Flance for Now, Not Flance Forever Plan

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From the Executive Director

Thank you for entrusting The Flance Early Learning Center with your little ones! Our mission to provide excellence by educating and nurturing young children, supporting families and strengthening community has never been more important. Beyond nurturing and educating, Flance is committed to the health and safety of our community which certainly includes your children, your family and the Flance Family (staff). The good news is that Flance is extremely well-positioned to safely provide for your children thanks to excellent resources such as our fabulous new building, generous outdoor space and a committed Board of Directors that have provided invaluable input. And, much of the hygiene and cleanliness is already practiced by childcare professionals and our staff are vigilant in maintaining our previous standards of excellence as well as adhering to this new normal. “Slow and safe” has been our guiding principles as we work to normalize childcare and education for families during this pandemic. Flance “Covid-care” practices were made in consultation with a variety of health providers, childcare and education experts and the entire Flance team. We work daily to safely care for your children and our staff.

As the 2020-2021 school year progresses, we continue to work to safely and incrementally add children and families. The specifics of Flance’s phased approach can be found on the next page. Please understand, our ability to reintroduce all children, provide extended care hours and the timelines mentioned are fluid as we adjust to new staffing requirements and continue to monitor on-going local and regional health concerns and COVID-19-related health information. This guide is an overview of the changes we are taking to support families and strengthen community. This is the third version of our “Flance for Now, Not Flance Forever” plan. Flance will continue to adjust this guide, as additional information becomes available, to ensure up-to-date information is shared and to ensure quality care continues.

Flance thanks Kids Win Missouri [kidswinmissouri.org], a statewide coalition of child advocates, for their guidance in making the decision to re-open. This group consolidated information from state and local health departments, state licensing departments, Caring for Our Children standards, the Centers for Disease Control (CDC) and the American Academy of Pediatrics. After careful review of their "Preparedness and Planning for Child Care Programs," released May 12th, and continued review of current information, Flance developed this plan. This “Flance Now, Not Flance Forever” plan is largely based on their program operations guide and recommendations and is formatted similarly. Though they state, “No one strategy is going to support the public health needs of the workforce, children and families”, this is Flance’s plan for providing safe and much-needed early children education options for children and families.

Thank you for trusting us!

Tami Timmer, Executive Director
Flance Phases of Reopening

Phase 1 – Started June 1st, when Flance re-opened with a limited number of children with program hours 9am-3pm. For families, the earliest drop off was 8:15am and the latest pick up at 3:30pm with Flance having limited operational hours of 8:00 am to 4:00 pm. Children selected were based on family input from the “Flance Reopening Survey” which was shared with families in early May. During Phase 1, only Flance staff and enrolled children were allowed entry into the building.

Phase 2 – Starting in July, Phase 2 began and consisted of incremental increases of children to Flance on a weekly or biweekly schedule. Additional children are added based on current availability of classrooms slots and educators. Appropriate staffing is our main concern for adding children safely. Flance has expanded to an 8am earliest drop off and 4:30 latest pick up. For Head Start / Early Head Start families, children can be dropped off at 8:30 and should be pick up BY 3pm unless extended care options have been arranged. Only Flance staff and enrolled children are allowed in the building. We have re-initiated a couple activities with masked staff/volunteers outside of the building, weather permitting, such as with our garden, nutrition and reading programs. Indoors Flance strives to maintain the same educators in the same classrooms as much as possible.

CURRENT Phase 3 – Phase 3 reintroduces external supportive services (i.e. – Therapists, Foster Grandparents, Art Instructor, etc.) and expand service hours although it is currently unknown whether that are a complete return to standard hours (7am-6pm). Safety efforts will continue to protect all children, families, and staff. As of October, our hours are 7:30-4:30 and limited therapy has been introduced.

Phase 4 – Flance will consider Phase 4 as “back to normal” meaning all children, all programs and all services are in place under regular hours (7am-6pm). Safety efforts will continue to protect all children, families and staff.

Living our Mission by Supporting Your Child

We recognize that all children have been impacted by the new rules and new norms COVID-19 has forced upon everyone. Our staff encourages social engagement while recognizing the physical distancing, challenges, uncertainties, and never-ending change the virus has brought to all our lives. New and returning families noticed some changes at Flance such as daily health screenings, masked staff and reduced class sizes. The one thing that won’t change is the individualized love and support for your children!

If you’ve recently chosen to enroll your child, we recognize that separation from family can be different for each child. Fortunately, class sizes are small and staffing has increased to best support the individual needs of each child. You can help by introducing your child/ren to adults wearing masks, contactless thermometer play and encouraging them to physically distance from others (as appropriate) while encouraging play and smiles and fun.
Educators

It has been such a joy to see the smiles and giggles as children re-connect with classmates and teachers. Now that we’re offering on-site care, we’ve discontinued zoom rooms yet should a classroom experience a COVID exposure we may reinitiate zoom rooms as needed. In the event of an exposure or closure, Flance will maintain contact with each family to determine your needs. We want to respond as quickly as possible to each family and your child’s teacher or zoom room lead is the best way to do that. Let us know your questions and concerns via flance@flancecenter.org or call Flance at 314-881-0881. On-site staff can best be reached via classroom phone as we no longer allow cell phones in classrooms. Just call Flance and we’ll put you through to the appropriate classroom.

All staff have had extensive training for new hygiene and cleanliness procedures. Flance educators are also motivated to best support each child on their first day. To that effect, please forward family photos and share information about your child’s interests and activities prior to your child’s first day. This will help teachers individualize care on those first critical days away from you.

Administration

To encourage safety, Flance is committed to limiting the number of people in the building each and every day. We are currently in a modified version of Stage 3, generally allow children and staff enter the building though have increased hours and have limited support services available. Family questions, issues or concerns can be addressed immediately at drop off, pick up or via phone. Flance website: www.flancecenter.org has updated information, contact your child’s teacher or call Flance at 314-881-0881. Teaching and administrative staff continue to be available to you daily. Our mission states our intent to “support families” so let us know what we can do for you, your family and your child/ren.
What is Different

Overview

While the need to provide a quality and a safe place for children will never change, the way that services are provided, as well as interactions between staff, children, and their families are different. Some of the changes include:

- Drop off and pick up occur at entry with daily health screenings/temperature checks
- Smaller group sizes and static groups
- Physical distancing strategies with social engagement efforts
- Staff use of personal protective equipment (PPE)
- Vigilant hygiene and cleaning efforts
- Defined space for ill children or staff
- Classroom modification to encourage limited interactions with individual learning boxes

Procedures on hold

The following classroom procedures must be put on hold:

- Tooth brushing
- Toys from home – one toy/lovie (washable) can be brought on Day 1 yet must stay at Flance.
- Shared classroom resources like sensory tables have been discontinued
- Parents / guardians will not have access beyond the foyer.
- Children will remain in classrooms or outside with very limited time elsewhere in the building.

General Preparedness and Planning--Preventing the Spread of COVID-19

Flance conducts rigorous cleaning and sanitization processes daily including the addition of a specific “cleaning porter” to assist staff. All staff receive on-going training in the proper cleaning and disinfecting process and our classrooms and communal spaces reflect necessary changes in the environment to mitigate the spread of the virus. We ask that all families review proper personal hygiene techniques with their children daily.

Hand Hygiene and Cleaning Procedures

Hand Hygiene

Constant and consistent handwashing is critical in disease prevention. Per CDC recommendations, everyone at Flance (including children) will engage in vigilant hand hygiene including (not an exhaustive list):
• Arrival to the facility and classroom entry  
• Before and after preparing food or drinks  
• Before and after eating or handling food, or feeding children  
• Before and after administering medication or medical ointment  
• Before and after diapering  
• After using the toilet or helping a child use the bathroom  
• After coming in contact with bodily fluid  
• After playing outdoors  
• After handling garbage

The 20 second rule for hand washing with soap and water is firmly in place. Luckily, most Flance bathrooms are already equipped with touchless faucets and paper towels dispensers. Hand sanitizer with 60% alcohol is available throughout the building where soap and water are not readily available yet stored away from children. Staff will assist children with handwashing, including infants who cannot wash hands alone. After assisting children with handwashing, staff will also wash their hands.

Cleaning Procedures
- Cleaning and disinfecting frequently touched surfaces is conducted repeatedly throughout the day (i.e. – bathrooms, door handles, light switches, chairs, etc.)
- Toys are sanitized throughout the day after use
- Cloth toys and hard to clean toys have been removed from the classroom
- Playground equipment is sanitized at the beginning of the day and between usage.
- Nightly deep cleaning and disinfecting occurs daily

Personal Protective Equipment

Masks and PPE for Staff/Adults:

• We understand the challenges of wearing face coverings while serving young children. Yet, per CDC recommendations a cloth face covering prevents the spread of the virus from the user to another person so all Flance staff wear masks in the building.
• Staff are provided a clean face mask daily. Masks are changed and sanitized daily to ensure clean masks are worn.
• Disposable face masks are on hand in the event they are needed.
• At entry, screening staff conduct daily health screenings. Parents are requested to wear a mask PRIOR to entering the foyer for pick up/drop off.
• Staff will wear gloves during cleaning, diapering and preparing and serving of food. Hand washing or use of an alcohol-based hand sanitizer after these procedures is required, whether or not gloves are used.
• Any adults entering the building (licensing, cleaning, maintenance, etc) receive health screenings and are required to wear a mask.
Masks for Children:

- Guidelines for masking children vary between local recommendations (children 9 and over) to CDC (children over two). **Flance has determined that young children generally cannot reliably wear a mask for an extended period of time.** They may spend more time touching their face and handling the mask so **Flance will not require children to wear masks.**
- If a parent would like for a child over two years old to wear a mask, please inform Enrollment Coordinator Latrice Dinkins or your child’s teachers. Masks are not recommended for children 2 and under because of the danger of suffocation.

Wearing cloth masks does not replace the need to continue frequent hand washing, avoiding touching the face, and practicing physical distancing, which are our best tools to help prevent the spread of illness.

**Personal Protection with Infants/Toddlers**

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. When washing, feeding, or holding very young children:

- Infant staff wear smocks and wear long hair up off the collar in a ponytail or other updo.
- Toddler staff will wear a smock during diaper changing and wear long hair up off the collar in a ponytail or other updo.
- Infant/Toddler staff wash their hands, neck, and anywhere touched by a child’s secretions.
- Infant/Toddler staff change the child’s clothes if secretions are on the child’s clothes. Staff will change their smock if there are secretions on it and wash their hands again.
- Contaminated clothes are washed in a washing machine. Infants are asked to have FOUR changes of clothes and toddlers/preschoolers should have TWO changes of clothes on hand at Flance that will remain at Flance.

**Health Screenings before enrollment**

- All staff and families will complete an initial health screening form to verify recent travel, close contact with anyone confirmed or suspected to have COVID-19 whether in their household prior to enrollment.

**Screening and Exclusion Procedures**

- Upon entry into Flance, all staff, children and parents/guardians receive a daily health screening including: touchless temperature verification and verification of health questions such as cough, difficulty in breathing/shortness of breath and self-reporting of muscle aches, chills, sore throat or any new loss of taste or smell. Children are also be checked for flushed cheeks and rash. On Monday’s we verify if you/your child travelled over the weekend.
● Exclusion: Persons who have a fever of 100.4°F or above or other signs of illness (cough, breathing difficulty, runny nose, rash, fatigue) will not be admitted to the facility. Parents should be on the alert for signs of illness in their children and keep them home when they are sick. Please call Flance at 314-881-0881 if you are keeping your child home.

● Individuals with a history of COVID-19 exposure, including travel within the last 14 days in a state or country identified as a hotspot for COVID-19, and those showing signs of illness will not be admitted.
  ○ Children who are sick, with the typical reasons kids get sick (vomiting, rash, diarrhea, pink eye etc.) should be excluded in accordance with licensing policies.
  ○ Individuals should be fever free for a minimum of 24 hours, without the use of fever-reducing medications (Tylenol®, Advil®, etc.) before returning.
  ○ Current information about when individuals who have been exposed to COVID-19 or individuals with symptoms consistent with COVID-19 should stay home is available on the COVID-19 Resource Center.

Sick children, family/household members or staff

● Sick children and staff are asked to PLEASE STAY HOME! If children are sick (fever, cough, difficulty breathing - including wheezing, runny nose, fatigue, rash or otherwise unwell), please stay home! Seek appropriate medical attention, stay home, notify Flance of the absence as soon as possible and return when symptoms have resolved.

● If your child is exposed to anyone with COVID-19, contracts COVID-19 or is suspecting of having COVID-19 PLEASE STAY HOME! It is your obligation to self-report any such contacts by notifying Flance to determine attendance or re-enrollment options.

● If children or staff become sick during the day:
  ○ Staff will continually monitor the health of children throughout the day. If a child shows any symptoms (cough, runny nose, fever, fatigue, rash, changes in behavior), the parent or guardian are notified, and the child are escorted with a staff member to the designated isolated sick room (formerly the lactation room).
  ○ Parents/guardians are asked to pick up their sick child within one hour of being notified of their child being sick.
  ○ A staff member from the classroom will stay with the child until a parent/guardian arrives to pick up the child.
  ○ If a staff member becomes sick while at work, they will leave Flance immediately and be sent for a COVID-19 test at Affinia or a place of their choosing.
  ○ The isolation room and any exposed classroom are cleaned and disinfected after use. Flance will follow CDC guidance on how to disinfect the building or facility if someone is sick. We are continuing our contract with a cleaning crew that has the proper disinfectants to properly clean our building.
  ○ Families at the center are notified when any child or staff is sent home sick or if reported cases of COVID-19 exposure/verification are reported.
If COVID-19 is confirmed in a child or staff member, we will:

- Notify local and county health officials.
- Notify all individuals who have come in contact with or in close proximity to the confirmed individual.
- Provide general notice to all families and staff of Flance.
- Close off areas used by the person who is sick.
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before cleaning and disinfecting to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection.

When can a person with COVID-19, tested or exposed to COVID-19 return to the program?

- **CONFIRMED**: A person with confirmed COVID-19 should be quarantined for a minimum of 10 days after the positive test is confirmed.

- **PENDING TEST**: If any COVID-19 test results are pending, the person is excluded from returning until results are known.

- **EXPOSED**: While it depends on the level of exposure, if anyone has been directly exposed (within 6 feet for more than 10-15 minutes) to a person that tests positive or later tests positive, please follow CDC guidelines. Currently these require 14 days isolation for anyone directly exposed.

When can a person with any symptoms return?

- **Individuals should be fever free a minimum of 24 hours**, without the use of fever-reducing medications (Tylenol® or Advil®) before returning.

- Children with significant symptoms such as a fever and a cough, should probably be tested for COVID-19. Call your pediatrician or contact Affinia (a block away from Flance) to schedule an appointment for testing. Children may return to the center after they have been fever free for a minimum of 24 hours, receive clearance from a physician or a negative COVID-19 test. We will work with you and the Health Department to determine return options. As stated above, we also understand that children get sick, with the typical reasons kids get sick (vomiting, rash, diarrhea, pink eye etc.). Children are excluded in accordance with licensing policies until symptoms are resolved.

- Any staff running a fever of 100.4 or more will not return to work until they have been fever free for 24 hours, have received clearance from a physician or have a negative COVID-19 test (depending on other symptoms).
**Monitoring and Planning for Absenteeism Among Our Staff**

- Flance staff dedication is witnessed daily - teaching staff are our HEROES! We thank everyone that supports our heroes!
- Flance staffs each classroom with additional teachers to allow for absenteeism in hopes of minimizing the number of staff exposed to children and children exposed to staff.
- Flance has reduced the number of classrooms open and the hours that the center is open to accommodate the increased staffing requirements per classroom and smaller number of staff available.
- As expansion occurs, staffing in a single classroom may change as more children are re-introduced though we strive to minimize “mixing”.

**Current Plan**

**Physical Distancing and Social Engagement Strategies**

Flance understands that physical distancing while continuing to socially engage is complicated and difficult to maintain in an early childhood care setting. Here are some ways that we work to mitigate the risks:

- Drop off and pick up occur in the foyer between the exterior door and the community room. **Any adult entering the foyer must be masked.** Generally, only Flance staff and enrolled children are allowed in the building.
- Classroom groups remain static each week meaning the same children in the same classroom with the same teachers. Teachers do not “float” between classrooms. Phase 3 has expanded to a maximum of 15 preschoolers, 8 infants and 8 toddlers per classroom.
- As children get older and require a transition to the next level, these transitions will take place.
- Classrooms are overstaffed with 2-3 teachers per room to provide the necessary breaks for teachers during the day and the necessary sanitization.
- Education and play are more individualized and with smaller groups. Social engagement is encouraged yet even outdoor play is limited to a single classroom per outdoor space and physical distanced activities.
- No group gatherings are conducted outdoor or indoor communal spaces.
- Staff all enter and exit through the same place, receive health screenings and do not enter classrooms except for teaching staff assigned to the room.
- At nap time, children’s naptime cots or cribs are spaced out at least six feet. Children are placed head to toe in order to further reduce the potential for viral spread.
Physical Distancing with Social Engagement Strategies

Changes to the physical space of classrooms has been necessary to allow for physical distancing and social engagement as well as for ease of cleaning and disinfecting.

- Less furniture in each room to allow children to spread out.
- Fewer toys
  - Toys are used in a rotation manner so they can be disinfected between uses
  - Fabric toys are removed from classrooms
- Area rugs have been removed from the building and from classrooms.
- Furniture has been removed from the lobby.
- Group learning still occurs, yet children are separated as much as feasible.
- Individual cubbies and learning boxes are provided for each child. Even as classrooms and teaching activities change, the physical space in each classroom will include child-focused family boards/pictures. Child artwork remains on the walls so children may see themselves reflected.

Parent/Guardian Drop-Off and Pick-Up

- A hand hygiene station is set up at the entrance of the facility, so children and adults can clean their hands before they enter with hand sanitizer (for children over two years old while supervised by an adult).
- **All adults are required to wear a mask before entering the foyer.**
- Children are dropped off in the entry directly from the parent/guardian, only 2 people are allowed to drop off/pick up. If possible, people 65+ such as grandparents or those with serious underlying medical conditions should not drop off/pick up children, because they are more at risk for severe illness from COVID-19.
- A health screener uses a contactless thermometer to check the temperature of the child and parent/guardian before allowing the child to be dropped off. The temperature must be under 100.4°F. The staff member will ask the parent or guardian about their health and the child’s health daily.
- Parents/guardians sign children in and out electronically via KinderConnect app.
- Assigned classroom staff walk or carry the child to the assigned class.
- Ideally, the same parent/guardian or one of two designated people should drop off and pick up the child every day.
- For pick-up, please call Flance 314-881-0881 and we will escort the child to you. Please sign out on KinderConnect.
- New families are encouraged to conduct “thermometer play” with age appropriate children prior to dropping them off for the first time.
Limited Entry into Flance

- Nonessential visitors or volunteers are still not allowed entry to Flance. Only children and teachers assigned to the room are allowed in each classroom. Administrative staff are in the building but do not enter classrooms.
- Outside therapists are slowly being reintroduced to the center during Phase 3. We also have allowed masked volunteers outside of the building to assist with garden and reading. Flance also is happy to assist in setting up virtual sessions with therapists as needed. Please contact Program Director for assistance.

Health Screening and Exclusion Procedures Upon Arrival

- Upon entry into Flance, all staff, children and parents/guardians receive a daily health screening including: touchless temperature verification, monitoring for cough, difficulty in breathing/shortness of breath and self-reporting of muscle aches, chills, sore throat or any new loss of taste or smell. Children are also be checked for flushed cheeks and rash.
- Exclusion (SEE PAGES 6-9): Persons who have a fever of 100.4°F or above or other signs of illness (cough, breathing difficulty, runny nose, rash, fatigue) will not be admitted to the facility. Parents should be on the alert for signs of illness in their children and keep them home when they are sick. Please call Flance at 314-881-0881 if you are keeping your child home.
- Individuals with a history of COVID-19 exposure, including travel within the last 14 days in a state or country identified as a hotspot for COVID-19, and those showing signs of illness will not be admitted.
  - Children who are sick, with the typical reasons kids get sick (vomiting, rash, diarrhea, pink eye etc.) should be excluded in accordance with licensing policies.
  - **Individuals should be fever free for a minimum of 24 hours**, without the use of fever-reducing medications (Tylenol®, Advil®, etc.) before returning.
  - Current information about when individuals who have been exposed to COVID-19 or individuals with symptoms consistent with COVID-19 should stay home is available on the [COVID-19 Resource Center](#).

Modified Ratios to Ensure Safety

- Currently in Phase 3, we have expanded to a maximum of 12-15 preschoolers, 8 infants or 8 toddlers per classroom.
- Children are kept **six** feet apart during nap time (cots & cribs are oriented head to foot) and physical distancing are encouraged as will social engagement.
- Hand hygiene, respiratory etiquette, cleaning and disinfecting surfaces occur as often as possible due to the additional staff and support for each classroom.
Classroom Cleaning and Disinfecting Efforts

Toys that can be put in the mouth are cleaned and sanitized. Other hard surfaces, including diaper changing stations, door knobs, light switches and floors are disinfected continuously throughout the day by teachers and a designated cleaning person.

Here are the procedures that Flance has in place for intensified cleaning and disinfecting:

- Designated staff member assist with daily cleaning and disinfecting duties, along with laundering services. Additional staff are engaged to perform necessary cleaning and disinfecting procedures throughout the day.
- All toys that cannot be cleaned and sanitized (cloth toys or others too large) have been removed from classrooms.
- Each classroom has a dirty and clean toy bin outside of the classroom door. When a toy has been used by a child (for infants and toddlers, if the toy has been placed in the child’s mouth, etc), the toy is immediately placed in the dirty toy bin outside of the classroom door. The administrative staff and designated staff routinely clean and sanitize the toys then return them to the classroom for a new rotation of use.
- Classrooms are purposefully overstaffed to allow one teacher to concentrate on cleaning, sanitizing, and disinfecting throughout the day following the three-step cleaning process (wash with soap water, rinse, sanitize with bleach water).
- All cleaning materials are kept secure and out of reach of children. Cleaning products will not be used near children, and staff will ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- Cot sheets, crib sheets, lovies and blankets are laundered daily. All soft blankets and lovies must remain at the center and be machine washable as they are washed daily.
- Cots are labeled for each child and sanitized after each use.
- Classrooms will have their own set of “outdoor” toys. Those toys will remain with that set of children and brought in and out on the playground.
- The playground equipment is sanitized between groups of children using the playground.
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Drinking fountains have been covered and are not in use.

Food Preparation and Meal Service

- Breakfast, lunch and snacks are still provided, in-house by our chef.
- Formula are provided; baby foods and purees continue to be made during this time.
- Parents/guardians supplying purees or breast milk for their children must supply that in a closed, marked container with the child’s name clearly labeled.
- All meals are plated and served to children by one teacher, with gloves. so children are not touching serving utensils.
- Staff will continue to eat with children at tables for social engagement though there is increased space in between each child.
Disposable cups, plates and utensils are used. Flance will follow all other applicable federal, state, and local regulations and guidance related to safe preparation of food.

Outside Play

Spending time outside is an important time of the day for play and for health. Fortunately, Flance’s playground is ideally set up to keep separate groups separated. Children of all ages have opportunities for daily outdoor play, weather permitting. The following adjustments are made during the early phases of re-opening.

- More frequent time outside
- One classroom at a time (stable group) on the playground
- Disinfect equipment between stable groups
- Planned activities that limit close physical contact, sharing of equipment, and waiting in line are implemented. No-contact games are encouraged.

Day One - What should we bring to Flance?

- Children should come to the center with extra clothes in a zip lock bag with his or her name on it on the first day. If there are any issues with providing this, please notify Flance and we will secure appropriate clothing for your child. All clothes brought are kept at Flance and laundered daily if used.
  - Infants: FOUR full sets of clothing are requested as any child secretion will require a change of clothing. These clothes are kept at Flance and laundered daily.
  - Toddlers or Pre-school: TWO extra changes of clothes (head to toe) and an extra pair of shoes are requested.
- ONE lovie or special naptime blanket may be brought to the center on the first day but are washed and kept in the child’s cubby throughout the time here. Outside toys, purses, backpacks, etc. should not be brought into the center.
- Tuition paying families should bring diapers and wipes for the week. Flance will continue to provide diapers and wipes for Early Head Start children.
- All paperwork including the Enrollment Waiver must be completed and signed.
- Tuition or extended care hours payments should be paid via ProCare’s Tuition Express prior to the 1st of every month.
Family Communication with Flance

Regular communication with families help alleviate anxiety for all of us. Our goal is to reduce the risk of getting COVID-19. While we can’t stop the spread of COVID-19, Flance has put all necessary procedures in place to reduce the risk of getting or spreading this virus. Reducing risk requires vigilance of everyone, including families.

We are providing this document to all families and welcome any questions or input to improve safety for all. This “Flance Now, Not Flance Forever” Plan is posted on our website: www.flancecenter.org. The website is updated with any/all additional information.

Additionally, we understand it may be challenging as a parent since you may not physically see your child’s teacher as frequently as you’d like. Your child will receive a daily Classroom Dojo update with a note about his or her day. Families are encouraged to call Flance and we will transfer you to the classroom. We encourage your calling throughout the day to check in on your child’s progress or well-being. Staff no longer have access to personal cell phones in the classroom so please call our main line: 314-881-0881. If you haven’t already done so, we strongly encourage all families to register for Classroom Dojo to receive text and other communication from staff throughout the day. For new families, we’re happy to provide “external” tours to allow you to see your child’s room from the back playground.

Vulnerable/High Risk Groups

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it’s important that everyone practices healthy hygiene behaviors.

- Flance also asks that families who fall into the high risk category also talk with their healthcare provider to determine if external childcare is appropriate for their child.
- Information about COVID-19 in children is somewhat limited, but the information that is available suggests that many children have mild symptoms. However, a small percentage of children have been reported to have more severe illness. If you have children with underlying health conditions, talk to your pediatrician about their risk before enrolling.
Financial Responsibility

The financial implications of being fully staffed and under-enrolled is very challenging for any early childhood education center and Flance is no exception. Tuition pay families are requested to pay tuition monthly via ProCare’s tuition express prior to the first day of each month.

All Head Start or Early Head Start families are requested to drop off no earlier than 8:30 and pick up no later than 3pm daily OR make arrangements for extended care to take full advantage of the hours Flance is open (currently 7:30am-4:30pm). These “arrangements” can include applying for and receiving DSS Child Care Subsidy to cover extended care hours OR pre-paying for extended hours. Please contact Enrollment Coordinator, Latrice Dinkins for specifics.

Parent Resources

Support for returning to care

- Here is a resource from Zero to Three on supporting the transition back to child care.
- Sesame Street. » How to Self Hug with Abby Cadabby.

Helping children understand masks

- A quick resource about masks from Zero to Three.

General education resources

Conscious Discipline has lots of free printable stories to support children understand what is going on right now in the world.

Sesame Street has some amazing resources to support children and families right now

Nine Network of Public Media another great resource for children and families.

Health resources

American Academy of Pediatrics (AAP)


Centers for Disease Control and Prevention (CDC).

- Caring for Our Children (CFOC).