



301 North Gay Avenue
Clayton, MO 63105

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claytonschools.net/fc

Dear FC Families,

We are excited to welcome you to the Family Center and share our reopening safety plan with you! We want to provide a safe, nurturing, enjoyable learning environment for your child. We have been working with the District to set our safety plan for months, revising as our nation, county and school district considered new research and updated safety guidelines. The safety of our students and staff is our top priority. Our safety policies were developed based on recommendations from the CDC, St. Louis County Health Department, Missouri Department of Health and Senior Services, and the perspectives of local medical professionals. We will monitor safety procedures constantly and change as necessary to keep our learning environment as safe as possible.

We offer a graduated reopening plan with the following schedule:

October 12-15

Monday, October 12- 4AM, 5AM, 5 Full Day Classroom Orientation Visits

Tuesday- Thursday- usual classroom In-Person schedule for these classes

2AM and 3AM continues Remote Learning schedule

October 16 (Friday)

No School for Students- Full Day Professional Learning for Staff

October 19-23

In-Person Learning for 4AM, 5AM, 5 Full Day Classroom

2AM and 3AM continues Remote Learning schedule

October 26-30

In-Person Learning for 4AM, 5AM, 5 Full Day Classroom

Monday, October 26- 3AM Orientation Visits

Tuesday, October 27- 2AM Orientation Visits

Wednesday- Friday- usual In-Person schedule for 2AM and 3AM classes

Please review the following policies and safety procedures. Thank you for your partnership and understanding as we begin in-person learning. I look forward to seeing you soon!

Sincerely,

Debbie Reilly
Director

Daily Health Assessments Required

All staff take an online screener health assessment when reporting to work. Families are asked to monitor their child's health closely for symptoms of COVID-19. Parents/guardians will read and sign the **Parent/Guardian Acknowledgement of Health and Safety Guidelines 2020-2021** and return to teachers at their Orientation Visit Day or on the first day of school. Parents/guardians will then receive a laminated **Daily Wellness Check** (list of COVID-19 symptoms) to review daily to determine if their child should attend school or stay home.

Anyone with a fever of 100.4° or higher should not attend school. Families should conduct a self-assessment for symptoms including:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Sore throat
- Headache
- New congestion/runny nose
- Nausea, vomiting or diarrhea

If these symptoms occur, do not attend school and call your child's school to report the symptoms your child is experiencing. Students who are sick or display symptoms of COVID-19 must stay home to prevent the spread of illness. We recommend that all families have an alternate childcare plan.

- Important: Students who have had known close contact (within six feet for at least 15 minutes with or without a mask) with a person who is confirmed to have a case of COVID-19 or who have been advised by the health department to quarantine are not allowed to come to school.

Sick Students

Students who are feeling sick will be sent home. Those with symptoms of COVID-19 will be cared for in a health isolation area separated from other students/staff, using health department protocols. An emergency contact will be called to pick them up immediately. Nurses will have protective gear to use when working with students.

Protective Supplies

All staff members will wear face masks indoors and outdoors.

Please send your child (3-5 years) with two masks each day. A limited supply of child-sized disposable masks are available if needed.

If your child is younger than 3 years and wearing a mask, please talk with your child's teacher so we can support this.

Drinking fountains are closed; however, water bottle fillers are open if needed. Please send your child with a filled labeled water bottle each day.

We will not be able to have family-style snacks. Please send a peanut and tree nut free snack for your child. Carefully read important snack guidelines later in this memo.

Handwashing

We will take extra care for frequent handwashing times during the school day, including when entering and leaving classrooms, before and after lunch, before and after outdoor playground time, when moving to different play areas of the classroom and after any activity outside of the classroom.

Hand sanitizing stations have been added throughout all buildings. In locations where access to soap and water is limited, alcohol-based hand sanitizer will be available. A limited number of students will be allowed in the bathroom at the same time.

Communication

A new school year in the midst of a pandemic brings challenges, opportunities and last-minute changes, requiring patience and flexibility. As changes arise, Clayton will communicate using its automated system for phone calls, emails and texts. Please make sure your contact information is up to date at the Family Center, as well as your emergency contacts, and watch for updates to ensure you stay informed.

Cleaning, Sanitizing and Disinfecting Procedures

Clayton schools will follow cleaning procedures recommended by the CDC, using EPA-registered disinfectants. Electrostatic sprayers are used to spread disinfectant on surfaces and in hard-to-reach spaces. Frequently touched surfaces are being cleaned more often. Playgrounds will also undergo regular cleaning and cleaning between classroom use. Our Facility Services Department uses a broad spectrum disinfectant that is known to be virucidal and effective in killing most viruses. The District recently switched cleaners and began using EcoLab Peroxide Multi-Surface Cleaner and Disinfectant (EPA List N registration No. 1677-238). This product is included in the [American Chemistry Council's Center for Biocide Chemistries](#) list of cleaners for use against emerging enveloped viral pathogens like COVID-19 and on the EPA's list of [Registered Antimicrobial Products for Use Against Novel Coronavirus](#).

Frequently touched items will be cleaned regularly. Our custodial staff clean desks, tables, doorknobs, handrails and bottle filling stations, every night and as needed during the day. In the restrooms, flat surfaces, faucet handles and flush valves are also cleaned nightly and as needed during the day. Teachers will clean classroom toys and materials used during the day and assure that they are sprayed with disinfectant.

Indoor Air Quality

The HVAC systems in each of the District's schools are designed to maximize outdoor air intake (fresh air) in each building while also managing temperature and humidity as too much of either one can promote the growth of mold and mildew and make the building and its occupants uncomfortable.

In addition to the filtering systems already in place, the District is in the process of installing Needlepoint Bipolar Ionization systems at each school which will further enhance air purification in each building. In addition to significantly reducing the spread of viruses like the flu or common cold, testing has shown this system reduces the airborne amounts of SARS-CoV-2 by more than 99 percent.

Needlepoint bipolar ionization systems integrate into HVAC or chiller systems by utilizing specialized tubes that take oxygen molecules from the air and convert them into charged atoms that are sent back out to cluster around microparticles by surrounding and deactivating harmful substances like airborne mold, bacteria, allergens, and viruses. The charged atoms also attach to expelled breath droplets and dust particles that can transport viruses, enlarging them so they are more easily caught in filters. This process actually increases the efficiency of the air filter. It is an active process that provides continuous disinfection. Basically, the system is constantly cleaning the air because it is constantly sending ions into the building to neutralize harmful substances in the air.

Needlepoint bipolar ionization should not be confused with corona discharge ionization. Needlepoint modules, which is what the District is installing, do not create harmful levels of ozone or off-gassing. In fact, they actually reduce off-gassing which occurs when new, manufactured items in our homes release volatile organic compounds (VOCs) and other chemicals. Needlepoint bipolar ionization technology produces a stream of ions that can capture gaseous and particulate contaminants in the air, including volatile organic compounds (VOCs) from off-gassing and other odors. Further, needlepoint modules are tested in accordance with UL 867, which limits ozone to 0.05 parts per million by volume.

Visitor Limits

Visitors, including parents/ guardians, will not be allowed to enter Clayton schools. Those who must enter the Family Center will be screened and given limited access. Payments and returned forms may be left in the Gay Ave. front door mailbox. The mailbox is cleared at 4:00 each afternoon.

If you need in-person assistance, please ring the doorbell at the front door of Gay Ave. and a member of our office staff will meet you. Please call 314-854-6900 to access Family Center teachers at CHS.

Signage

Signage has been placed throughout the buildings to remind individuals of hand hygiene, proper

hand washing, symptoms of COVID-19 and the importance of staying home when sick. Other signs will serve as physical distancing reminders. Please note the colored dot marks and signage for social distancing at arrival and dismissal.

Social Distancing

Classroom furniture, including chairs, tables, etc., will be set up to maximize physical distancing to the extent possible in the classroom. Strategies such as spacing seating further apart, in the same direction and/or using clear partitions to divide tables are being implemented.

Family Center class sizes have been reduced. Outdoors at Gay Ave., two classes only, limited to ten children each, wearing masks, will share each outdoor space: the large upper playground, the lower playground track and outdoor classroom space, or the large Nature Trail space. Indoors, some classrooms share a bathroom and we will stagger class use as much as possible. On inclement weather days, we will rotate single classroom use of the indoor Big Room and the Multi-purpose Room play spaces at Gay Ave. The classroom at CHS will use a designated gym at the Center of Clayton.

Social Emotional Learning

For many children, the first days of school are exciting, but some children may need time to warm up, especially during this time. We will work closely with you and your child on this transition from home to school. Please know that we provide a warm, nurturing, play-filled environment for learning and have many years of experience supporting young children in their growth and development.

We offer resources for parents and guardians to grow, too. Families may access parenting resources such as the Parents as Teachers (PAT) program, parent coaching and parent workshops for support. Call 314-854-6900 to learn more or enroll in these programs.

- **Parenting Workshops:** We offer workshops for parents of children 0-18 years of age, on a range of topics from toddler tantrums to the tricky teen years. We read and discuss topics of interest, frequently based on books from our extensive parenting library. Classes are currently virtual.
- **Parent Coaching:** We offer short-term parent coaching for families who could use a neutral, compassionate ear and some fresh parenting strategies. This program is currently virtual.

The Parents as Teachers program, for expectant parents and parents of young children who have not yet begun kindergarten, is designed to increase parent knowledge of child development, provide early detection of developmental delays and increase children's school readiness and success. All residents of the School District of Clayton as well as non-resident families enrolled in our preschool may participate in this school district and state supported program. There is no fee for participation. As a PAT participant, you'll receive the following services:

- **Personal Visits:** One of our skilled PAT parent educators will meet with you and

your child several times per year to share research-based child development information, address your concerns, and prepare you for your child's upcoming developmental milestones. For the foreseeable future, visits are virtual or, as possible, in-person outdoors.

- **Group Connections:** You'll share parenting experiences, learn about parenting issues of concern, and have new and engaging learning experiences with your child. Due to Covid-19 changes, parent educators will plan virtual events as possible this school year.
- **Annual Child Developmental Screening:** Educators provide developmental screening for children age 2 months to kindergarten entry to assess conceptual, motor, and language development as well as vision, hearing, and health. Currently, all screenings are virtual.
- **Resource Network:** Information is provided about activities and special services available in our community.

For more information about PAT, browse our Family Center website, email lindavillaire@claytonschools.net, or call 314-854-6910.

Arrival and Dismissal

Parents/guardians will review the **Daily Wellness Check** (list of COVID-19 symptoms) each morning to determine if their child should attend school or stay home. We ask for patience and grace as we implement these new arrival and dismissal procedures. Things will be messy at first! Allow plenty of time for arrival this year!

Our parking areas are very busy, especially at arrival and departure times. Please use extra caution. It is difficult to see children, especially when cars are backing up in the parking lot. ***Hold your child's hand as you walk in the parking lot.***

It is NEVER safe to leave children unattended in the car, even if they are secured in a car seat.

Please do not bring pets to the school or on our playgrounds.

Each classroom will have a separate entrance door to the school. Classroom teachers will notify parents/guardians of their arrival door. The children and their grown up (parent, guardian, grandparent, caregiver, etc. wearing a mask) will wait in their car or on the social distancing colored dots until it is safe to sign their child in with the teacher; remember social distancing. Teachers will need to record who is picking up your child, how that person may be reached and if applicable, your child's lunch (bringing or buying), and afterschool plan (Kid Zone?) for the day.

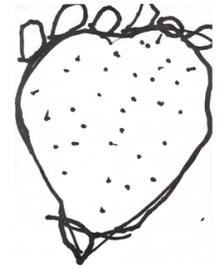
Please say a quick, cheerful goodbye to your child as they move to the classroom or playground with a teacher.

If you arrive at school late, please come to the front, upper level door at Gay Ave. The office staff will assist you and your child. If you arrive late to CHS, please call the Family Center office at 314-854-6900 and staff will contact a CHS classroom teacher to meet you at the door.

For dismissal, teachers and children will meet grown-ups at the classroom arrival door or dismiss children from the playground.

Snack and Lunch Time

For snack time, each family provides a healthy snack for their own child. Although serving sizes vary, a general rule of thumb is to think of a portion equal to the size of your child's hand.



Please label the container with your child's name. Write "snack" on the container if your child is also staying for lunch. Try to use containers your child can open. We'll coach older children to open their own containers as possible.

Snack is offered mid-morning. We will all wash hands before and after snack time. Children will eat together, with social distancing and table partitions in place. Children will remove their masks and store them in a bag the school will provide.

Both snack time and lunch time will be in the classroom or sometimes, outside in good weather. All snack safety procedures will also be followed during lunch times, including the peanut and tree nut restricted allergy safety policy below. Families with children in classrooms that include lunch time will receive separate information about lunch purchase. Note that Chartwells, our caterer, also follows the District allergy policy.

Family Center Allergy Restrictions- Peanut and Tree Nut

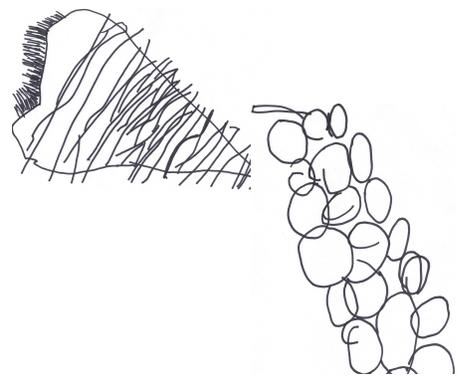
We are a PEANUT and TREE NUT RESTRICTED building. When choosing a peanut/tree nut free snack, it is important to always check the package. It is NOT safe to bring items with these warnings into the Family Center:

"May Contain Peanut or Tree Nuts"
"Processed on shared equipment with Peanuts or Tree Nuts"
"Manufactured in a plant with Peanuts or Tree Nuts"
"Contains Peanut or Tree Nut Ingredients"

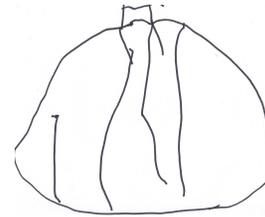
No popcorn in classrooms with children under three years of age as it can be a choking hazard.

Below is a list of usual peanut and tree nut safe snack ideas. There are other safe items available in stores. **It is essential that you read labels each time before buying, as ingredients change.**

Fresh fruit (most dried fruits have peanut warnings-check labels)
Vegetables (if precut, check labels)
Applesauce
Yogurt/Go-gurts
String cheese (Sargento)
Kraft cheese cubes or sliced cheese
Pretzels (Rold Gold)
Raisins (not yogurt or chocolate covered)



Nutri-Grain Bars (Kelloggs)
Cheerios (General Mills)
Kix (General Mills)
Life Cereal (Quaker)
Pita bread or chips (check labels)
Goldfish
Cheez-its
Jello Gelatin
Sun Chips
Hummus (check labels)
Soy-nut Butter
Biscoff Spread
Marzetti's Dips (Veggie Ranch, Caramel, Chocolate)
Marzetti's Buttermilk Ranch salad dressing
Hidden Valley Ranch salad dressing
Annie's Organic:



Cheddar Bunny Crackers, Traditional Snack Mix, Whole Wheat Bunny Crackers, Sour Cream and Onion Bunnies, Bunny Grahams, Fruits Snacks

Nabisco: Cheese Nips, Teddy Grahams, Nilla Wafers, Barnum Animal Crackers, Honey Maid Graham Crackers, Triscuits (plain), Premium Saltines, Ritz Crackers (not Ritz Bitz), Ritz Chips, Wheat Thins

Keebler: Vanilla Wafer (golden, mini), Elf Grahams (honey, cinnamon), Scooby Doo Graham Crackers, Wheatables (original, honey wheat), Toasted (Wheat, Butter Crisp), Town House, Club Crackers

We will have graham crackers on hand if your child forgets to bring a snack.

Rest Time (full day classes only)

Rest time is an important part of a young child's day. It gives the children a chance to physically rest and emotionally unwind. Approximately one hour each afternoon provides the children with a time to calm their bodies and recharge for the rest of the day's learning. Children's rest mats will be placed using social distance guidelines.



While not all children are expected to sleep, teachers do ask that children stay on their rest mats and maintain a calm and quiet disposition. Children may bring a small blanket, pillow and one small lovie from home to use during this time. Teachers provide a small bag to store these items at school.

The bag will be sent home with parents each week for laundering. Please return with your child on the next school day.

Orientation Visit Day

For the safety of all, this visit is limited to the student and one grown-up. Adults will wear masks and children, as age appropriate, will wear masks.

Please bring:

- Your excitement about your child attending the Family Center!

- The completed **Parent/Guardian Acknowledgement of Health and Safety Guidelines 2020-2021** (Teachers will have copies for you to sign!)
- A box of tissues and a roll of paper towels.
- Rest materials, if applicable (Full day teachers will share more information about rest time.)
- A labeled change of clothes and diapers (as needed) to leave in your child's cubby
- A labeled bike helmet (for children in 4AM, 5AM and 5 full day classes) to leave at school
- Any questions you may have

The First Day of School

What an exciting day! We are all learning and there will be some Oops! moments.

Please bring:

- Two masks for your child, if age appropriate
- A filled water bottle
- Your child's snack and lunch, if applicable, packaged in labeled, easy-open containers
- Anything you did not bring to the Orientation Visit Day (Please check list above!)
- Your patience and grace for all of us!