



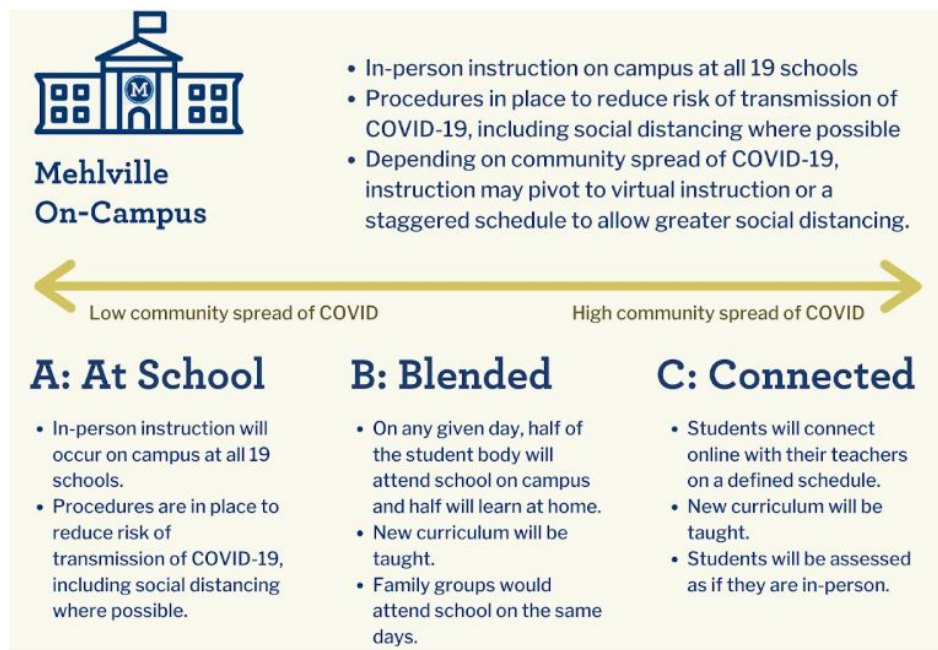
## **Mehlville Early Childhood**

*Proud Member of the Mehlville School District*

September 14, 2020

Dear Early Childhood Families,

We are looking forward to welcoming our returning and new families back to our Early Childhood program! The Mehlville School District released plans for returning to school in the Plan B: Blended on **Tuesday, September 22nd** for students in PreK-2nd grade.



### **What will the return to school (Part B: Blended) look like for Early Childhood?**

For Blended (Plan B), students in Early Childhood will attend on their regularly scheduled days and times, Monday through Thursday. (We understand our families have many unique situations. At this time, we cannot honor any changes to a child's current days of attendance nor add any additional attendance days. For example, if your family enrolled to attend on Mondays and Wednesdays, we cannot honor a request to switch enrollment days to Tuesday and Thursday, or to add a Tuesday or Thursday to the schedule. We thank you in advance for your understanding in light of the current circumstances.) Please see the preschool times and locations below:

School Location	AM Class	PM Class
John Cary Early Childhood Center	8:15-11:15	12:15-3:15
Beasley Elementary	8:15-11:15	12:15-3:15
Bierbaum Elementary	8:00-11:00	12:00-3:00
Forder Elementary	8:15-11:15	12:15-3:15
Hagemann Elementary	8:00-11:00	12:00-3:00
Point Elementary	8:00-11:00	12:00-3:00
Trautwein Elementary	8:00-11:00	12:00-3:00

- ***While we are in Part B: Blended, if your child is tuition-based and you do not wish to return to school on September 22nd but want to access Connected Learning, you will have access to the family activities through the Google Site. This charge will be \$25 a month.***
- Please fill out this Google Form if your child is tuition-based to indicate when your child will be returning to school: <https://forms.gle/w97FmysGmkUKqEgi6>
- **If your child receives special education services and you do not feel comfortable sending your child to school, please email Dr. Ann Westbrook at [awestbrook@msdr9.org](mailto:awestbrook@msdr9.org). We will be in contact with you to discuss other options to access special education services.**

Please be assured we are committed to providing the same nurturing environment and high-quality learning experiences while implementing additional measures to minimize risk to students, families, and staff. Our first term together will be spent deeply rooted in reestablishing trust and connection with your children. We will embrace each student where they are emotionally and support them as we navigate our new learning environments together.

The information below contains the universal safety precautions for Early Childhood and the specific arrival and dismissal procedures for the John Cary Early Childhood location. If your child attends a satellite classroom at an elementary school, your child's teacher and/or school location will be communicating with you pertaining to the specific arrival/dismissal procedures.

**Universal Safety Procedures for COVID-19**  
**Mehlville Early Childhood**  
*(Early childhood locations are at the following schools: Beasley, Bierbaum, Forder, Hagemann, John Cary, Point and Trautwein)*

**Arrival and Dismissal**

- Each school will have designated entrances for students arriving by bus and car.
- At the John Cary location, school doors will open 10 minutes prior to the start and end of the official class session, such as 8:05 for an 8:15 start time, 12:05 for a 12:15 start time, and 11:05 for an 11:15 dismissal time, and 3:05 for a 3:15 dismissal time.
- Parents must stay in their vehicles for arrival and dismissal. An early childhood staff member will accompany the child from the vehicle to the classroom. Hang tags for vehicles may be issued at some locations, such as John Cary.
- If a student is late, a school employee will meet the child and parent at the front door for check-in.

**Social Distancing Measures and Sanitization**

- Classroom seating will be spaced as much as possible for social distancing.
- Students will have assigned seats at the table and at circle time.
- Areas such as therapy rooms will be sanitized between groups of students.
- Staff will make frequent use of outdoor classroom spaces, such as picnic tables, benches, etc.
- Students will have their own assigned materials in some cases, such as playdoh. Community supplies and toys will be rotated out per class and sanitized.
- Face coverings are highly recommended and encouraged for students under the age of five. In accordance with County Health guidelines, all adults will be wearing face coverings in the buildings.

**Taking Materials Home**

- Students will be provided with a bag of materials to keep at home in the event that on-campus learning pivots to connected learning at home.

**Traffic Flow Inside Buildings**

- Passing times will be staggered when possible (such as restroom breaks at the elementary schools).
- Hallways and stairwells will be marked to promote social distancing and safe traffic flow.

**Hand-Washing Schedules**

- Students and staff will wash and/or sanitize hands frequently throughout the day to promote cleanliness.
- Students will clean their hands before and after snack, center time and playground time.

**Playgrounds and Gymnasiums**

- Playgrounds and gyms will be open to students and cleaned daily.
- Students will clean their hands after using playgrounds/gyms.

## Visitors

- Visitors will be limited in the building to scheduled meetings and appointments approved by the building administrator.
- Visitors will complete the COVID-19 self-screening checklist prior to entering the building (see below).
- All visitors must wear facial coverings inside the building, and follow social-distancing procedures.
- Meetings involving outside visitors will be conducted virtually when possible.



### COVID-19 Screening

**For the safety of our school community, if you answer YES to any of these questions, you may not enter this building.**

Do you have or have you recently had any of the following?

1. A fever 100.4 or higher, chills or repeated shaking with chills
2. A cough that cannot be attributed to another health condition
3. Shortness of breath or difficulty breathing that cannot be attributed to another health condition
4. A loss of the sense of smell or taste
5. Muscle aches or pains (myalgias) or general fatigue that cannot be attributed to another health condition or that may have been caused by a specific activity, such as physical exercise
6. A sore throat that cannot be attributed to another health condition
7. Congestion or runny nose that cannot be attributed to another health condition
8. A headache that cannot be attributed to another health condition
9. Nausea, vomiting or diarrhea
10. Close contact in the past two weeks with a person who has a suspected or confirmed case of COVID-19

**You may not enter the building if you are experiencing any of these symptoms.** If you are a Mehville School District staff member, please call your supervisor to discuss options.

*These screening questions are based on a review of screening protocols from multiple health agencies. Updated July 2, 2020.*

### **Arrival and Dismissal Procedures for the John Cary Early Childhood Location:**

If your child attends the John Cary ECC location, you will be mailed a green pick-up/drop-off sign for your vehicle with your child's name and room number. Please display this sign either on your dashboard or front window so that staff members can read this from a distance. If you are not returning until the Spring semester, please keep the vehicle signs in a safe place until your child returns to school.

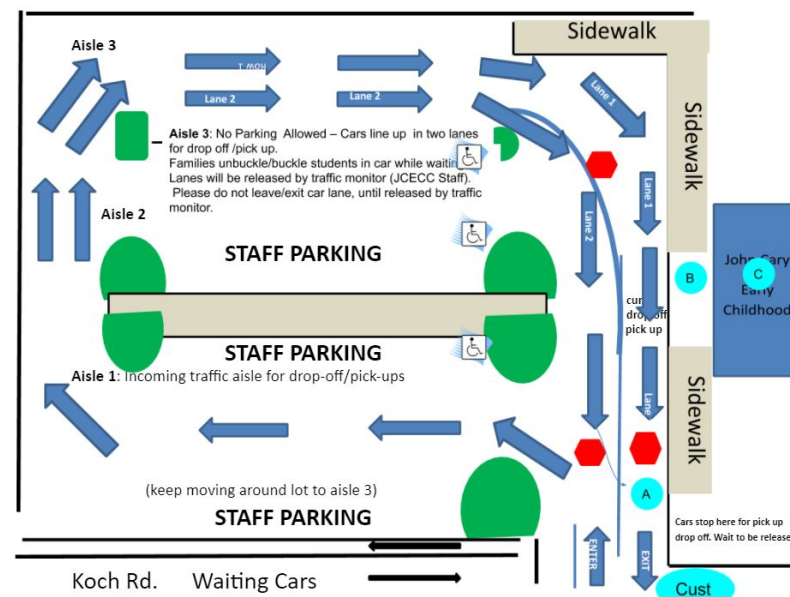
Upon entering the parking lot from Koch Road, you will immediately turn left in the parking lot, driving toward the back of the lot. At the back of the lot two car lines will form; cones will separate the two lines.

These two car lines will proceed and stop in front of the John Cary building. Caregivers are to remain in their car or next to their car; if caregivers need to leave the car to unbuckle their child (or buckle their child back in the car seat at the end of the day), that is acceptable, we just ask that you remain next to your vehicle. Staff members will then walk to the first group of eight cars to retrieve the students and walk them into the building. Once all eight cars are unloaded, a staff member will wave the cars on to exit the parking lot while the next group of eight cars will pull up in front of the building to repeat the process.

*\*If your child has difficulty transitioning to a staff member, we may ask you to pull into a parking space and walk your child to the main entrance after the arrival car lines have exited the parking lot.*

At dismissal time, caregivers will need to stand outside their cars to receive their child and buckle them back into their carseat.

Please see the map below, watch the [demonstration video](#), and please alert anyone else who may be picking up or dropping off your child at school (such as other family members or a babysitter, etc.)



Thank you for your cooperation and for taking care of each other in the school parking lot!

If you have any questions, please feel free to contact our main office at 314-467-5300.

We are here to support and guide our families and staff as you navigate these challenging times. Thank you for your patience and understanding as we work diligently to address your concerns and consider your feedback. We look forward to seeing you soon!

Dr. Ann Westbrook  
Director of Mehlville Early Childhood