



**Ferguson-Florissant
School District
Reentry Handbook
Child Development
Center
2020-2021 School Year**



Safety
Access
Schedules
Support

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Letter from Dr. Davis

Dear Ferguson-Florissant Families,

I am excited to welcome you back to in-person learning in the Ferguson-Florissant School District. We have missed seeing you learning and growing in our buildings. We know that nothing beats face to face instruction with students and teachers in the same physical classroom.

It is my hope that this handbook will serve as an important and user-friendly tool for all families navigating our return to in-person learning. In this handbook you will find much information about how we plan to address health, safety, and instructional delivery within each of our buildings.

While we have been planning for an eventual return for many months, there undoubtedly will be some bumps in the road. I appreciate your patience and support as we move forward together in-person and virtually. Please keep the lines of communication open with your child's teacher and principal, so we can address concerns as we enter this next phase of learning.

Onward together,

Dr. Joseph Davis
Superintendent



Letter from the Director of Early Education

Dear Child Development Center Families,

Our whole school community has worked very hard to get to the point where we will start in-person learning for many of our students. We remain committed to providing the best possible learning experience for all of our students.

In the coming months as we engage in new and challenging experiences together, please reach out to your child's teachers and I so that we can support your child. Thanks for your support of our school community and I look forward to many bright moments amidst the backdrop of this challenging year.

Sincerely,

Shantana Herd-Luckett, Ed.S.
Director of Early Education



School Contacts

Shantana Herd-Luckett (Director of Early Education): sluckett@fergflor.org (314) 824-2071

Carmen Flowers (Early Education Office Manager): cflower@fergflor.org (314) 824-2074

Victoria Hall (Mark Twain Restoration Center Clinic Aide) : vhall@fergflor.org
(314) 839-5959 ext. 226

Clinic Nurse (Lee Hamilton)

Mark Twain Classroom Teachers

Cherita Rackley (infant/toddler class)

crackley@fergflor.org

(314) 687-1975

Alison Mehlberg (2's class)

amehlberg@fergflor.org

(314) 687-1973

Amy Kelley (3's class)

akelley@fergflor.org

(314) 687-1974

Mark Twain Teacher Assistants

Alison Braun abraun@fergflor.org

Suzanne Yeomans syeomans@fergflor.org



Lee Hamilton Classroom Teachers

MaryMargaret Orbin (2's class) (314) 687-1975

morbin@fergflor.org

(314) 687-1978

Denise Nettles (3's class)

dnettlles@fergflor.org

(314) 687-1977

Angela Loy (4's class)

aloy@fergflor.org

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Lee Hamilton Teacher Assistant

Barb Wishon bwishon@fergflor.org



Students' Return to Instruction:



The 2020-2021 school year began for all students PreK - 12 virtually on Monday, August 31, 2020. Upon the Board of Education's decision we will begin the second phase of our 2020-2021 school year with students returning to in person learning.

Child Development Center teachers will use the first few days of in-person learning to build relationships and develop an understanding of in-person expectations for teaching and learning



School Hours:

The school day is from 7:00 a.m.-5:00 p.m. Monday through Friday. Students picked up after 5:00 p.m. may be charged a late fee.



Arrival and Dismissal Procedures:

Families must drop students off outside of the building and are not allowed to walk their child into the building or classroom.

- Drop-offs must be as brief as possible.
- Wash your hands before drop-off, prior to pick-up
- Visitors (including families and caregivers) to our buildings will be very limited
- Pen and paper sign-in/sign-out sheets have been eliminated and will instead be completed digitally

Child Development students should be dropped off and picked up at their classroom door or outside of the building. Lee Hamilton families will come to Door #4. Parents and other parties responsible for pick up/drop off will need to download the KinderSmart-Missouri app onto their cellphones via Google Play or the Apple Store to sign children in/out. The QR code posted on the door should be scanned upon arrival and dismissal. This provides real time data for attendance. Please be sure not to crowd the door. Once you have signed in, the classroom teacher will open the door and assist the child into the classroom. Please note that you and your child should wear a mask when dropping off and picking up.

If picking up early, you will need to come to your child's classroom door (Lee Hamilton families will come to Door #4). You will be asked for your name and the child's name. If someone other than the parent is picking up, they should be prepared to show a photo I.D. That person must also be included on the emergency contact list.



Health and Safety Information:



Daily Health Screening

Daily screening of students by caregivers is required every day for in person learners prior to coming to school. The next page has a checklist of symptoms that will help you decide to keep your child at home. **If any of the symptoms are left unchecked (your student shows the symptom), the student should remain at home.** Expectations and protocols for daily screening will be communicated to families prior to the start of in person instruction, with regular reminders provided throughout the semester. Please plan to make this daily screening a part of your morning routine.



Ferguson-Florissant

Morning Routine:

Screen your child for symptoms so we can keep everyone healthy at school.



No fever or chills



No cough



No shortness of breath or difficulty breathing



No sore throat



No headache



No muscle aches



No nausea, vomiting or diarrhea



No new loss of taste or smell



No runny nose or congestion



No close contact with a person with COVID-19 in the last 14 days

Sick? Stay H  me!



Source: Missouri Department of Elementary & Secondary Education

If your child is experiencing symptoms as noted above, please do not send them to school and call the school to alert them that they are staying home. We encourage you to reach out to your doctor prior to returning to school. If you have any health questions or concerns, please reach out to your school nurse.



If Symptoms Develop While at School

It is the goal of the health services department to provide safety and support to all Ferguson-Florissant School District Students and Staff. Nurses and Clinic Aides have been trained on the procedures that should be followed if a student or staff should become ill while at school. In addition to our regular health office, our building has a designated isolation room where individuals who may be experiencing Covid-19 symptoms may rest while waiting to be picked up. It is important that students experiencing COVID-19 symptoms be picked up immediately. Please be sure that your contact information is up to date so that we can provide the best care and highest level of safety to our Child Development Center families.



Students or staff who develop symptoms suggestive of COVID-19 or those with a positive response to the questionnaire during the school day will be assessed by the school nurse, with the district nurse available for consultation, as needed.

[Following assessment by the school nurse](#), any students or staff with a temperature of 100.0°F (37.78°C) or higher, signs of illness, and/or a positive response to the screening questionnaire will be directed to a dedicated isolation area, where students will be supervised prior to being picked up or otherwise sent home. Please call your child's teacher when you arrive if you are coming to pick up your child and remain in your vehicle. An adult will escort your child to your car.

[Health Room Guidelines for Teachers](#) - this document will be used to support staff with the processes and procedures for sending students to the nurse.

Masks



Masks are **required** to be worn at all times. If a student or staff forgets their mask or does not have a mask, a disposable mask will be provided.



Students are required to bring their own mask(s) from home. If possible, sending multiple masks with your child is recommended. The most effective masks are made with at least 2 layers of fabric which cover their nose and mouth without large gaps and include ear loops or ties for adjustments. Please note, the **following types of masks are not allowed** as they are less effective in blocking respiratory particles:

- Bandanas and gaiters
- Masks with a breathing valve or “button” vent

If a student forgets their mask or does not have a mask, a disposable mask will be provided as needed. Masks will be available in classrooms. All masks should be changed if they become wet or soiled, dropped on the floor, or otherwise contaminated. Students will be taught and reminded not to touch the front or inside of the mask and to use the side loops to put on and take off the masks. Disposable masks will be thrown in the garbage; reusable masks will be placed in a plastic storage bag and brought home to be washed.

- Students with documented significant medical and/or sensory issues (must be discussed with the building principal and nurse).

All Early Education students are required to wear a mask unless the following:

- Students 2 and under
- Students with documented significant medical and/or sensory issues (must be discussed with the building principal and/or Cynthia Wise, Assistant Director of Early Childhood Special Education)

Hand Washing



All who enter the building must wash their hands or use hand sanitizer. In addition to the bathroom, all learning spaces are equipped with a stand alone hand sanitizers. signage and frequent reminders will be given so that students are encouraged to wash their hands and/or use hand sanitizer frequently.



Playgrounds, Green Spaces and Recreational Areas:



Outdoor spaces will be used as much as possible, weather permitting. Adults will be present to support small groups and their physical distancing during both learning and play.

Students will have assigned recess times to prevent the mixing of classrooms.

Recess:

Outdoor Time/Recess



We believe that students need an outdoor break within their school day, free of academic tasks. To facilitate distancing and prevent the mixing of classrooms, outdoor times for students will be staggered throughout the day.

Masks will be worn at recess. Equipment that can be used individually will still be permitted (e.g. jump ropes, hula hoops, kickballs). Students will be allowed to play on specified playground structures and will be required to wash their hands prior to and after recess.

School Nutrition



All students have the opportunity to receive school meals in a safe and comfortable environment so that they are ready to succeed in academic and social activities. The district will continue the healthy school nutrition program our families rely on to both in school students and virtual learners.

Students will be supervised to wash hands before and after eating all meals. Students will eat breakfast and lunch in their classrooms. Proper sanitation protocols (hand washing or sanitizing prior to consumption; appropriate containers for food waste; physical distancing; not sharing food/drink) will be followed.

Pre-packaged items will be utilized whenever appropriate in the form of Grab and Go. Students bringing their lunch to school should refrain from bringing items that need to be refrigerated or warmed up in a microwave. Refrigerators and microwaves will not be available for student use.

Diaper Changing:



Diaper Changing Stations

Designated areas will be identified for diaper changing stations. Stations will be equipped with disinfectant spray and wipes. Teachers will follow the 3 Step Process recommended by the licensing department for child care providers. After each student, the area will be cleaned and disinfected by wiping down with soapy water first, followed by plain water and finally sprayed with a disinfectant spray.

Bathrooms



All students will wear their masks while using the bathroom, and wash their hands and/or use hand sanitizer after bathroom use.

Signage will be in place to maintain three to six feet of social distancing outside of the bathrooms, and to ensure handwashing and/or sanitizer usage.

Our custodial staff will disinfect often with full sanitization.

Student Belongings:

Student Cubbies

To prevent cross contamination, cubbies will be marked to allow for proper distancing between each student.

Personal Items

On the first day of attendance, students will need to bring with them a clear shoebox size tote. These can be purchased from the Dollar Tree. Extra clothing pull up's, diapers, wipes and any other diaper changing items needed will be kept inside each child's tote.

Diapers and/or pull-up's not able to fit inside of the tote, will be kept in the original packaging, labeled with the child's name and stored.



Shared Materials

Shared materials will be reduced as much as possible; however, there are items that need to be used by multiple students over the course of the semester. These items will be set aside and/or immediately sanitized after student use. Handwashing after shared materials will also be required.

We believe in the value of books as part of our reading programs and a critical component of developing a love of learning in children. Therefore, students will have access to books within the classroom.

Shared classroom materials will also be sanitized after student use. Work or projects that must be collected from students will be quarantined for 24 hours before and after teacher review.

In early childhood, students engage and interact with the natural world as they grow, learn and develop. We know that young children learn best through play. While we will make every effort to socially distance students and provide separate manipulatives when appropriate, some items and spaces may be shared. To ensure student's safety we will classroom distance as often as possible, meaning our classroom as a whole will function distanced from other classrooms. In addition, shared materials within the classroom will be cleaned and disinfected frequently. High touch surfaces such as dramatic play materials, blocks, cots and other items will be disinfected each night and ready for student use the following day.

Sheets, blankets and crib sheets will be kept at school M-F. Items will be sent home at the end of the day Friday to return on Monday. Sheets, blankets and crib sheets should be washed prior to returning to school on Monday.



Technology:



Student Devices

Devices will be kept at school M-F. Students will need to bring their power cords the 1st day back.



Campus Visitors:

The District campus will be closed to all visitors without prior appointment and completion of an online health assurance screener. Parents/guardians visiting campus for any reason other than arrival and dismissal must make an appointment with the classroom teacher. Once approved, visitors will be required to complete a COVID-19 Health Screener.



Building Readiness: Cleaning

All spaces have been cleaned and disinfected, and equipped with disinfecting spray or disinfecting wipes for adult use. Each class room has been equipped with a hand sanitizer floor stand and dispenser. Hand sanitizer dispensers have been mounted throughout the building in hallways, office areas, cafeterias and gyms. Custodial staff will disinfect high-traffic areas as often as possible throughout the day, and all surfaces will be cleaned and disinfected each evening.

HVAC

The HVAC systems have now been calibrated to provide fresh air at volumes that exceed those recommended in response to COVID-19. All Air Handling Units (AHUs) have been inspected and are working properly, all exhaust fans are in working order. District-wide, all air filters have been replaced and will be replaced based on a stringent schedule to assure safety. The HVAC systems operate using filtered outdoor air while the air in the building is replaced every 15 minutes.