



## “Schooling” from Home: Tips for Parents and Caregivers

### 1. Create a consistent daily routine

Sticking to a schedule, for your work and your child’s work, is one of the most important things you can do to help your family stay grounded in these challenging times. If a schedule is not provided by your child’s teachers, help write one for not only each day, but for each week, as well. Post it somewhere you and your child can see it. Having a clear vision of what is expected helps your child see that just because they’re home doesn’t mean they don’t have work to do. Having a clear visual of the day’s agenda also helps you help your child stay on task.

### 2. Make space for learning

Odds are you didn’t design your living space to be an office or a classroom. To the best of your ability, find a quiet place in your home where your child can focus on schoolwork—a desk, a table, a countertop. Some may even try using a dresser as a standing desk.

### 3. Limit distraction

Distance learning often requires the use of a computer or digital platform. This can be challenging when opportunities for distraction abound on these devices. Set the expectation that devices only be used for schoolwork until the day’s assignments are complete. If your child is allowed to play on a device during a designated break, set a timer indicating when they need to get back to work. Alarms and timers are great tools in general for signaling when it’s time to switch from one subject or task to the next.

### 4. Maintain breaks

Children function best if they maintain their routine as close to normal as possible. This includes scheduling time for their favorite subject—recess! Around midday or after online school, encourage them to move their bodies and/or get some fresh air so they’re not sedentary all day.

### 5. Treat online school like real school

As much as this may feel like a vacation for your child, it’s important to remind them that their education comes first. Attendance and participation matter. Obligations like class assignments, grades, tests, SATs, and ACTs aren’t going away just because classes have moved online.

### 6. Stay connected virtually

This goes for you and your child. Check in with other caregivers to see what they’ve found effective, and ask if they need help as well. Depending on your child’s age, help them set up conference calls or video chats with their friends. Many online games are multiplayer and can be synced across devices. Follow the same online safety guidelines you always have.

Please be reminded that our Employee Assistance Program (EAP)—**CCA@YourService**—is available 24/7 to assist you and your family members with emotional and practical support. Access is free and confidential. Call **800-833-8707**, or visit [www.myccaonline.com](http://www.myccaonline.com) (Company Code: **scwa**) to get started.