



Family Handbook

August 2023

1908 O'Fallon Street St. Louis, MO 63106

Phone: 314.881.0881 Fax: 314.881.0861

Table of Contents

WELCOME LETTER	4
MISSION, VISION, VALUES	5
Mission	5
Vision	5
Values	5
PHILOSOPHY, GOALS, AND OBJECTIVES	5-6
Philosophy	5
Program Goals and Objectives	6
LICENSING	6
ACCREDITATION – MISSOURI ACCREDITATION (M.O.A.)	6
PERSONNEL	6
Equal Employment Opportunity	6
Professional Development	6
Diversity	6
FLANCE STAFF	7
PROGRAM AND CURRICULUM	8-9
Our Approach	8
Creative Curriculum	8
Conscious Discipline	8
Lesson Plans	8
Mental Health	9
FAMILY SUPPORT AND COMMUNICATION	9-10
Website	9
Media Release	9
Family Involvement	9

Parent Volunteering	10
Required Volunteer hours for External Purposes	10
Parent/Classroom Executives Conferences & Home Visits	10
Family/Child Record Information	11
 GENERAL POLICIES AND GUIDELINES	 11-19
Hours of Operation	11
Admission Procedures	11
Application Process	11
Early Head Start/Head Start Application	11
Child/Family Orientation	12
Tuition Policy	12
Attendance Policy	13
Absenteeism Policy	13
Emergency Contact/Child Release	14
Arrival and Departure Procedure	14
Dismissal Information.....	15
Clothing	15
Shoes	15
Change of Clothes	15
Diapers	16
Rest Period	16
Outside Time	16
Nutrition Services	16
Food Services	16-17
Breakfast, Lunch and Snack.....	17
Infants and C.A.C.F.P.	17

Celebrations and Holidays.....	17
Calendar	18
Inclement Weather	18
Child Abuse/Neglect Policies and Procedures.....	18
GUIDANCE AND DISCIPLINE	19
HEALTH AND SAFETY	19-23
Immunization	19
Medical Admissions Requirement.....	20
Medication	20
Medical Action Plans	21
Illness/Acute Infectious Disease.....	21-22
COVID-19 Procedures.....	22
Injury/Accident Guidelines	23
Disaster and Emergency Plan	23
Safety Drills.....	23
AFFILIATIONS AND PARTNERSHIPS.....	23
BOARD OF DIRECTORS	24
2023-2024 FLANCE CALENDAR	25
SUPPLY LIST.....	26
ACKNOWLEDGMENT OF RECEIPT	28



Dear Flance Families:

Welcome to Flance! Whether you are new to Flance or a returning family, we thank you for trusting The Flance Early Learning Center with the care, nurturing and education of your most precious resource - your child/ren! It is our mission to provide excellence by educating and nurturing young children, supporting families and strengthening communities. Flance's award-winning, fully accredited programs are here to partner with you.

We encourage you to fully review this handbook and to keep it handy for reference throughout the year. The Flance team has worked tirelessly to provide clear and consistent communications, policies and procedures regarding everyone's health and safety during the pandemic.

Here is what your child/ren will be experiencing at Flance:

- **Developmentally Appropriate Practices:** At Flance, we embrace individual successes and encourage confidence in each Child's competencies based on where *they* are. Each Child is unique and Flance educators work with each Child uniquely based on their abilities and needs.
- **Creative Curriculum:** This curriculum is based on active thinking and experimentation. Children learn through trial and error, enabling them to develop a deep, long-lasting understanding of the relationships in their environment. Active thinking and experimentation are essential to discovery and education.
- **Safe, Nurturing, Respectful Environment:** Daily, Flance strives to provide an environment where the physical, social and emotional needs of children are consistently met. The Flance environment builds a sense of acceptance and respect for themselves and for others through active communication.
- **Flance Core Values:** Trust, Respect, Accountability, Consistency and Compassion
- **Parent Partnership and Communication:** Flance seeks to individually partner with each family to better serve you, your child/ren and your family. Communication is critically important to your Child's development and that includes communication between you and Flance. Please participate. Please share. Please let us know your observations and needs.

We value the opportunity that you have given to Flance ... the opportunity to help your young child/ren grow into successful human beings that are respectful, curious, confident and kindergarten ready. Thank you!

Sincerely,

Tami Timmer, Executive Director

MISSION, VISION, AND VALUES

Mission

The Flance Early Learning Center provides excellence by educating and nurturing young children, supporting families, and strengthening community.

Vision

Our vision is to create a new paradigm in early childhood education that will serve as a model for creating systemic change for children and families.

Values

Flance Early Learning Center is a diverse, intentional early childhood community that respects and nurtures children and adults in a trusting culture of love, empathy, compassion, and joy that is guided by visionary leadership. An integral part of our mission and practice is developing partnerships and educational outreach to the larger St. Louis community.

We believe that trust is the foundation of any value; that through trust, our school community, our partners, and our friends have the ability to carry the message of creating systemic change for children and families.

We believe that empathy and compassion are found naturally in children. To ensure these values are woven into the fabric of their personhood, children must experience an environment that is intentionally empathetic and compassionate. We believe that love needs to be among the primary examples we set for children, acting as a compass that directs all interactions as we grow a school community.

We believe that joy is an essential element to creating and maintaining an emotionally healthy life, is established through the alternating experiences of struggle and success and begins at birth.

PHILOSOPHY, GOALS, AND OBJECTIVES

Philosophy

Our *inside-out approach* to caring for young children is part of what makes us unique – and one of the most critical ingredients missing in our early Care and education system as it exists today.

We identify literacy as the linchpin to current and future academic success for all children. Flance fully accredited programs offer a literacy-based curriculum that supports the social, emotional, and intellectual health of children, and enables them to have the opportunity for that academic success. In addition to this innovative approach to literacy, in turn it supports the social and emotional health of children. Thus, literacy becomes the overlay for a deeper understanding of children.

Our approach is an ambitious conceptual understanding for Classroom Executives of early childhood when the norm emphasizes product, not process or understanding the inner world of children. We must create a school that can heal and is emotionally responsive to the needs of children and families. Yet as ambitious as this may be, we believe it is the key to systemic family change. The integration of disciplines creates a model for early childhood education unmatched in the St. Louis metropolitan area.

Program Goals and Objectives

- To provide innovative quality early care and education for an economically, racially, and culturally diverse population of children from 6 weeks to 6 years of age in a year-round program.
- To enhance early literacy development of children in an emotionally responsive environment that advances the intellectual, emotional, social and physical development of children.
- To provide an emotionally safe environment where children have the opportunity to develop their intellectual capacity while building the skills for academic success.
- To develop partnerships with families that increase their understanding of the importance of early care and education through comprehensive family services.
- To enhance character and value development of children, families, and Flance Center's faculty and staff through building a caring community.

LICENSING

Flance is licensed by the Missouri Division of Family Services Day Care Licensing to enroll 154 children. Our focus is on children ages 6 weeks – 6 years. Licensing regulations and reports are available for viewing upon request.

ACCREDITATION- MISSOURI ACCREDITATION (M.O.A.)

Flance has received the recognition of excellence through Missouri Accreditation (M.O.A.). This distinguishes it as an exemplary program offering high quality programming to the children of Missouri. This certificate is granted to quality programs that offer developmentally appropriate experiences in an environment conducive to children flourishing intellectually, emotionally, socially, and physically.

PERSONNEL

Each Classroom Executive, staff member, or administrator of Flance has an important role and responsibility for each Child's intellectual, social, emotional and physical well-being. We take a team approach to the development of children, knowing that each Flance team member has the capability to positively influence the life of each Child. To comply with the State of Missouri's childcare licensing regulations and other best practices, all employees of Flance undergo all required screenings and tests.

Equal Employment Opportunity

Flance provides equal employment and opportunities to all individuals without regard to race, color, religion, gender, national origin, sexual orientation, disability, veteran status, information derived from genetic tests, or any other protected characteristic. Flance is committed to making reasonable job accommodations when possible. This policy governs all aspects of employment, including, but not limited to selection, promotion, job assignment, compensation, discipline, termination, and access to benefits and training.

Professional Development

Flance is unique in its commitment to professional development. Depending on the position, all employees are expected to maintain a specified level of training each year. All staff must meet the minimum standard of education and experience required by Missouri Accreditation. However, Flance faculty represents a wide range of personnel who hold a variety of degrees and have diverse backgrounds and experiences related to Child and family services.

Diversity

We also honor the diversity of our population, recognizing it as a strength. Classroom Executives are encouraged to equip classrooms with images, books, and materials that reflect a variety of cultures and customs. Under normal circumstances, family members are welcome to visit the classroom and share their culture, varied languages, and folklore.

FLANCE STAFF

Administrative/Program Staff

<u>Executive Director:</u>	Tami Timmer
<u>Program Director:</u>	Ismeta Omerovic
<u>Administrative Director</u>	Náeem Slaise
<u>Development Director</u>	Valerie Miller
<u>Enrollment Coordinator</u>	Latrice Dinkins
<u>Communications & Outreach Coordinator</u>	Kiara Fite
<u>Education Specialist:</u>	Sally Brown
<u>Sustainability & Wellness Specialist</u>	Ronda Smith Branch
<u>Chef:</u>	Leroy Davis
<u>Accountant:</u>	Joe Clifford
<u>Office Assistants:</u>	Sabine Esters and Marian Hassan

Classroom Executives

Infants

Red Bud: Sharon Smith and Hamda Ali
Honey Locust: Skylar Buckles and Delisa Banks
Paw Paw: LeAyna Patton and Paris Holt

Toddlers

Sassafras: Willa (Gina) Hynes and Claire Solomon
Mulberry: Rebecca Ault and Shamsi Fereji
Silver Maple: Keesha Taylor and Robin Johnson
Sweet Gum: Stefanie Ayotte and Binti Sabtow
White Oak: Mary Beller

Preschool

Riverbitch: Alexandria Reedus and Rochelle Mullins
Sugarberry: Judith Johnson and Stephene Upchurch
Tulip Tree: Lauren Unnerstall and Donesha Taylor
Hawthorn: Mariah Wampler, Sabrina McAfee and Jeffery Polk

Support Classroom Executives

Muna Abdi
Khadija Omar
Aurdeen Clarkson
Minnie Connors
Hawa Abdi

PROGRAM AND CURRICULUM

Our Approach

Flance Early Learning Center has adopted the Creative Curriculum by Teaching Strategies and Conscious Discipline, by Becky Bailey. Creative Curriculum is a play-based curriculum based on five fundamental principles for young children age birth through kindergarten.

Creative Curriculum

The Creative Curriculum® is research-based and supports the development of the whole Child. High-quality, comprehensive resources empower educators to intentionally teach and care for our youngest learners during the most critical and formative years of development. The Creative Curriculum® is...

Innovative: delivering cutting-edge resources that are unique, effective, and based on the latest research.

Responsive: including solutions that address educators' challenges and help create a responsive learning environment.

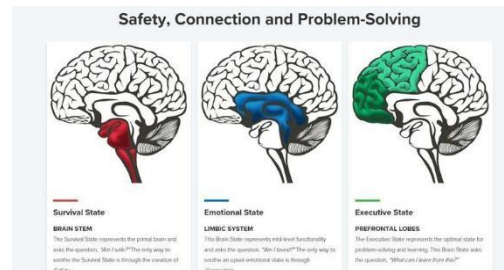
Supportive: providing robust guidance to support each educator's professional journey.

Comprehensive: aligning to all state early learning guidelines and the Head Start Early Learning Outcomes Framework

Developmentally Appropriate: promoting learning experiences designed for each age-group and flexibly tailored to each Child's needs with high-quality, research-based resources.

Conscious Discipline

Conscious discipline is a trauma-informed, brain-based self-regulation program combining discipline, social emotional learning, and school climate into one integrated process. The children learn strategies that support self-regulation skills and overall behavior. Conscious discipline creates a compassionate culture and facilitates an intentional shift in adult understanding of behavior via the brain state model. It then provides specific brain-friendly, research-backed strategies for responding to each Child's individual needs with wisdom. The highly effective approach is proven to increase self-regulation, sense of safety, connection, empathy and intrinsic motivation in both children and adults.



Lesson Plans

Lesson planning is an opportunity for the teaching team to come together and brainstorm how they will intentionally incorporate the interests of their group into Flance's curriculum framework. The plan is then written into a creative format that provides a system to ensure that all domains of the curriculum are covered. An updated copy of the biweekly lesson plan is posted in your Child's classroom. Individual copies are available upon request.

Tracking Success

Flance ensures that your Child will gain knowledge and life skills while in our fully accredited program. We use ongoing observations, assessments, and individualized planning to track your Child's progress while enrolled. Your consent is required before the administration of an assessment. This General Consent Form is valid throughout your Child's enrollment and includes a list of assessments currently in use. Flance uses the following assessments: Ages and Stages Questionnaires (ASQ)- Ages and Stages S.E.- Socio-Emotional Assessments and T.S.G. Objective for Development. Each Child has a classroom portfolio that reflects his/her work and learning progression through developmental milestones. This information about your Child is available upon request.

Mental Health

Flance receives funding from St. Louis City's Mental Health Board for our SMILE program – Social-emotional, Mindfulness plan for Inclusive Learning in Early Education. The overarching goal is to ensure that children in Flance's care are experiencing the most nurturing, trauma-informed, and developmentally appropriate education in preparation for their school journey. Music, art, yoga, mindfulness, and play therapy are essential to our social-emotional teaching/learning practice. Children receive weekly, on-site activities and classroom executives receive additional training. The goal is to assist each Child and family in finding effective ways to meet their physical, social, and emotional needs. Throughout the year, information on positive parenting, emotional wellness, behavior management, and developmental delays will be shared (Community resources will be provided to assist in meeting the needs of children and families).

Disabilities

If your Child has a diagnosed disability, or if you suspect that your Child will have extra support needs, contact your Classroom Executives, and then request a meeting with the Program Director. Many services for children with extra support needs can be provided. We will partner with you to develop a plan for your Child.

FAMILY SUPPORT AND COMMUNICATION

Website

Parents are encouraged to visit the school website, Facebook, Instagram or Teaching Strategies Gold on a regular basis to see what's new or to review a child's electronic portfolio. Please visit:

www.Flancecenter.org www.teachingstrategiesgold.net

Flance Early Learning Center- Facebook page

Flance Early Learning Center- Instagram page

Remini.me Application

Media Release

All Parents must have a current media release form in their Child's file.

Family Involvement

New for 2023-2024: All families are required to spend at least 12 hours each year voluntarily participating in their

Child's education and development. 3 of the 12 hours will be allocated for Parent/Teacher conferences and responding to twice annual Parent Gauge surveys. Each family is required to spend a minimum of **nine** hours this program year participating in educational events, PITCH programming, taking advantage of our Parent Library and/or volunteer opportunities at Flance. Parents will be responsible for tracking their own participation hours.

Our Classroom Executives are extremely interested in your Child and in building a trusting relationship with you. We encourage you to communicate openly and often with your Child's Classroom Executives. Strong family/staff relationships help make experiences at Flance positive for all invested.

Flance hosts a variety of family involvement activities to enable every family to have a relationship with Flance. Some of the events include Parent Meetings, Workshops, A.B.C. (Arts and Building Community) Days, Flance Family Fridays, and more! Parents are always welcome at Flance.

Flance Parent Participation Requirements and Options

1. P.I.T.C.H: Parents If Talking Could Help, Let Us Talk

P.I.T.C.H (Parents If Talking Can Help) strives to maximize positive family involvement to foster close relationships with classroom executives, administrators, and other families. Parents are encouraged to actively participate in school activities and to support each other. It is an opportunity for parents to learn more about their child's development, enhance their parenting skills, build networks with other parents and plan all community- building events for the school. Parental involvement with the Flance community is critical for the success of all students and all families at Flance.

2. Parent Volunteering

We encourage all our parents, guardians, and family members to actively engage with their Child (ren) in the classroom. We want parents and guardians to participate and engage in their Child's experiences at Flance. If vaccinated, parents/guardians can volunteer in their child(ren) classroom with continued support and guidance from the Classroom Executives.

Please contact our Communications and Outreach Coordinator if you are interested in gardening, maintenance, basic clean up or a variety of other projects or ongoing assistance at Flance.

Required Volunteer Hours for External Purposes

In cases where the parent/guardian/family member needs to volunteer for special circumstances, work requirements, school/education requirements, outside agency, and any other assigned volunteer hours where they must report volunteer hours, they must adhere to our outside volunteer policies. These volunteers are required to submit a volunteer application (which includes proof of Covid vaccination, Family Care Safety Registry, and T.B. test) to Flance's Communications and Outreach Coordinator. Volunteers may NOT be placed in the same classroom as the Child (ren) of the parent/guardian/family member.

****Please note parent volunteering for late pickup (see pg. #15) does not apply****

Parent/Classroom Executives Conferences & Home Visits

Parent-Classroom Executives conferences are scheduled at least twice a year, every six months, or in spring and fall, depending on the age of your Child. A written report on your Child's development will be given to you at the spring conference. Parents are always welcome to request a conference at other times with Classroom Executives and/or any member of the Administrative Team.

Normally, home visit conferences are also an available option for families but are required for families involved with Early Head Start and Head Start two times per program year.

Family/Child Record Information

Families have access to individual family records per request to the Enrollment Coordinator. Also, if a family requests to have a child's record forwarded to another institution, please do so in writing.

GENERAL POLICIES AND GUIDELINES

Hours of Operation

- Flance is open Monday through Friday from **7:30 am to 5:30 pm**.
- Core Hours for Head Start / Early Head Start are **8:30am to 3:00 pm**

Admission Procedures

We strive to mirror the diversity of our community within our Center. Children are enrolled regardless of race, sex, religion, or national origin on a first-come, first-served basis. Application for enrollment at Flance must be made in person by one or both parents or legal guardian(s).

Application Process

The first step in the admission process for families is to schedule a tour of the Center with Flance's Enrollment Coordinator. The parent or guardian can request that their Child be placed on the waitlist via email or the flancecenter.org website. Once a slot is available, market rate families are required to place a deposit to hold a slot. This deposit will be 100% put towards the first invoice period once enrolled or will be lost if the family does not enroll on the scheduled enrollment date.

Flance's waiting list operates on a "first come, first served" basis. When an opening becomes available, the next student on the waiting list for that age group is offered the space. The family has one week from the time the spot is offered to accept enrollment.

Early Head Start/Head Start Application Process

If a family qualifies and would like to apply for Early Head Start/Head Start (EHS/HS) services, the first step is to schedule an appointment with Flance Enrollment Coordinator. At this appointment, the parent or guardian will be asked to provide information about the Child's developmental history (if applicable), medical history, household, employment, and finances to complete a HS application.

All (EHS/HS) applications are submitted to our partner Youth In Need EHS/ HS Program for processing. The waiting list for (EHS/HS) openings is "needs-based"; that is, a child's position on this waiting list is based on the family assessment needs. The selection process is being completed and monitored by the Youth In Need HS/EHS program. Flance cannot give you the time frame for application acceptance. Once the child has been selected, Flance's Enrollment Coordinator will notify you about the acceptance status. When the slot is offered to a family, the family has two weeks to start their enrollment with Flance. If they decline the slot, the child/family will be placed back on a waiting list if they want to be reconsidered for future enrollment at Flance. Then, the slot will be offered to

another child. The student declining the opening can be placed back on the waiting list at the parent's or guardian's request.

Note: children enrolled in other Youth In Need partnership sites or any children with siblings already enrolled at Flance have preference over the children on the waiting list.

Child/Family Orientation

After a family accepts a position at Flance, a forty-five-minute (45) to one (1) hour play visit for the Child is planned with the classroom teacher so that they can become familiar with the routines and schedules. In addition, the parent or family member can schedule a call or zoom meeting to "get to know" the classroom executives and to complete the necessary paperwork. The purpose is for the family to gain a "sense of belonging" at Flance. It also gives classroom executives and parents an opportunity to get to know each other and the child's specific routines.

Tuition Rates (Effective July 1, 2022, and unchanged for 2023-2024 school year)

- **Infant and Toddler (6 weeks to 36 months)**

Monday-Friday	\$1450 per month
---------------	------------------

- **Pre-K (3-6 years old)**

Monday-Friday	\$1000 per month
---------------	------------------

- **Extended Care (for EHS/HS & DSS families)**

- \$65/month by participating in the "Flance Futures" program by enrolling your child/ren in a MO 529 account and contributing \$35/month to the account.
- \$130/month paid to Flance if you do not contribute \$35/month to a MO 529 account.

Tuition Policy

- Flance families make tuition payments as follows:
 - Preferred Option: one lump sum payment is due by the 1st of each month.
 - Second Option: Bi-Monthly payments of half tuition are due by the 1st / 15th of each month.
- Flance posts all tuition charges monthly in ProCare. This includes but is not limited to basic tuition, Child Care Subsidy (D.S.S.) co-payments/sliding fees and extended care fees.
- Tuition is due regardless of whether your child is present at Flance. This includes illness, vacation, and holidays. Flance is not able to offer a "tuition-break" when families are on vacation. For extended vacations, a family can request their student to be disenrolled and added to the waitlist upon return. However, the student's slot is then opened and can be filled so re-enrollment cannot be guaranteed.
- Special consideration for children with long-term illness can be submitted to the Program Director. A written request should be made to the Enrollment Coordinator.
- Online payments through myprocare.com, cash, money orders, credit cards, debit cards, and checks are all accepted forms of payment. At times, N.S.F. checks (checks for insufficient funds) are received from the bank. If your check is returned, you will pay the amount on the check for the tuition, plus a \$35 administrative fee. If we receive your N.S.F. check, you may no longer be able to pay with a check. We may require that future tuition fees be paid by cash or money order only.
- Any unresolved past due tuition or fees will be turned over for collection for delinquent accounts. If that should happen, families will be responsible for court costs, attorney fees, and interest.
- Two weeks' notice is required before leaving Flance. Families failing to provide notice will incur fees/tuition.

DSS Tuition

- For D.S.S. Only recipients, it is your responsibility to re-apply and be re-approved for D.S.S. assistance prior to the expiration date. If you are not approved for D.S.S. prior to the expiration date and would like to continue at Flance, full monthly tuition will be charged. Should D.S.S. be cancelled, any remaining monthly tuition will be charged.
- For EHS/HS Families utilizing DSS to pay for extended Care, Flance bills them the gap left after D.S.S. pays its portion of the monthly tuition or sliding scale fee.

Attendance Policy

- Regular attendance is necessary to ensure that children and families fully benefit from the program. When a child has repeated absences, Flance will make an effort to determine the reason for the absences and offer services that might assist the family in increasing the child's attendance. The EHS/HS children must maintain their attendance above 85%, which means they are allowed up to 2 ½ days of absences per month. Families not able to maintain attendance may be placed back on the EHS/HS waitlist and disenrolled from Flance.

Absenteeism Policy

- On the first, second, and third day of the child's absenteeism, the Classroom Executives will attempt to contact the parents who have not informed the Center of the absence. This attempt and the reason for the absence will be noted on the Sign-in sheet. The Enrollment Coordinator will make an appropriate entry in the Child Plus and ProCare program once the paperwork is received and the absence is either excused with a reason or unexcused.
- After three consecutive absences, if no contact has been established or the absences continue to be unexcused, the Enrollment Coordinator will be contacting the family via phone & email/mail to determine the reason for the absences and to help the family plan a course of action to rectify the situation is *required*. The results of that contact will be documented in the Family Service notes in Child plus.
- After three consecutive unexcused absences, four unexcused absences within thirty days, or three failed attempts by the Enrollment Coordinator to contact the family regarding absences, a meeting with the family will be scheduled. The purpose of this meeting is to determine the reason for the absences and to again offer assistance to facilitate the regular attendance of the Child. The meeting will be documented in the Family Service notes in Child plus.
- If no resolution is reached as a result of the meeting, or attendance issues continue to be chronic after the staffing is conducted, the Child will be removed from active enrollment and returned to the waiting list. A letter will be sent to the parent explaining the decision to remove the Child from active enrollment.
- If the Enrollment Coordinator is not able to reach the family and schedule the meeting: the absenteeism letter will be sent out, and parents will receive an additional 5 days to respond. A letter will be sent to the parent explaining the decision to remove the Child from active enrollment.
- If there is still no response by the given deadline, the Child will be removed from active enrollment and returned to the waiting list.

- The program's attendance policy is explained to the parent(s) during the enrollment process and the parent will sign a copy of the attendance policy, which will be placed in the family file. Also, the attendance policy will be included in the parent handbook and discussed at parent orientation.

Emergency Contact/Child Release

For your Child's safety, it is extremely important that you notify your Child's teacher or Flance Administrative Assistant immediately if your address, phone number, a specified medical condition or emergency contact numbers change. Parents/Guardians are required to maintain a working phone number, so they can be reached in an emergency. **Per licensing standards, center staff will only release your child to authorized persons on the emergency contact list. They must be at least 16 years old and listed as Emergency Contacts.** Authorization in writing with the names, addresses, and telephone numbers of adults authorized to pick up your child must be on the Enrollment form with updates as needed to keep the information current. Please be sure to notify the staff of changes in the emergency contact information. For clear communication with your family, we must have the most recent number to reach you or the emergency contact person(s).

If we are unable to locate you or the emergency contact person(s), the St. Louis Police Department and Division of Family Services hotline will be called to report the situation.

Arrival and Departure Procedures

When arriving at Flance:

- All children should arrive latest by 8:45 if they are interested in eating Flance-provided breakfast. If children arrive at 9-9:30 am, it is expected that they have already eaten breakfast.
- **All children are expected, and requested, to be at school by 9:00 am**, the start of the school day, yet a 30-minute grace period is allowed until 9:30 am.
- Should a child have a medical/other appointment, please let us know in advance; documentation is required for late arrivals.
- If you are late for any other reason, please communicate this to the Administrative Assistant or Enrollment Coordinator. **No child will be admitted after 9:30 am without proof of a medical visit and/or prior authorization from the Administrative Staff or Enrollment Coordinator.**
- Parents/guardians must sign children in and out electronically via the Procure computer. Please check the system on a weekly basis for any missing check-in or checkout times. (If someone other than the parent is dropping the child off, please inform them of this procedure).

When departing for the day:

- All approved adults must come into the center to pick up your child/ren from their classroom. **The children will not be brought outside for pick up.**
- Please sign out on the Procure computer and pick your child/ren up at their classroom(s).
- If you are having someone else pick up your child, we must be notified in writing prior to his or her arrival. Any person on the contact list will have to show a picture identification before the Child is released to them.

Flance will only release your Child to a legal guardian or authorized adult(s) on the emergency contact list. Note: We will not deny a parent access to their child without a copy of the current court order.

Dismissal Information

We know families understand the difficulties caused by not picking children up on time – by 5:30 pm or by 3:00 pm. (EHS/HS) at the latest. However, in case of **unavoidable** delays, our late policy is as follows:

- 3 pm pick up for EHS/HS families *not* participating in extended care:
 - Parent/Guardian(s) can donate time working in a needed capacity at Flance, for any child picked up after 3:05 pm. Parents/guardians are responsible to "pay" with volunteer time or money, no matter who is late picking up your child/children.
NOTE: Volunteer "payments" are not applicable for any family for late pickups after 5:30pm.
 - For 3 pm pick up, for every 5 minutes late, 15 minutes of volunteer time is accrued.
 - Volunteer time must be completed within 72 hours or 3 business days of the late pickup.
- If a family chooses to pay cash, \$5 total for any pickup from 3:01-3:05
 - Plus an additional \$15 for any pickup between 3:06-3:10
 - Plus additional \$5/min for 3:11 until Child is picked up, Payment is expected at the time of pick up
- 5:30 pm pick up for all families are charged cumulatively as follows:
 - \$5 total for any pickup from 5:31-5:35
 - Plus, an additional \$15 for any pickup between 5:36-5:40
 - Plus, additional \$5/min for 5:41 until Child is picked up
 - Payment is expected at the time of pick up.
- **If any Flance family is late 30 minutes or more after center closing time and we cannot reach you or any of the people on your list, an administrator will contact the Saint Louis City Police Department.** This is a standard procedure for childcare programs.

Please always provide a current list of phone numbers where someone can be reached to pick up your Child. Classroom Executives or Administrators will begin calling promptly at 5:25 pm.

Clothing

Please send your Child to school in play clothes that are comfortable, washable, and suitable for all activities. For safety, sneakers and closed toe shoes are perfect for play. We believe that children need to feel free to enjoy activities without worrying about getting "good clothes" dirty. At the end of each day, your Child will often show signs of the day's activities on their clothing.

Shoes

Open toe sandals, flip-flops, high heels, and clogs are **NOT ALLOWED** for safety reasons!

Change of Clothes

Every Child should have two complete changes of clothes at Flance. Extra clothing should be seasonally

appropriate and will be kept in your Child's cubby. If your Child does not have a change of clothing, we will contact you and we may send your Child home in clothing "borrowed" from Flance. Please wash and return it to Flance as soon as possible.

Note: Clothing and other personal items should be labeled with Child's first and last names.

Diapers

General Diapering Policies

Every Child's diaper will be changed whenever needed. Please inform the staff if your Child has any special diapering requirements. If your Child needs any special ointment or other diapering medication, please provide a written note from your medical caregiver indicating this. All non-special ointments to be applied require a completed parental authorization form and must be kept in their original containers with your Child's full name on it.

Responsibility for Providing Diapers and Wipes

Flance will provide diapers and wipes for children in our Early Head Start and Head Start programs. Families not enrolled in the Early Head Start and Head Start program must provide diapers and wipes for their children.

Rest Period

The Missouri Department of Health and Senior Services requires all children attending a full childcare program to rest a minimum of 30 minutes each day. After 30 minutes, children who are awake are offered quiet activities.

Infant Safe Sleep

Per State of Missouri Childcare Licensing Rules & Regulations, the program director, all other caregivers, and those volunteers who are counted in staff/child ratios in a group childcare home or childcare center licensed to provide Care for infants less than one (1) year of age shall successfully complete department-approved training regarding the American Academy of Pediatrics (A.A.P.). Training is conducted on a triennial basis and is documented in accordance with state regulations.

Outdoor Time

Children need to go outside every day, weather permitting. In addition, state regulations stipulate that any child in a center must spend part of the day outside. Therefore, a physician's statement is required if a child is to be kept inside for health reasons. Without such a statement, we are unable to honor a request made by a parent to keep a child inside. children will go outside rain or shine, so please dress your child accordingly.

Nutrition Services

Flance recognizes that it is important to establish healthy eating habits in young children that will promote healthy development and lifelong well-being. The goal of nutrition services is to achieve this by providing nutritious meals, evaluating children's nutritional status, and educating children and their families about nutrition.

Food Service

Children receive nutritious meals that comply with the U.S.D.A. Child and Adult Care Food Program (C.A.C.F.P.) guidelines to provide 1/3 to 1/2 of the children's daily nutritional needs. Children eat family-style and take an active role in meal service. This allows the children to practice good eating habits and develop social, language and self-help skills. Menus are posted throughout Flance and on our website.

We respectfully ask parents not to bring any outside food to our classrooms. Per C.A.C.F.P. guidelines, the food we serve to our children must be prepared in the Center and it needs to include all the meal components. If your Child has medical problems and needs food substitution, we are happy to help after receiving the proper documentation from a doctor's office.

Breakfast, Lunch, and Snack

***** Flance Early Learning Center is a PORK and NUT FREE Facility*****

- Flance provides breakfast, lunch, and afternoon snack for each child. These meals are nutritious and prepared on site. We understand the medical dietary restrictions of some of our children. We will incorporate fresh produce from our garden as available.
- Vegetarian and Vegan options are available.
- Under **no circumstances** should outside food be eaten in the building or classroom.
- Breakfast is served from 8:00 am to 9:00 am. No outside breakfasts are allowed.
- Lunch is served from 11:30 am to 12:30 pm.
- Snacks are delivered to the classrooms beginning at 1:00 pm and are served from 2:00 pm to 3:00 pm.
- Menu information is available at the front desk if you would like a copy.

Infants and C.A.C.F.P.

- Flance provides the following infant formula: Regular Similac. A soy-based option can also be made available. All infants that wish to use those brands are welcome as part of C.A.C.F.P. Guidelines.
- Flance does not provide specialty formulas, however Early Head Start families may request a special formula by providing documentation from a licensed health care agency for consideration.
- Infants who are breastfed or bring in their own formula should have a minimum of three (3) bottles in the building. This will ensure that the Child is offered milk/formula with a breakfast, lunch, and snack per C.A.C.F.P. Guidelines.
- Infants who are exclusively breastfed should have at least one frozen supply of breastmilk in the Center in case of an emergency. If a breastfed infant does not have any milk and we are not allowed to supplement, they will be sent home.

Celebrations and Holidays

Our classrooms celebrate often—sometimes in response to traditional holidays, and sometimes spontaneously! We respect and acknowledge many traditions. **Birthdays are celebrated in the Child's classroom though Flance does not allow any outside foods (cakes, etc.)** so please coordinate with your Child's Classroom Executives on activity-related items should you want to do something special.

Calendar

A school calendar is provided for each program year and is posted on our website. For your convenience, you will receive a reminder prior to any events or closings.

2023-2024

<input type="checkbox"/>	Professional Development	Aug 14-18, 2023
<input type="checkbox"/>	Labor Day	Sep 4, 2023
<input type="checkbox"/>	Staff Prof Dev Day	Sep 15, 2023
<input type="checkbox"/>	Thanksgiving Break	Nov 23-24, 2023
<input type="checkbox"/>	3 pm closure	Dec 22, 2023
<input type="checkbox"/>	Winter Break	Dec 25-29, 2023
<input type="checkbox"/>	New Year's Day	Jan 1-2, 2024
<input type="checkbox"/>	Martin Luther King Jr. Day	Jan 15, 2024
<input type="checkbox"/>	Staff Professional Development Day	Jan 26, 2024
<input type="checkbox"/>	President's Day / Staff Prof Dev Day	Feb 19, 2024
<input type="checkbox"/>	Staff Professional Development Day	Mar 20, 2024
<input type="checkbox"/>	Spring Break	Mar 21-22, 2024
<input type="checkbox"/>	Eid al Fitr	Apr 8, 2024
<input type="checkbox"/>	Staff Professional Development Day	Apr 26, 2024
<input type="checkbox"/>	3pm closure	May 24, 2024
<input type="checkbox"/>	Memorial Day	May 27, 2024
<input type="checkbox"/>	Juneteenth	Jun 19, 2024
<input type="checkbox"/>	Independence Day	July 4-5, 2024

Note: If any changes occur in our closing schedule, we will notify families as soon as possible.

Inclement Weather

School closings due to inclement weather will be posted on our website www.Flancecenter.org, Facebook, Remini.me and K.M.O.V. Channel 4. You will also receive a message from Pro-Care data system. Please be sure we always have an up-to-date contact number.

Child Abuse/Neglect Policies & Procedures

All early childhood professionals are mandated reporters for abuse and neglect. In addition, we at Flance understand that families can often become stressed or overwhelmed. We have a proactive process to abuse and neglect situations by promoting program strategies that:

- Facilitate friendships and mutual support;
- Strengthen parenting skills;
- Respond to family crises;
- Link family services and opportunities;
- Facilitate children's social and emotional development;
- Observe and respond to early warning signs of child abuse and neglect; and
- Value and support parents.

Suspected cases are reported to the Missouri State hotline. The toll-free number is 1-800-392-3738.

GUIDANCE AND DISCIPLINE

We help children learn to be self-assured, helpful, and cooperative. We believe discipline is an ongoing process through which young children can learn self-regulation. The emphasis at Flance is placed on acquiring positive social skills, problem-solving strategies, and the ability to see things from other people's perspective. This process occurs at different times for different children, but from the earliest age, children are encouraged to express their feelings appropriately through facial expression, body movements, or language.

Classroom Executives are encouraged

- To make expectations clear and age appropriate.
- To model desirable behaviors.
- To anticipate potential conflicts.
- To use discussion and/or redirection as needed.

Classroom Executives are prohibited from

- Using physical punishment, including but not limited to, spanking, slapping, shaking, biting or pulling hair.
- Using discipline techniques that are humiliating, threatening or frightening to children. Children shall not be shamed, ridiculed or spoken to harshly, abusively or with profanity.
- Using punishment or threat of punishment that is associated with food, rest or toilet training.
- Placing children in a closet, a locked or unlit room or any other place which is frightening.
- Permitting children to intimidate or harm others, harm themselves or destroy property.

Classroom Executives will always treat children and families with respect and will address any concerns appropriately. Parents are also expected to use language appropriate for young children to hear and to treat all staff with respect in all situations.

HEALTH AND SAFETY

Immunizations

The licensing requirements for the Flance Early Learning Center mandate that every Child's immunization be current before enrollment. Flance must have a copy of your Child's immunization record, indicating that the Child is current on all required immunizations, before enrolling in the program. When your Child receives a new vaccination, a record of the new vaccination must be brought or faxed to Flance so that the Child's records can be updated.

All children must be fully immunized to enroll at Flance. However, the Center will accept children that have a documented medical exemption on file (a signed and completed medical immunization exemption form from the Missouri Department of Health and Senior Services). Children who are not vaccinated due to any other reason will not be allowed to enroll at Flance. **All Students are required to maintain up to date records in accordance with the State of Missouri Licensing to remain enrolled in the Center.** Please consult the Immunization Chart below to ensure your Child stays up to date. Should you have any questions about the immunization please speak with your Child's primary care physician.

Protect your child right from the start.

Immunization is the single most important way parents can protect their children against serious diseases.

If your child misses a shot, you don't need to start over, just go back to your child's doctor for the next shot.

	Birth	2 Months	4 Months	6 Months	12-15 Months	15-18 Months	19-23 Months	4-6 Years	11-12 Years
Hepatitis B	✓	✓	✓ <small>If not @ birth.</small>	✓					
Diphtheria, Tetanus, Pertussis (DTaP)		✓	✓	✓				✓	
Haemophilus Influenzae B (Hib)		✓	✓	✓	✓				
Poliovirus (Polio)		✓	✓	✓				✓	
Pneumococcal Conjugate (PCV)		✓	✓	✓	✓				
Measles, Mumps, Rubella (MMR)					✓			✓	
Varicella (Chickenpox)					✓			✓	
Hepatitis A					✓		✓		
Rotavirus (RV)		✓	✓	✓					
Tetanus, Diphtheria, Pertussis (Tdap)									✓
Meningococcal Conjugate (MCV)									✓
Human Papillomavirus (HPV)									✓
Influenza					Each flu season starting at 6 months. <small>6 month through 8 year olds who receive a flu vaccine for the 1st time should be given 2 doses - 4 wks apart.</small>				

Some of these vaccines may be given in combination, meaning fewer shots.

✓ Can be given as early as 12 months, if there is six months since third dose.

Missouri's immunization schedule is compatible with the current recommendations of the Advisory Committee on Immunization Practice (ACIP) of the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP) and the American Academy of Family Physicians (AAFP). For more information, please call the Missouri Department of Health and Senior Services' Immunizations

Medical Admission Requirement

Flance must have up-to-date and accurate reports of your Child's physical examination completed by a physician within 12 months prior to admission. State licensing requires this information be on file and current for your Child to remain in attendance. All medical information must be submitted prior to enrollment and requires that each Child 12 months and older have their physical exams updated yearly. Children under 12 months should still supply copies of well-baby exams when completed.

All Early Head Start/ Head Start families are required to provide additional health requirements as needed:

- Well Baby/Child Exams (E.H.S. only- 2, 4, 6, 9, 12, 15, 18, 24, and 36 months and H.S. annually)
- Lead and Hemoglobin levels (annually)
- Hearing and Vision Screening (annually)
- Blood Pressure (H.S.- annually)
- Growth Assessment including Head Circumference (E.H.S. and H.S. every six months)
- Dental Exam (E.H.S. and H.S.- 2, 3, 4 and 5 years old annually)

These requirements must be maintained throughout the year. Affinia Health provides on-site Care for families that sign a medical consent form. There is no charge for these services and a medical consent form is required, if you would like your Child seen.

Medication

A parent must complete a **Medication Administration Authorization Form** for any Prescription or Non-Prescription pediatric medication before any medication can be administered at the Center.

Prescription Medication must be prescribed by a physician and in its original container, with the patient's name, dosage and prescribed time to be given. It must be labeled with the instructions for staff and the physician's name. Prescription Medications that are given twice a day will only be accepted at the Classroom Executives' discretion.

Non-Prescription pediatric medication must be in its original container and labeled by the parent with the Child's name and instructions for administration, including the times and amounts for dosages (medication must be pediatric). In addition, all creams and sunscreens to be applied require a completed parental authorization form. Non-Prescription medicines can include gripe water, gas drops, saline spray, sunscreen, diaper creams and non-

medicated lotions.

Non-prescription cold and allergy medication will NOT be given without a doctor's note. This includes but is not limited to Ibuprofen, Tylenol, and Benadryl.

Note: Medication Administration Authorization Form must be completed for all medications and must not deviate from the instructions. Families are asked to partner with Classroom Executives to ensure all expired medications are promptly removed from Flance. For all other medication questions, please speak with the Program Director or Enrollment Coordinator for clarity.

Medical Action Plans

Children with specialized medical care needs (example: Seizures, Asthma, Severe Allergies, etc.) will be required to provide a current emergency action plan from the licensed medical provider. If Medication is required as part of the Medical Action Plan, Medicine must be current and available at all times while Child attends Center. **If Medication is not available or current, the Center can deny the child admittance until medication is available, or a medical professional has changed/update child's medical action plan.**

Illness/Acute Infectious Disease

If noticed during drop off that your Child is not well enough to stay at school, or may endanger others, you will be requested to have your Child be examined by a doctor.

If your Child becomes suddenly ill while at Flance, we ask that you pick up your Child within 90 minutes of being notified. Classroom Executives will call you in case of:

- Sudden illness and vomiting 2 or more times
- Diarrhea 2 or more times within 1 hour. The exception is if diarrhea is not contained in a diaper or causes toilet trained Child to have an accident. The Child will be sent home after only having one diarrhea.
- Difficult/ rapid breathing and severe coughing
- Fever of 100 or more
- Any allergic reaction

Children with any of the following symptoms **will not be admitted to Flance until the Child has been symptom-free and/or medication free for at least 48 hours, though depending on circumstances could be up to 72 hours.** The following conditions and illnesses will require temporary exclusion from Flance:

- Fever higher than 100 degrees.
- Severe red eyes or discharge (symptoms of Conjunctivitis)
- Severe coughing or wheezing (symptoms of bronchitis)
- Rashes that have not been identified or have not been diagnosed by a physician.
- A skin infection with erupting sores (symptoms of impetigo)
- Lice and/or Nits: If your Child has head lice, they can come back as soon as the treatment shampoo has been used, you have removed all the live lice and nits from your Child's hair, and you have cleaned or stored personal items.
- Diarrhea: More watery stools or a decreased form of stool that is not associated with the change of diet.
- Vomiting: 2 or more times during the previous 24 hours, unless the vomiting is known to be caused
 - by a condition that's not contagious or diet-related
- Severe cold symptoms—heavy sneezing, coughing, or nose drainage. This does not include children with severe allergies.
- Allergic Reactions: May return with a physician's diagnosis which must be presented upon return.
- Any symptom that prevents the child/ren from participating productively in the school day

All unexplained symptoms and rashes must be diagnosed by a doctor and a physician's note is required before the child can return to the Center.

Illness Return Policy

If your Child is placed on an antibiotic, your Child must be on this medication for at least 48 hours, though depending on circumstances could be up to 72 hours, before returning to Flance. Any child that presents or develops a fever over 100°F, diarrhea, or vomiting will be sent home with a parent/guardian. **If your Child is sent home with any of these symptoms, they may not return for 48 hours unless they have a note from a physician stating otherwise. In addition, once a child has gone 48 hours without any symptoms, they may return to school.** In the event of an outbreak of a contagious disease, parents/guardians will be notified. You will be notified immediately if there is a question about your Child needing medical attention.

At Flance, the safety and health of all our students are our top priority. If your Child is suspected of having a contagious illness, Flance reserves the right to exclude your Child until an appropriate doctor's note is obtained. In addition, staff can also exclude your Child for other serious health issues until a doctor's note with proper care instructions is provided.

NOTE: If your Child is sent home or has an illness that is considered contagious by a medical professional you must notify the Center at least 48 hours before your Child can return to the Center.

COVID

Flance will continue to mandate the vaccine and booster for all staff or volunteers. It is our goal to keep everyone at Flance safe and healthy! Flance strongly encourages all families to consider the Covid vaccine for any child/ren yet does not mandate the vaccine for children.

IF CHILD/STAFF TESTS POSITIVE FOR COVID

- In the event of a positive test of a staff or Child, all parents and staff will be notified as to which classroom is impacted.
- If they are fully vaccinated, they can return to Flance after 5 days IF they are non-symptomatic and receive and provide Flance verification of a negative PCR test (not an at-home test) that is taken no earlier than day 5. We can assist with locating testing sites.
- For unvaccinated children, a full 10-day quarantine will continue to be required from the day of exposure.

Flance will no longer provide tuition reimbursement for unvaccinated children over 6 months old.

IF CHILDREN/STAFF ARE EXPOSED TO COVID

- If fully vaccinated and non-symptomatic, children and staff will not be required to quarantine. This means entire classrooms will no longer be "automatically" closed as fully vaccinated children will be allowed to stay.
- For unvaccinated children, a full 10-day quarantine will continue to be required from the day of exposure. Flance will no longer provide tuition reimbursement for unvaccinated children over 6 months old that are required to quarantine due to exposure.

Flance will continue to monitor COVID and abide by CDC guidelines for children, staff, or family members that test positive or who are exposed to Covid, as they are subject to change.

Injury/Accident Guidelines

An accident/Injury report will be filled out to document any accident, including major scrapes, bruises, bumps, or any other time that a child is injured.

- Parents will be notified in a timely fashion.
- Staff will note the time and date of the incident, the Child involved, describe what happened (why it happened, where it happened, and what injury resulted), when a parent was notified, and what action was taken. Staff will call 911 before notifying a parent if the incident warrants such action.
- A parent will be asked to sign the report and will receive a copy.
- An incident report will also be filled out if the Child has a potty accident and does not have a change of clothes or extra clothes are not available. Parents will be notified and asked to bring clothes immediately.

Disaster and Emergency Plan

In the event of an emergency that would cause Flance to evacuate the building (fire, gas leak, storm, etc.), parents would be notified as soon as possible of a location to pick up their Child. We have three possible locations in the event of such an emergency and will inform you of the location of your Child.

Cahill House	Jefferson Elementary School	Affinia Healthcare
1919 O'Fallon Str.	1301 Hogan Street	1717 Biddle
St. Louis, MO 63106	St. Louis, MO 63106	St. Louis, MO 63106
314-436-5061	314-231-2459	314-898-1717

Safety Drills

Flance performs monthly safety drills to ensure preparedness in the event of an emergency. Each month, two safety drills are held. A fire drill occurs monthly. In addition, one of the following three safety drills occurs monthly on a rotating basis: tornado, earthquake, and intruder.

AFFILIATIONS & PARTNERSHIPS

Flance Center maintains relationships with many organizations:

Affinia Healthcare- Flance is fortunate to have the Affinia Healthcare suite located on site. They provide trusted health services through highly qualified and dedicated professionals. It is a patient-centered health home, where routine medical and behavioral health conditions are diagnosed and treated, and preventive and comprehensive dental Care is provided.

Learning Disability Association: LDA provides support to children with learning disabilities, their parents, Classroom Executives, and other professionals with cutting-edge information on learning disabilities, practical solutions, and a comprehensive network of resources. These services make LDA the leading resource for information on learning disabilities.

Gateway Alliance: Through the Gateway Alliance partnership, Flance's educators received Conscious Discipline Socio-Emotional training(s), monthly observations from a certified coach, and individual coaching.

United 4 Children improves the social, emotional, physical, and cognitive well-being of our children by enriching the knowledge of families, Classroom Executives, and caregivers. United 4 Children envisions a future where all children achieve educational and life success.

Urban Harvest - provides all gardening work and some gardening education for our children.

Youth In Need Early Head Start and Head Start Partnership: Youth In Need is dedicated to building positive futures for the community's most vulnerable children, teens, and families.

In addition, Flance has numerous volunteers, health consultants, educational institutions, and other individuals and organizations who share their time and treasure with us on behalf of our children, families, and staff.

BOARD OF DIRECTORS 2023-2024

Flance Center's Board of Directors is composed of members who are community leaders, businesspeople, volunteers, educators and others from a variety of backgrounds.

Flance Management, Inc. (as of 7/1/23)

- | | |
|---------------------------|---|
| 1. Evan W. Fowler | Diversity and Inclusion, Ameren (Board President) |
| 2. Lewis Chase, MD | Community volunteer (Vice Chair) |
| 3. Rachel Meyers | Community volunteer (Treasurer) |
| 4. Russell Creed | Head of Underwriting, MagMutual (Secretary) |
| 5. Erica Bumpers, Ph.D. | Associate Director, Race and Opportunity Lab, Washington University |
| 6. Shaughnessy H. Daniels | Community Engagement Manager, Great Rivers Greenway |
| 7. Brooke Eggleston | VP, Strategic Executive Partner, Benjamin F. Edwards |
| 8. Jessica Eimer | Director, HR Information Systems, Washington University |
| 9. Alison Ferring | Community Volunteer |
| 10. Gregory Glore- | Community Volunteer |
| 11. MacKenzie Grayson | Project Coordinator, Gateway Alliance |
| 12. Keshia Hair | Manager, Center for Human Service Leadership, Delmar DivINe |
| 13. Paul Petruska | Attorney, Greensfelder, Hemker & Gale, PC |
| 14. Karen Shaughnessy | ECE Educator (retired), Community Volunteer |
| 15. Nicole Yokota | Senior Vice President, Regional Manager, PNC Bank |

Emeritus Board Members

1. Ronald Jackson - President, 2014-2017
2. Stacey Liekweg - President, 2017-2021
3. Sandra Moore - Founder and Member of the Board, 2014-2022
4. Susan Glassman – Member of Friends of Flance and Flance Board, 2014-2024

2023-2024 Flance Early Learning Center Calendar

August 2023							September 2023							Notes & Holidays	
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
		1	2	3	4	5						1	2	Steve's Hot Dogs for Flance	Aug 8, 2023
6	7	8	9	10	11	12	3	4	5	6	7	8	9	Last Day of 2022/2023	Aug 11, 2023
13	14	15	16	17	18	19	10	11	12	13	14	15	16	Professional Development	Aug 14-18, 2023
20	21	22	23	24	25	26	17	18	19	20	21	22	23	First Day of 2023/2024	Aug 21, 2023
27	28	29	30	31			24	25	26	27	28	29	30	Initial Home Visits	Aug 21-Sep 20, 2023
October 2023							November 2023							Labor Day	Sep 4, 2023
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Professional Development Day	Sep 15, 2023
1	2	3	4	5	6	7				1	2	3	4	International Harvest Day	Oct 21, 2023
8	9	10	11	12	13	14	5	6	7	8	9	10	11	Fall Festival	Oct 27, 2023
15	16	17	18	19	20	21	12	13	14	15	16	17	18	Feast For Flance	Nov 8, 2023
22	23	24	25	26	27	28	19	20	21	22	23	24	25	Thanksgiving Day	Nov 23, 2023
29	30	31					26	27	28	29	30			Closed	Nov 24, 2023
December 2023							January 2024							Volunteer Clean Up Day	Dec 2, 2023
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Holiday Drop & Shop	Dec 7-8, 2023
					1	2		1	2	3	4	5	6	Parent-Teacher Conferences	Dec 11-22, 2023
3	4	5	6	7	8	9	7	8	9	10	11	12	13	Early Closing @ 3:00 pm	Dec 22, 2023
10	11	12	13	14	15	16	14	15	16	17	18	19	20	Winter Break	Dec 25-29, 2023
17	18	19	20	21	22	23	21	22	23	24	25	26	27	New Year's Day	Jan 1, 2024
24	25	26	27	28	29	30	28	29	30	31				Closed	Jan 2, 2024
31														Martin Luther King Jr.	Jan 15, 2024
February 2024							March 2024							Professional Development Day	Jan 26, 2024
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
				1	2	3	3	4	5	6	7	8	9		
4	5	6	7	8	9	10	10	11	12	13	14	15	16	Home Visits	March 4-15, 2024
11	12	13	14	15	16	17	17	18	19	20	21	22	23	Professional Development	Mar 20, 2024
18	19	20	21	22	23	24	24	25	26	27	28	29	30	Spring Break	March 21-22, 2024
25	26	27	28	29			31								
April 2024							May 2024								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
	1	2	3	4	5	6				1	2	3	4	Week of the Young Child	Apr 1-5, 2024
7	8	9	10	11	12	13	5	6	7	8	9	10	11	Spring Clean Up Day	Apr 6, 2024
14	15	16	17	18	19	20	12	13	14	15	16	17	18	Eid al Fitr	Apr 8, 2024
21	22	23	24	25	26	27	19	20	21	22	23	24	25	Professional Development	Apr 26, 2024
28	29	30					26	27	28	29	30	31		Spring ABC Day	May 4, 2024
June 2024							July 2024							Early Closing @ 3:00 pm	May 24, 2024
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Memorial Day	May 27, 2024
						1								Preschool Graduation	May 30, 2024
2	3	4	5	6	7	8	7	8	9	10	11	12	13	Parent-Teacher Conferences	June 3-14, 2024
9	10	11	12	13	14	15	14	15	16	17	18	19	20	Juneteenth	Jun 19, 2024
16	17	18	19	20	21	22	21	22	23	24	25	26	27	Parent-Teacher Conferences	June 3-14, 2024
23	24	25	26	27	28	29	28	29	30	31				Flance's 10th Anniversary Celeb.	Jun 21, 2024
30														Independence Day	July 4, 2024
August 2024														Closed	July 5, 2024
Sun	Mon	Tue	Wed	Thu	Fri	Sat									
				1	2	3								Last Day of 2023/2024	Aug 9, 2024
4	5	6	7	8	9	10								Closed for Prof. Development	Aug 12-16, 2024
11	12	13	14	15	16	17									
18	19	20	21	22	23	24									
25	26	27	28	29	30	31									

- First & Last Day of Program Year
- Holidays/Spring-Winter Break
- Professional Development Days
- Parent-Teacher Conferences/ Home Visits
- Events

Parents Supply list (including Change of Clothes)

Admission Supply List

INFANTS 6 weeks to 18 months	TODDLERS 18 months to 36 months	PRESCHOOL 3 to 5 years
3-4 Baby Bottles or 2-3 Sippy Cups (depending on age appropriateness)	2-3 Changes of seasonally appropriate clothing Labeled	2-3 Changes of clothing Labeled
2-3 Changes of seasonally appropriate clothing LABELED	A comfort item (A favorite stuffed toy, blanket, etc.)	A comfort item (A favorite stuffed toy, blanket, etc.)
A comfort item (A favorite stuffed toy, blanket, etc.)	1 Jacket or Sweater	LABELED diapers, pull-ups, underwear and wipes
1 Jacket or Sweater LABELED	Family Photo	1 Jacket or Sweater LABELED
Family Photo	LABELED 1 child-sized blanket	Family Photo
LABELED 1 child-sized blanket	LABELED diapers, pull-ups, underwear, and wipes	LABELED 1 child-sized blanket
LABELED Sleep-sack (optional)	Large Labeled shirt to wear during painting activities (if desired)	Large Labeled shirt to wear during painting activities (if desired)
2 Pacifiers (optional)	Diapers/Pull-ups and Wipes*	Pull-ups and Wipes*
3-4 LABELED Bibs		
Diapers/Pull-ups and Wipes*		

This Page Left Blank
Intentionally



Handbook & Code of Conduct Acknowledgement

Child's Name _____ Classroom: _____

Please read this **Family Handbook** carefully. Please initial below that you have read and understand that it is my responsibility to follow the Flance policies/procedures.

Parent Initials	Topic
	I understand how to reach my Classroom Educators and Enrollment Coordinator
	I understand that Flance Staff are Mandated Child Abuse& Neglect Reporters
	I understand that everyone must follow Flance's core values, and that anger, threats, or violence will never be tolerated at Flance. If we are unable to resolve issues, my child could be disenrolled from Flance ELC.
	I understand that Remini.me class application is Flance's first line of communication, and Parent/Guardian(s) must be actively communicating via the application.
	I understand that I MUST sign in/out my Child daily electronically via Kinder Connect
	I understand that my Child cannot attend class if they are ill
	I understand that I MUST inform Flance about my Child's allergies, health, or any nutrition concerns
	I understand developmental, socio-emotional, and all health assessments & exams that my Child must complete.
	I understand that I cannot bring outside food to my child's classroom, even for their birthday
	I understand that I need to participate in four family conferences during the program year
	I understand how to find out if the program is closed due to weather or emergency
	I understand late fees apply to all children, despite enrollment status
	I understand the importance of keeping my personal information & my child's emergency contact information up-date. My child may not be enrolled if I am unable to be contacted at all times.
	I understand that tuition is due by the 1 st of each month: Preferred Option: one lump sum payment is due by the 1 st of each month. Second Option: Bi-Monthly payments of half tuition are due by the 1 st / 15 th of each month
	I understand that I will participate, and complete 30 days of enrollment follow-up, as well as 12 total hours of active involvement in my child's education and development.

I have received a copy of the **Family Handbook** and I have reviewed all/specific sections with the Enrollment Coordinator.

Parent Signature

Date

Staff Signature

Date