your area with children of similar ages, and find out if they are willing and available to rotate days throughout the week when they can host an online homework club, or outdoor PE session while you get some extra work completed. Make sure you know which day you are available to host the club.
- Online live tutors. Consider using a live video tutor to assist your child with afterschool homework. Some public libraries are even providing this at no-cost to members of the community, check your local library before paying for one privately.
- Don't be afraid to simply let them play games during the school day. Some days you'll just have to let school go, and give you and your child a pass. Remember, school attendance allows for missing up to 12 unused days a year.





WORKING FROM HOME AND SUPPORTING CHILDREN IN ONLINE SCHOOL



6 WAYS
WORK-AT-HOME
PARENTS CAN GET
BACK-TO-SCHOOL
READY



READ NOW



Online Tutoring Options
For Work-From-Home Parents



VirtualVocations



READ NOW

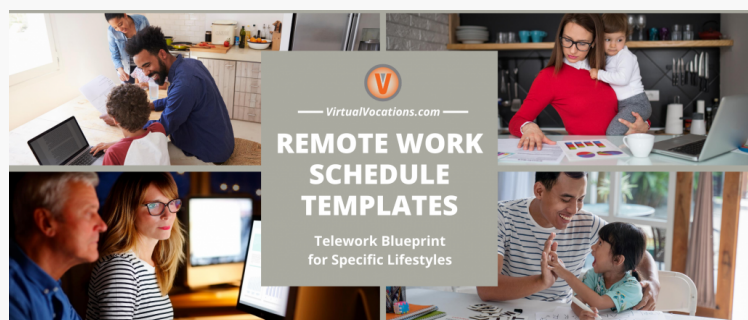


CEO
LAURA SPAWN
SHARES -

17 TIPS FOR
WORKING FROM
HOME
SUCCESSFULLY
WITH KIDS OF ALL
AGES



READ NOW



VirtualVocations.com
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Telework Blueprint
for Specific Lifestyles



READ NOW



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Print & Fill Out

(Use <https://www.pdfFiller.com> to type in document & add links)



TECH PROBLEM TROUBLESHOOTING

SCHOOL/FAMILY TECH SUPPORT CONTACT:

PHONE/EMAIL:

CAN'T CONNECT TO WI-FI



- 1.
- 2.
- 3.

TRY THIS

CAN'T FIND WEBSITE
CLASS LINK



- 1.
- 2.
- 3.

IMPORTANT LINKS

CAN'T LOG IN



- 1.
- 2.
- 3.

IMPORTANT INFO

NEED TEACHER'S HELP



- 1.
- 2.
- 3.

CONTACT



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