

# Parent Handbook

2024-2025



405 N. Highland Ave.

New Ulm, MN 56073

[www.mlceclc.com](http://www.mlceclc.com)

507-233-9105

## **INTRODUCTION**

The Martin Luther College Early Childhood Learning Center(MLC ECLC) is operated by Martin Luther College. This handbook is intended to provide a general overview of the ECLC's activities and policies. Please become familiar with the handbook and let us know if you have questions.

### **A Partnership in Learning**

All children are precious gifts of God. They are the next generation and the promise of the future. Many hands join together to foster the growth and development of children. At the ECLC, we recognize that parents have the primary responsibility for nurturing their children. By enrolling your children in our program, parents are enlisting the help of early childhood teachers in this important nurturing work.

Teachers at school and parents at home create many learning experiences for children. These experiences help children learn about God's love for them and about his wonderful world. At the same time, parents and teachers learn about child development by observing children and interacting with them. The ECLC experience is truly meant to be a partnership in learning. Parents are welcome to visit children and teachers in the classroom at any time. Parents are also welcome to volunteer talents and share them with the children.

## **ADMITTANCE POLICY**

### **Notice of Non-Discrimination Policy**

Martin Luther College Early Childhood Learning Center exists to provide spiritual growth and quality education to the children who attend. All children are welcome without reference to race, religion, national or ethnic origin, gender or ability.

The ECLC is intended as a service for those families who desire early learning experiences for their children.

### **Licensure**

The Center is licensed by the Minnesota Department of Human Services' (**DHS**) Division of Licensing. Our License Number is **830674**. You may reach the DHS at (612) 296-3971 with any questions. The Center is visited regularly by state officials, and we go through a thorough licensing evaluation every year. The center is licensed for a capacity of 93 children:

60 Preschoolers

21 Toddlers

12 Infants

## **Insurance**

The ECLC has liability insurance coverage under the umbrella of Martin Luther College. Information about this insurance is available by contacting the Human Resource Department at Martin Luther College.

## **Video Cameras**

The center has several surveillance cameras located at different door locations throughout the building.

## **Enrollment Information**

Prior to the child beginning care in our program, all paperwork, including the health care summary and immunizations must be fully completed and in our office files.

A yearly non-refundable registration fee of \$50 is required with a completed enrollment to register your child. We do require a two week notice if you would like to withdraw your child. A summer fee of \$25 per child is added to your statement in the beginning of June to help cover sand, sunscreen, and miscellaneous outdoor toys.

Registration obligates parents to pay the weekly fee whether the child attends or is absent. Fees are PAID IN ADVANCE weekly. Our program uses Brightwheel, which allows parents to pay through direct withdrawal, credit card, or check (checks are payable to Martin Luther College (MLC) and can be placed in the lockbox outside the admin. assistant's office). If parents choose ACH, there will be a .6%/transaction fee for direct withdrawal (minimum of \$.25 and maximum of \$2). If parents choose credit card payments, there is a 2.95% processing fee for each credit card transaction.

## **Operating Hours**

Mon– Fri. 7:00-5:30

We do not close when the school district closes for snow days or late starts. When bad weather persists, we will contact you to pick up your child as soon as you are able to ensure a safe journey home. The ECLC *is* closed for some holidays and other days, during which staff complete trainings, help with deeper cleaning, and have an opportunity for rest. You can find those closure dates on our yearly [calendar](#). You will not be charged for days the ECLC is closed.

## **PROGRAMS**

### **Infant and Toddlers:**

Currently we are only accepting full time children.

Infant: \$189/week

Toddlers: \$168/week

### **Infants:**

Parents of infants will need to furnish diapers, wipes, formula, cereal, and baby food until the child is ready for complete finger foods. Please supply extra clothing for occasional accidents, sunscreen if wanting a special brand, and diaper ointment if desired.

### **Toddlers:**

Parents of toddlers will need to furnish diapers and wipes (pull ups when ready for bathroom training and extra clothing) along with diaper ointment and sunscreen if wanting a special brand.

### **Preschool:**

Full day (7:45am- 4:15pm) 3, 4, or 5 consecutive days/week

\$30 per day                      \$150 per week

Half day (8:00 am - 11:30 am) 4 or 5 consecutive days/week

\$22 per day                      \$110 per week

### **Preschool:**

Please supply extra clothing for occasional accidents.

### **Additional Charges for Diapers, Wipes, and Clothing**

*There is a fee of \$2.00 per diaper and \$1.00 per day of wipes **if not replenished when notified.***

*There is a fee of \$2.00 per day for nap items (blanket) supplied to a child by the ECLC **if not replenished when notified.***

*There is a fee of \$2.00 per day for clothing items (underwear, pants, socks) supplied to a child by the ECLC **if not replenished when notified.***

*There is a fee of \$2.00 per day for outdoor clothing items (snow pants, boots, coats) supplied to a child by the ECLC **if not replenished within 2 business days following parent notification.***

### **Additional Child Care:**

Additional child care will be provided if needed from 7:00 a.m. to 7:45 a.m. and from 4:15 p.m.-5:30 p.m. An additional fee of \$6.00 per hour is charged for this service. On days the center closes early, this same policy will be applied from the scheduled closing time. *There is a late fee charge of \$10 for the first occurrence and \$25 thereafter, along with a \$5.00 charge for each five-minute increment after the 11:30 a.m. half-day closing or 5:30 p.m. closing time for each child in our care.*

## **MISSION OF THE MARTIN LUTHER COLLEGE**

### **EARLY CHILDHOOD LEARNING CENTER**

MLC ECLC exists to serve the community and our church body, the WELS, by partnering with families to provide Christ-centered care and early learning experiences and by modeling quality practice and ministry for MLC teacher candidates.

#### **Core values:**

#### **In order to carry out our mission statement we will:**

- 1) **Center** the ministry of our faculty, staff, and MLC teacher candidates **on** the means of **grace** by...
  - a) Making an effort to further connect to the Word ourselves
  - b) Learning how to effectively use law and gospel in our interactions with children
  - c) Planning opportunities throughout each school year cycle to put the Word in our families' ears and hands
  
- 2) **Strive for excellence** in every element of care and learning we provide by...
  - a) Caring for our facility
  - b) Continuing to learn about child development
  - c) Examining our curriculum
  - d) Facilitating the development of MLC teacher candidates
  
- 3) **Build connections** with our families and community by...
  - a) Learning more about how to best communicate with parents
  - b) Regularly sharing news and notes through a variety of means
  - c) Holding regular events for families and staff to attend (parent ed. and fellowship)
  - d) Modeling quality relationships between staff and families for MLC teacher candidates

## **Philosophy**

The Martin Luther College Early Childhood Learning Center program is based on the philosophy that

- God gives parents the primary responsibility for nurturing their children.
- the center assists parents in nurturing the growth of children 6 weeks old to children 5 years old in a Christian environment.
- children develop best in an atmosphere of Christian love, care, trust, and respect.
- developmentally appropriate experiences are provided for all children with “hands-on” activities that further their spiritual, physical, intellectual, emotional, and social development.
- Early Childhood Education students benefit from student teaching experiences in a model Early Childhood program.

## **Goals**

Consistent with the mission and philosophy, the Martin Luther College Early Childhood Learning Center seeks to carry out the following goals:

- **Children**

- Spiritual Growth

1. To learn that Jesus is their Savior from sin.
2. To learn that Jesus is also their best friend.
3. To learn of God’s love through Bible stories, prayers, and songs.
4. To respond to God’s love in everyday life.

- Physical Growth

1. To appreciate likenesses and differences in God’s children.
2. To observe simple health and safety procedures.
3. To develop small and large motor control and coordination.

- Intellectual Growth

1. To learn that their abilities are gifts from God.
2. To practice and enjoy their disposition to learn.
3. To make and express choices, plans, and decisions.
4. To experience using different materials in many ways.
5. To develop their language skills.

- Social-Emotional Growth

1. To grow in their ability to interact with peers, adults, and their environment.

2. To experience success in working and playing individually and cooperatively.
3. To grow in Christian love, respect, and empathy.

- **Parents**

1. To understand that God gives them the primary responsibility for nurturing their children.
2. To understand the spiritual, physical, intellectual, emotional, and social needs of their children.
3. To understand the importance of communication between home and school/center.
4. To become involved with their child's learning through classroom visits, daily conversations, and attendance at scheduled parenting classes and fellowship opportunities.

- **Martin Luther College Early Childhood Learning Center Adults**

1. To understand the development of young children.
2. To observe and experience a model for nurturing young children and assisting parents.
3. To plan and create experiences within the early childhood setting that meet the child's developmental needs.
4. To student teach in an early childhood education setting.
5. To share the love of Christ with young children and their families.

**For more information, please review the ECLC Child Care Program Plan [here](#).**

**Please also feel free to ask for specific classroom schedules and description of daily activities.**

# GENERAL POLICIES

## Snacks

Snacks will be served to the children in the morning and afternoon sessions. It is considered part of the learning experience to share, say “please” and “thank you,” and to stop play for a little quiet activity. Snacks will not include pastries, donuts, cakes, chips, candy, suckers, or imitation fruit drinks.

If parents wish to provide a snack for the group, they are asked to notify the Center so any allergies can be addressed. This list of nutritious foods is provided as a guideline for snacks.

fresh fruit	fresh vegetables	milk	sliced cheese
low-sugar cereals	crackers	bagels	hard-cooked eggs
popcorn/pretzels	cheese sticks	dried fruits	trail mix(nut free)
cottage cheese	raisins	granola mix or	whole grain bread
100% Juice	muffins	bars	yogurt

## Noon Lunches

Noon lunches will be catered by Gutes Essen and will provide the following nutritious portions according to the USDA meal pattern for your child’s age.

4-6 fluid oz. of milk

1 oz. meat or meat alternate

1/8 – ¼ cup vegetables and fruit or 1/8 – ¼ cup of 2 different vegetables

½ slice whole grain bread, ¼ cup cooked whole grain pasta or rice or

¼ cup cooked cereal grains or equivalent

## Observations/Photographs/Videotaping/Sound Tape Recordings

Photos, videos and sound tape recordings may be taken of the children for educational purposes and are sometimes shared on the MLC ECLC website, Facebook page, and through our Brightwheel app. Written parental permission will be acquired at enrollment with our Photo and Recording Permissions Form.

On occasion, the ECLC may welcome undergrad visitors from MLC, as well as prospective students who observe briefly in our classrooms. These visitors are accompanied by MLC and/or ECLC staff. At times, we also invite professors into our classrooms to serve as a professional resource. They may assist in observing both our students and our student teachers.



## **Nap and Rest Time**

Children will have an active morning, and therefore, will be given the opportunity to rest or nap, but will not be required to remain on a cot or in a crib after resting for 30 minutes. They will be provided with a crib or cot and a quiet setting, separate from activity. Toddler and preschool parents should provide a blanket and/or pillow for rest. They are responsible for taking them home to wash each week or as needed.

Infant parents will be given the opportunity to sign additional paperwork regarding their child's sleep.

## **Neighborhood Walks/Field Trips**

Neighborhood walks and field trips are a part of the curriculum at the ECLC. Field trips may include, but are not limited to, play at a nearby park, play at the Betty Kohn Fieldhouse, and visits to campus for special reading opportunities, walk-throughs of campus facilities, and sledding in the football bowl. Written permission for all of the above will be acquired annually. A first aid kit and all emergency phone numbers will be taken along by a staff member.

## **Children's Clothing**

Children must be dressed appropriately for weather conditions. Parents should bring an extra set of clothing to keep at the Center in the event that a change of clothing is needed. Please have all clothing labeled. Clothes should be comfortable and easy for the child to manage. We require that your child wear shoes appropriate for their active play. The center is not responsible for lost or misplaced items.

# **BEHAVIOR GUIDANCE PROCEDURES AND POLICIES**

At Martin Luther College Early Childhood Learning Center, training and discipline are grounded in first helping children to know that they are God's dear children. As they learn to know Jesus' love and forgiveness, our children are then trained and disciplined (taught) how they can also show God's love to others. Teachers will strive to discipline (teach) in a way that is meaningful, consistent, and constructive. Guidelines and boundaries will be given to reassure children that they will be safe in the classroom, and that they are loved by those caring for them. Those guidelines also help children to know what is expected so that they can follow those expectations without having to guess or worry about inconsistencies throughout the day.

A positive environment will be fostered in the following manner:

1. Children will be encouraged in their positive behaviors through teachers' positive modeling; harmful and destructive behaviors will be minimized as teachers play and interact with children throughout the day.
2. All staff personnel will be knowledgeable about general infant through five-year-old

developmental stages, as well as individual children's family backgrounds, special needs, interests, and medications being given (if any).

3. When conflict arises, children will be redirected to a new activity or helped with problem solving skills that are appropriate to the child's age.
4. Staff will avoid unsafe activities to protect staff and children.
5. Any consequences for unacceptable behavior will be directly related to the behavior and will take place immediately so that the child can correct the behavior and continue learning how to interact with others and materials in an appropriate and God-pleasing way.

### **Parent-Teacher Communication**

Regular and frequent visits to the classroom by parents are encouraged at any time. Parents may volunteer to assist teachers in the classroom, on field trips, or by sharing their special talents and interests. Each fall and spring teachers will arrange for a special time to discuss the child's development and progress. In addition, if parents wish to arrange a conference at other times, the opportunity is always welcome. Parents are free to view their child's daily observation record. A developmental checklist of observations will be recorded and kept on file.

### **Behavior Consequences**

Our staff is committed to modeling Christ's love in our interactions with children. The goal of any discipline is to teach, as described in the above five points. At times, even with all of the above strategies in place, behavior problems can persist. In such instances, parents will be contacted and increased staff guidance and time will be dedicated to the child's needs. The staff will observe, record, and report the behavior of the child. A plan will be developed to address the behavior as needed, and a consultation will be held with the child's parents/guardians, other staff persons, and professionals when appropriate.

No child 6 weeks-16 months of age will be separated from the group for behavior guidance.

No child will be separated from the group unless the staff has tried less intrusive methods of guiding the child's behavior to no effect, and the child's behavior threatens the well-being of the child or other children in the center. A child who requires separation from the group will remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group will depend on the child's stopping or bringing under control the misbehavior. The child will be returned to the group as soon as the behavior lessens or stops. All separations from the group will be noted on a daily log. The log will include the child's name, staff person's name, time and date, as well as information indicating the less intrusive methods that were used to guide the child's behavior and how the child's behavior continued to threaten the well-being of the child or others.

If a child is separated from the group three or more times in a day, parents will be notified. If a child is separated five or more times in a week or more than eight times in two weeks because of persistent unacceptable behavior, the child's parent/guardian will be notified and asked to come for a consultation. Such notification will be indicated on the daily log. The MLC ECLC reserves

the right to deny care to families if we feel that the child's needs could be better met in the care of a different facility.

### **Prohibited Staff Action**

Children will not be disciplined in a way that is frightening or demeaning. All corporal punishment and humiliating techniques to control behavior are not allowed by any staff person. Corporal punishment includes rough handling, shoving, hair or ear-pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking. Humiliating and emotional abuse includes name-calling, ostracism, shaming, derogatory remarks about the child or the child's family, or using language that threatens or frightens the child. A child will be physically restrained (by holding the child) only when necessary to protect the child or others from harm. A child will not be mechanically restrained in a manner such as tying. **Prone restraint will not be used with children.** Food, light, warmth, clothing, or medical care will not be withheld from any child in response to unacceptable behaviors. Children will not be punished for toilet accidents.

## **GRIEVANCE PROCEDURES**

The following procedure and timeline have been established for handling grievances within sixty days:

- a. The parent should contact the teacher first and discuss the matter.
- b. If the matter is not satisfactorily resolved, the parent should contact the director for a meeting within two weeks with the parent(s) and the teacher.
- c. If the matter is not resolved, the matter is taken to the ECLC Advisory Committee within two weeks with the parents, teacher, and director.

### **Organizational Flow Chart**

VP of Education Division at MLC

Martin Luther College Early Childhood Learning Center Director

Lead Teachers

Student Teachers, Assistant Teachers

# **MANDATED REPORTING POLICY**

## **Who Should Report Child Abuse and Neglect**

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

## **Where to Report**

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6500.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 507-354-8246 or local law enforcement at 507-233-6750.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Service, Licensing Division at (651) 431-6500.

## **What to Report**

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act.
- A report to any of the above agencies should contain enough information to identify the child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holiday.

## **Retaliation Prohibited**

An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

## Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

## EMERGENCY AND ACCIDENT POLICIES

### Prevention

1. Each morning before children arrive, the staff will check that the center is orderly and clean, and for any potential hazards that might cause injury to the children.
2. Hazardous substances will be stored out of the reach of the children and will be daily inspected. If poisoning is ever suspected, the Poison Control Center will be contacted. The parents will be notified.
3. Non-toxic paint will be used and stored out of reach of the children.
4. Due to prevalent allergies among children, no live pets will be in the Center. (An aquarium may be an exception.)
5. Entrance hallways and exits will be kept clear.
6. The staff will pay attention to the safety and physical welfare of the children, **NEVER LEAVING THEM UNSUPERVISED.**
7. Children will be out-of-doors only under the supervision of the staff.
8. Unstable equipment will be repaired or eliminated. Only material suitable for the age group will be used.
9. Matches and flammable substances will be stored in proper containers out of reach of the children.
10. Electrical outlets will be covered when not in use.
11. Food will be stored in proper containers, and sanitary measures will be taken when preparing daily snacks and noon lunch (catered).
12. To avoid choking, snack foods having pits, cores, or seeds will have the pits, cores, and seeds removed before serving them to the children.
13. To avoid suffocation, safe sleep practices are followed and staff are trained in SUID.
14. The staff will be aware of children with allergies along with an allergy plan and take necessary precautions.
15. Children will cross streets only at the appropriate crosswalks and will be directly supervised.
16. Staff will be instructed in blood borne pathogens, allergy procedures, emergency procedures, health, and safety procedures yearly.
17. There will be a qualified first-aid person with CPR training present at all times. The first-aid kit contains sterile bandages and band-aids, sterile compresses, scissors, an ice bag or cold pack, a surface thermometer with disposable covers, adhesive tape, and a first aid handbook. The kit and emergency handbook is accessible to the staff in the school and taken on field trips.

18. Emergency procedures are located in each classroom in a backpack, along with emergency numbers for children.

### **Fire and Tornado Safety**

1. We are a smoke free building which includes our parking lot. Thank you!
2. Fire drills will be held once a month and recorded in the log. An intercom system will be used and the children will be led from the building until the all-clear signal is given.
3. A tornado drill will be held monthly from April to September and recorded in the appropriate log.
4. In the event of fire, the building will be evacuated using the designated main entrance exit or the classroom exit. Children will be led out of the building by the teachers and staff to a designated safe area.
5. A fire extinguisher is easily accessible near the main door. Directions for use are posted, and staff is trained through MLC. Fire extinguishers will be checked annually.
6. In the event that the Civil Defense sirens should sound to warn of a tornado or other notification of a tornado, the children will be taken to a designated area. Everyone will remain there until the all clear is sounded.

### **Should an Accident or Incident Occur**

1. First aid kits are kept throughout the center. Standard first aid practices will be followed. Superficial wounds will be cleaned with soap and water, and protected.
2. Parents will be notified via telephone numbers listed on the emergency card if a child becomes ill or an accident occurs.
3. In an emergency where time is a factor, staff will call 911 for local ambulance help and the child will be transported to the New Ulm Medical Center. Parents will be notified immediately. A complete written report will be recorded of all accidents, injuries, and incidents involving a child enrolled in the center.
4. Within 24 hours after the occurrence of an unusual accident, death or serious injury to a child, the appropriate reports will be submitted. A serious injury is defined as one that requires medical treatment(stitches, cast, prescribed medication) of the child.
5. An accident report will be written for every accident, regardless of how minor. These reports will be signed and dated by staff and parents and kept for records.
6. A log will be kept for all accidents, injuries, or incidents involving children, staff and visitors. This log will be reviewed annually, to allow for policy updates, as needed.

### **Pick-Up of Children/Missing Children**

1. If an undesignated person or no one comes to pick up the child, the parent or the designated person from the emergency list will be called. If an incapacitated person or a person suspected of child abuse attempts to pick up a child, the police may be notified.
2. The persons authorized to pick up a child must sign their name on the attendance log before the child will be dismissed.
3. In the event a child should become missing from school, the police department will be notified and the parent will be called.

**For more information, please review the ECLC [Risk Reduction Plan](#) here and the ECLC [Emergency Plan](#) here.**

**List of emergency numbers:**

Brown Co. Public Health  
1117 Center St.  
P.O. Box 251  
New Ulm, MN 56073  
233-6820

Brown County Family Services  
1117 Center St.  
New Ulm, MN 56073  
507-354-8246

State of MN Dept. of Human Services  
444 Lafayette Rd  
St. Paul, MN 55155

New Ulm Medical Center  
1324 5th North  
New Ulm, MN 56073

**MN Poison Control Center:** 1-800-222-1222

**Dental:**

Pediatric and Adolescent Dentistry  
26 N. Broadway  
354-8943

## **HEALTH AND SAFETY POLICY**

**Prior to Start Date**

1. All children are required to have a current immunization record, a signed notarized statement of parental objection, or a medical exemption in their file.
2. All children are required to have a completed health care summary prior to their start date. Health care summaries are required to be updated upon transition to a new classroom as well as after the third year of care within a room.

**Illness Prevention**

1. Children and staff are required to wash their hands after using the bathroom and before and after meals and snacks.
2. Tables will be washed and sanitized before meals and snacks and washed after eating.

**Illness**

1. If your child has a cold, symptoms of illness, or needs to remain indoors, it would be best to keep the child home. Parents are requested not to send a child to the center if he/she is sick. Please contact the center via phone(233-9105) or Brightwheel if your child will not be coming to school due to illness. The office should be notified of a child's absence and the reason for it early in the morning.

2. Should a teacher feel that a child is unable to function properly at the center due to illness, parents will be notified immediately and requested to make arrangements for transportation home. Parents will be notified via telephone numbers listed in the child's file if the child becomes ill or an accident occurs.
3. If possible, a sick or injured child will be separated from the other children and attended to by a teacher or other staff person until the parent arrives. In an emergency, 911 will be called and decisions will be made by paramedics as to the next procedures to be carried out.
4. In the event that your child has a contagious disease, your child may not come to the center. We must be informed of the disease so notice of possible exposure can be given to families enrolled. A child with a communicable disease will be readmitted to the center only after allowing for the longest usual incubation of the disease or with a signed statement from your physician.
5. The center must exclude a child-removal of pinkeye from the exclusion list
  - a. with a reportable illness or condition that may be contagious.
  - b. with chicken pox until the child is no longer infectious or until the lesions are crusted over.
  - c. who has vomited since admission that day and requires one on one care.
  - d. who has had several abnormally loose stools(at the discretion of the lead teacher or director) since admission that day and requires one on one care.
  - e. who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy.
  - f. who has unexplained lethargy or fatigue.
  - g. who has lice, ringworm, or scabies that is untreated and contagious.
  - h. who has a 100.4 degrees tympanic (ear) or higher temperature of undiagnosed origin before fever-reducing medicine is given.
  - i. who has an undiagnosed rash or a rash attributable to a contagious illness or condition.
  - j. who has a significant respiratory disease.
  - k. who is not able to participate in normal activities with reasonable comfort.
  - l. who requires more care than the staff can provide without compromising the health and safety of other children present.
6. Parents will be notified via Brightwheel and via note posted in the central sign-in area if an infectious or communicable disease is present in the center.

### **Medication**

1. No medication of any type will be given to a child without the written consent of a parent.
2. A medication permission form is available in the classrooms or in the office.
3. Parents will sign permission for all diaper creams, lotions (including sunscreen), and insect spray.
4. Please inform your child's teacher should your child be under medication which might affect the child at the center.



## IN CONCLUSION

It is our prayer that the policies expressed in this handbook help us to best serve the needs of every child in our care. If you have any questions or concerns, please feel free to reach out to us with the contact information provided below.

Melissa Berg  
Director  
507-766-2725  
[ecldirector@mlc-wels.edu](mailto:ecldirector@mlc-wels.edu)

Jordyn Keranen  
Admin. Assistant  
507-233-9105  
[ecldirector@mlc-wels.edu](mailto:ecldirector@mlc-wels.edu)