

# 2021-2022 Parent Policy



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St. John's Wee Care Learning Center  
111 Second Ave. NE – Stewartville, MN  
(507) 533-6260  
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## Wee Care 2021-2022 Parent Policy

Wee Care Learning Center is a non-profit, self-supported organization, licensed through the Minnesota Division of Licensing (651-431-6500). It is designed for toilet-trained children ages three through five years of age. Wee Care has a licensed capacity of 40 children and operates from September through May, Monday through Thursday, from 9:00 am to 11:30 am or 12:00 pm. Our philosophy is that each child who uses the center will develop, through Christian guidance, a good self-image and leave liking him/herself and others. The documents *Areas Explored During a Typical Day* and our *Philosophy Statement* describe, in more depth, our approach to education. As required by State law, Wee Care has developed a *Child Care Plan*, which is written and evaluated by the Director and a qualified teacher. This plan is reviewed annually and is available to parents upon request.

Wee Care reserves the right to amend this policy during the school year if necessary. Parents would be notified of changes.

### Registration

Children will be accepted on a first-come, first-served basis (priority given to current families), upon receipt of the registration form and fee. There will be no verbal notification of acceptance. **A non-refundable registration fee of \$50** will be charged. The registration fee must be sent with the registration form. No sibling registrations will be taken from families with *past due* accounts.

The **Student Information Form** *must* be returned by August 15. Notify Wee Care of any information that changes during the school year. Minnesota law requires each child's **Health Care Summary** (due within 30 days of enrollment) and **Immunization Record** (due at the time of enrollment) to be kept on file with our center.

### Payment Policy

Payment must be paid monthly on the first session of each month. Tuition is averaged over the nine-month school year according to the number of sessions per year in your child's class. Families with more than one child attending in the same school year will receive a 20% discount off any additional child's tuition. Payment received after the 10<sup>th</sup> of each month (even if your child is absent that day) must include a \$10 late fee. If payment is not received by the end of the month, your child will not be able to attend class until payment has been made in full. A fee will be assessed for any returned checks. This fee will be equal to that of the fee assessed by the bank holding our account.

### WEE CARE EVEN PAY PLAN

Caterpillar Classes		Butterfly Classes	
1 day (30 sessions)	\$50/month	1 day (30 sessions)	\$65/month
2 days (60 sessions)	\$93/month	2 days (60 sessions)	\$120/month
3 days (90 sessions)	\$135/month	3 days (90 sessions)	\$175/month
4 days (120 sessions)	\$173/month	4 days (120 sessions)	\$227/month

### Calendar

Wee Care has its own calendar. **Days differ from the public school.** Read it carefully and keep it on hand for reference. Parents will be notified of any changes. A monthly calendar is sent home to inform parents of themes, activities and snack assignments. Wee Care is in session September to May, Monday through Friday from 9:00-11:30 or 12:00.

## Withdrawal

Classes are scheduled as full school-year classes. If a child must withdraw after classes have started, a **two-week written notice** must be submitted to the Director. Tuition for that month is non-refundable. Parents must sign a release form, which serves as written notification.

## Communication

**Student Folders:** Daily newsletters, parent bulletins, monthly and annual calendars will be sent home in your child's folder or via electronic communication. If two sets of information are required, notify the office. Important information is also posted on the bulletin board outside of the office.

**Wee Care Website:** Our website also contains important information, calendars and forms  
<https://www.stjohnsandweecare.org/wee-care-learning-center/>

**Seesaw App:** Our staff communicates with families via the Seesaw application. Only parents and legal guardians will be given access to student information, photos and/or links. For the safety and privacy of our students, **ANY INFORMATION SHARED VIA SEESAW MAY NOT BE SHARED ON ANY PUBLIC MEDIA SITE.**

**Contact the Office:** The Wee Care office hours are Monday through Thursday from 8:30 to 12:30. Staff can be reached at 533-6260. Contact the Director if you have a complaint or grievance. This will be acted upon immediately and the concerned individual will be contacted within a week. The Director is also available for any general questions or concerns via email at [director@stjohnsandweecare.org](mailto:director@stjohnsandweecare.org)

## Class Cancellations

Wee Care's policy is that classes will be held when at all possible. The center **does not follow** the Stewartville Public School regarding weather closings. If Wee Care must dismiss early or cancel class sessions, the Director will inform KTTC and KAAL and will post it on our Facebook and Seesaw. Be sure to always check for the "**St. John's Wee Care, Stewartville**" announcement. The office voicemail message will also reflect the closure. In the event of an early dismissal, parents should pick up children as soon as possible. No tuition credit is offered for individual snow days. If more than one snow day occurs for one class session, either a make-up session or a tuition credit will be offered. The Director will decide which option is offered. Scholarship families do not receive tuition credit as tuition is already reduced; however, they are eligible for make-up sessions.

**CLOSINGS DUE TO COVID-19 OR OTHER PUBLIC HEALTH MANDATES:** If a public health-related closing occurs for a period of 2 weeks or less, Wee Care will provide alternative educational opportunities through online story time, posted activities and other take-home projects. There would be no tuition refund for public health-related closings of 2 weeks or less. In the event our center would need to close longer than 2 weeks, the director would make a decision regarding the possibility of distance learning opportunities as well as a refund/rebate/pro-rating of tuition.

## Absences

When a child is unable to attend a class, call Wee Care at 533-6260. Messages may be left on the machine. If your child has a contagious disease, you must notify the office. Tuition is not adjusted for days missed due to sickness, holidays, etc. If a child misses two consecutive weeks, and notification has not been given, the child will lose his or her place in the program and a new child will be added. Parents will be contacted and are required to pay the tuition for the missed sessions in addition to the two-week notification period.

## Drop-Off and Pick-Up of Children

Wee Care allows a 15 minute arrival time. Therefore, **children do not need to arrive before 9:00 am**. Parents are required to escort their children into the building to check in with a staff member. Families will be instructed on where to put their coats, backpacks and folders.

At the end of the day, wait for your child in the large main area inside the entrance. If the children are playing outside, please wait for them inside the building. Send a note to inform staff if you are picking your child up early. Staff must also be notified **in writing** if someone else is picking up your child. All families are required to fill out and return **Student Information Form**. This specifies who has permission to transport your child. Notify staff of any changes. Your child will not be allowed to leave with anyone who is not on this list unless we have been notified in writing prior to pick up.

Firearms are not allowed on Wee Care or St. John's Church property.

**ALTERNATIVE DROP OFF AND PICK-UP PROCEDURES** may be followed in place of the above procedures. These may reflect health and safety guidelines related to COVID or other State and Local guidance. Parents would be informed of those procedures through supplemental communication.

## Late Pickup

Parents who have not picked up their child within 15 minutes of the end of class will be charged a fee of \$5 for every fifteen minutes. This amount is payable to staff present at pickup or must be added to the next tuition payment.

## Immunization and Health Records

State law requires all children to have an **Immunization Record** on file with our center. This must be turned in at the time of enrollment. A **Health Care Summary** (signed by the child's physician) must also be turned into Wee Care within 30 days of enrollment. Students who have not turned in the required forms will be unable to attend school until these forms are received by our office. All records must be current and updated when additional immunizations are received. If there is a medical reason for a missing immunization, the physician must provide a signed statement. Any immunizations opposed by parents must be documented with a notarized statement. In the event of an outbreak or exposure of a vaccine-preventable disease (as defined by the Olmsted County Health Department), or health department directives by State or Local authorities, Wee Care reserves the right to refuse enrollment or ask a non-vaccinated child to stay at home from class.

## Illness and Medication

If a child becomes ill at Wee Care, he or she will be taken to the office to rest under the supervision of the Director or Office Assistant, who will contact the parents. If not available, the other adults listed on the emergency form will be called until someone is found to take the child home. If transportation cannot be arranged, parents may request to send a child home or to day care using Grisim Bus. Prior written permission (on the Information Form) must be given before Grisim may transport.

Wee Care does not dispense over-the-counter medications. It is preferred that all medications be given at home before or after Wee Care classes. If it is necessary for Wee Care to dispense prescription medications, a doctor's form is needed. Both the parents and physician must sign and date the form. Prescriptions must be in the original, labeled container. Written parental permission must be given to administer medicine, sunscreen and insect repellants.

Parents must notify Wee Care of any medical conditions or allergies at the time of registration or as soon as they are discovered by medical staff. Parents will be asked to fill out an Individual Child Care Program Plan (ICPP) describing the

condition/allergy, triggers, treatments, physician information and emergency plan. This document will be shared with any staff member that would be onsite during the child's care. If necessary, it may be shared with parent volunteers during special events (classroom parties) and/or field trips.

The health guidelines and exclusions below are subject to change during the year if guidelines from state and local authorities become updated. Families will be notified of any changes if/when they occur.

**Do not send your child to school if:**

- Your child has a fever of over 100.0°F. He/she may return after being fever free for 24 hours **without** the use of fever-reducing medication.
- Your child has vomited or had diarrhea/loose stools in the last 24 hours.
- Your child has strep throat. He/she may return 24 hours after beginning antibiotics.
- Your child has mattered eyes. He/she should be evaluated for pink eye. If positive, the child may return after being medicated for 24 hours.
- Your child has live lice present.

Parents must **notify the Director within 24 hours** if their child has developed a contagious illness or lice, scabies, impetigo, ringworm or chicken pox. The Director will post or give notice to parents of exposed children the same day the center was notified of the child's illness or condition listed in the previous sentence. Wee Care is required to report some of these conditions to the State of Minnesota. Per Minnesota licensing regulations, a child with the following conditions or behaviors is termed a sick child and **must be excluded** from a center not licensed to operate a sick care program. The license holder **must exclude a child:**

- With a reportable illness or condition as specified by law that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others;
- with chicken pox until the child is no longer infectious or until the lesions are crusted over;
- who has vomited two or more times since admission that day;
- who has had three or more abnormally loose stools since admission that day;
- who has contagious conjunctivitis or pus draining from the eye;
- who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
- who has unexplained lethargy;
- who has lice, ringworm, or scabies that is untreated and contagious to others;
- who has a 100 degree Fahrenheit axillary or higher temperature of undiagnosed origin before fever reducing medication is given;
- who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- who has significant respiratory distress;
- who is not able to participate in child care program activities with reasonable comfort; or
- who requires more care than the program staff can provide without compromising the health and safety of other children in care.

**IF COVID-19 OR OTHER PANDEMIC PROTOCOLS ARE ENACTED, EXCLUSION BASED ON THOSE PROTOCOLS MUST BE FOLLOWED.** These exclusions may be more stringent than the above-listed exclusions. Parents will be notified if pandemic protocols are enforced.

## Accidents, Injuries and Emergencies

The Wee Care staff is trained in Pediatric First Aid, CPR and Universal Precaution standards. In the event of any injury or illness, trained staff will administer First Aid. Parents will be notified by phone and/or written report regarding any injury or accident occurring at Wee Care. A copy of the report will be kept on file at Wee Care and, if required, filed with the state licensing agency.

If necessary, staff will contact Olmsted Medical Group, or Stewartville First Response at 911 to provide emergency medical assistance. The child will be transported to a medical facility if deemed necessary by emergency personnel. A parent, guardian or emergency contact will be reached as soon as possible. All expenses related to an emergency are the parent's responsibility.

## Health Policy

Children must wash hands before entering the classroom, after using the bathroom and before snack is served. Hand washing guidelines are posted and followed according to health department standards. A safe and clean environment is maintained. The facility, toys, furniture, bathrooms and equipment are cleaned, sanitized and/or disinfected per state law guidelines. Wee Care will follow guidelines and recommendations from the State of MN and Olmsted Public Health.

## Visitation, Volunteering and Conferencing

Parents of enrolled children may visit the center at any time during hours of operation. Parents and legal guardians will be allowed access to their child at any time while their child is in our care. Special events for parents and grandparents will be scheduled during the year and families notified of the dates. All visitors must check in with the office before entering classrooms. Wee Care has a policy that visitors/volunteers **must have prior authorization from the Director and/or classroom teacher before taking any photos**. If permission is given, the visitor/volunteer **may only take photos of the child he/she is visiting**. We also have a confidentiality policy concerning discussion of children's behavior, performance, and medical or health conditions. We ask that people who visit our classes abide by these rules.

Children will receive written report forms two times during the year. Reports will include assessments of the child's intellectual, physical, social and emotional development. Teachers will also offer conference times twice a year.

**COVID OR OTHER PANDEMIC RESTRICTIONS** may be followed in place of the above procedures. These restrictions may prohibit parents from entering the classroom. Parents would be informed through supplemental guidance.

## Research and Public Relations

By signing the Annual Parental Permissions on the Student Information Form, parents have given Wee Care permission to display their child's picture and/or name on our website, Facebook page, Seesaw, promotional DVD, newspaper and/or television for publicity purposes. This fulfills the DHS parental permission requirement which summarizes the annual public relations activity for our center.

Per licensing, parental permission would be requested prior to any occasion of research or experimental procedure.

## Field Trips

An individual permission slip will be issued each time a field trip is planned. It must be signed and returned before a child can partake in the activity. In the event of unfavorable weather conditions occurring during a field trip, children may be transported by Grisim Bus to and/or from Wee Care. Parents have given permission for this by signing the Annual Parental Permissions on the Student Information Form.

## Snacks and Water

Wee Care encourages healthy eating and complies with the Department of Human Services Nutritional Snack Standards. Parents will be asked to provide a nutritious snack and a half gallon of 100% juice or 1% or skim **white milk. (2% and chocolate milk and juices other than 100% do not meet DHS standards)**. Children will be assigned a date to bring a snack. This will be printed the monthly calendar. The center keeps backup snacks. If you forget to bring a snack, please provide a replacement snack (such as crackers). All snack items must be pre-packaged and store-bought. We are unable to serve any items prepared at home.

We are required, by licensing, to serve a snack that **includes items from at least 2 of the stated food groups**. The listed drinks can be counted as a food group. This is not an all-inclusive list. This list may be modified if we are notified of a student allergy or sensitivity.

- **Liquid Milk:** 1% or Skim WHITE MILK ONLY
- **Grains:** pretzels, pitas, crackers, English muffins, bread sticks, crackers (any kind), popcorn, flavored rice cakes, granola bars, dry cereals (low sugar), banana bread, tortillas
- **Vegetables:** carrots, broccoli, cauliflower, celery, cucumber, radishes
- **Fruits:** raisins, applesauce, apples, pineapple chunks, oranges, berries, melon chunks, pears, bananas, etc., canned or packaged fruits, 100% fruit juice (NO FRUIT SNACKS OR GRAPES, PLEASE)
- **Meat & Protein:** peanut butter, nut/seed butter (all kinds), lean meat, yogurt, cream cheese, cheese spread (used as a dip), string cheese, sliced or cubed cheese, cheese curds

Water is offered daily to all children and available throughout the hours of operation. It is offered in a single-serve cup or through drinking fountains accessible to children.

## Allergies

Parents must notify staff in writing of any allergies. This should be submitted at the time of enrollment. Parents, along with the child's health care provider, will be required to complete special forms which will include (but is not limited to): a description of the allergy, triggers, symptoms, avoidance techniques, allergic response procedures, medications, and medical provider contact information. State licensing requires that this information will be shared with all staff who may work with your child. If a new allergy appears after enrollment, notify the office, in writing, as soon as possible. This will become part of your child's file and will be shared with our staff and the child's class so that parents are aware when providing snacks. Per DHS requirements, food allergy information is also posted in classrooms where food is served.

## Pets

Wee Care does not have classroom pets. Notify the office if your child has an allergy to pet dander, as pets do sometimes visit for show and tell. Parents **must ask permission** from the center director and the child's teacher **at least one week in advance** to make specific arrangements prior to bringing a pet for sharing. All visiting pets must be healthy, fully vaccinated and under an accompanying parent's control at all times. Animal visitation is at the discretion of the center director and may be prohibited on an individual basis.

## LCMS Nondiscrimination Policy

St. John's Wee Care Learning Center adheres to the LCMS (Lutheran Church Missouri Synod) school nondiscrimination policy which states: *Wee Care is operated by St. John's Lutheran Church and admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, creed, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and other school-administered programs.*

# Behavior Guidance Plan

Wee Care's Behavior Guidance Plan ensures that each child is provided with a positive model of acceptable behavior. It is tailored to the developmental level of the children that our center is licensed to serve. It follows the general principles:

- Staff members redirect children and groups away from problems toward constructive activity in order to reduce conflict.
- Children are taught to use acceptable alternatives to problem behavior in order to reduce conflict.
- Protect the safety of children and staff persons.
- Provide immediate and directly-related consequences for a child's unacceptable behavior.
- Wee Care has the following rules:
  1. Walk in the building.
  2. Use inside voices.
  3. Be nice to others.
  4. Take care of Wee Care toys.

These rules will regularly be explained and reviewed. A child will be given a warning if he or she breaks a rule and then redirected to another activity. All redirection will be immediate and any consequences will be directly related to the unacceptable behavior. If the child continues the behavior, the Director will problem-solve with the child and come up with alternative ways to deal with the issue that are more appropriate. In accordance with MN Rule 9503.0055, subpart 4, if these less-intrusive methods do not work and the child's behavior threatens the well-being of the child or other children in the center, he/she may be separated from the group. Any such separations are recorded daily on a Separation Report. The child may rejoin the group when he or she has calmed down and can participate in the activity and follow the rules. If the child does not initiate reentry, the teacher will invite them back after 3-5 minutes.

If the child's unacceptable behavior continues, staff will observe and record the behavior (and any attempted interventions) on a Behavior Log and/or Serious Behavior Report and a conference between parents and staff will be arranged. If appropriate, a Behavioral Individual Child Care Program Plan (ICCPP) will be developed. Consultation with parent(s), staff and other professionals will also be set up if needed. Wee Care Learning Center reserves the right to dismiss any student if unacceptable behavior continues or cannot be controlled.

## **In accordance with MN Rules 9503.0055, subpart 3, Wee Care prohibits the following actions:**

1. Leaving the children unattended.
2. Subjecting the child to corporal punishment. Corporal punishment includes, but is not limited to; rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
3. Subjecting a child to emotional abuse. Emotional abuse includes, but is not limited to; name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.
4. Separating a child from the group, except as provided in sub-part 4 of license rules:

*No child may be separated from the group unless the license holder has tried less-intrusive methods of guiding the child's behavior which have been ineffective 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 must 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 must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops. A child between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.*

5. Punishing for lapses in toilet habits.
6. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
7. The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.
8. The use of mechanical restraints, such as tying.
9. Neglecting to report any of the above to proper authorities.

# **STAY SAFE MN COVID-19 Preparedness Plan for St. John's Wee Care Learning Center - Stewartville, MN IMPORTANT INFORMATION FOR ENROLLED FAMILIES**

Per MN State guidelines, Wee Care has created a COVID-19 Preparedness Plan. This plan is posted in several areas throughout our center, including on our information bulletin board outside of the director's office. You may also request a copy at any time by contacting the director. This plan may be amended if guidance from state and local health authorities changes during the school year. Parents will be updated regarding any changes and will be required to adhere to any new guidelines.

This page will summarize some of the information in the plan that is especially important for the families of our enrolled students. If you have any questions about this information, please contact our office at (507) 533-6260 or by email at [director@stjohnsandweecare.org](mailto:director@stjohnsandweecare.org)

## **ALL FAMILIES ARE REQUIRED TO DO THE FOLLOWING PRIOR TO SENDING A CHILD TO WEE CARE:\*\***

- **Take your child's temperature.** Per our licensing guidelines, **any child with a temperature over 100.0 °F (taken without the use of fever-reducing medications) must not attend classes.**
- **Screen your child for symptoms of illness.** **Per MN State licensing guidelines, students who are ill must be excluded from attendance.** Please see your [Parent Policy](#) for a list of excluding symptoms. Children showing these symptoms must not attend classes.
- **In addition to that list,** any children showing symptoms of COVID-19 are also excluded from attendance and must stay home. Those symptoms include:
  - new onset cough or shortness of
  - fever (100.0°F or higher),
  - chills, muscle pain, sore throat,
  - loss of sense of smell or taste
  - gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has any of the above symptoms with no other diagnosis to explain it, they should stay home and talk to their health care provider.

**\*\*PARENT RESPONSIBILITY FOR BUS TRANSPORTATION:** Parents/caregivers acknowledge that if they put a child on the bus for transportation to Wee Care, they are certifying that they have taken the child's temperature (without the use of fever-reducing medications) and screened the child for illness. The parent/caregiver further certifies that the child does not have a temperature (of 100.0°F or more) and is not showing signs of illness as described above.

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## **IF YOUR CHILD IS FREE FROM FEVER OR SYMPTOMS OF ILLNESS, YOUR CHILD MAY ATTEND WEE CARE.**

### **PLEASE FOLLOW THESE GUIDELINES WHEN ENTERING OUR FACILITY:**

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**Arrival/Drop Off:** At this time, parents will be allowed to bring their children into the facility, maintaining social distancing from others as much as possible. This procedure may be revised if deemed necessary for the health and safety of our staff and families.

All adults and children age 6 years and older are required to wear masks when entering the facility. Upon entering the center, parents will be directed to our screening area. While maintaining social distancing, parents will proceed to the screening area where a staff member will take the temperature of the child and ask the parents if the child is

experiencing any symptoms of illness, as posted in the screening area. **Any child having a temperature over 100.0°F or higher or showing symptoms of illness will not be admitted for classes and will be sent home with the parent.**

Children who pass the screening and temperature check will place their coats, backpacks and any other materials in the designated area and immediately proceed to the bathroom to wash hands. As soon as the child is done washing hands, parents should direct the child to enter the classroom. For health reasons, parents will not be allowed to enter the classrooms with their children.

**Dismissal:** At this time, parents should wait in the large common area outside of the classrooms. Students will be brought out to their parents. As with drop off, adults are required to wear masks and are asked to maintain distance from each other as much as possible.

**POSSIBLE FUTURE CHANGES to this policy may occur for the health of students and staff.** This may include requiring parents to drop off and pick up children at the exterior door, allowing only students to enter the facility.

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## **FREQUENTLY ASKED QUESTIONS:**

### **WHAT IS THE POLICY ON FACE COVERINGS AT WEE CARE?**

Centers for Disease Control (CDC) and the American Academy of Pediatrics (AAP) understand that the visibility of facial expressions and lip movements is critical to early childhood development and learning. Therefore, staff members at Wee Care will wear clear face shields. However, if staff members feel it is necessary for the health and safety of themselves or the children, they may add face masks or use them instead of shields.

As preschool-aged children cannot reliably wear, remove and handle face coverings throughout the day, **the CDC does not recommend the use of masks on children of preschool age. Therefore, STUDENTS WILL NOT BE ASKED TO WEAR MASKS AT WEE CARE.** Only adults and visiting children age 6 years and older entering our center will be required to wear a face mask.

### **WILL MY CHILD BE ALLOWED TO PLAY WITH OTHER CHILDREN AT WEE CARE?**

Minnesota Department of Health (MDH), Centers for Disease Control (CDC) and the American Academy of Pediatrics (AAP) understand that social interaction is critical for this age group, and that preschool-aged children do not understand the concept of social distancing. Therefore, it is suggested that centers such as ours focus mitigation efforts on handwashing, cleaning/disinfecting practices, limiting visitors, limiting interaction between groups of children and utilizing smaller grouping of students within the classroom. Children will be allowed to play with each other and interact in small groups.

### **WHAT IF THERE IS A LAB-CONFIRMED CASE AT OUR CENTER?**

If Wee Care is notified of a lab-confirmed case of COVID-19 (or any other reportable illness) the director will contact the appropriate licensing and health department authorities and follow their direction in regard to communication, sanitation, quarantine, or any other steps as put forth by health department officials. **Please note that this guidance could include a temporary closure of one or both classrooms. Current guidelines estimate that period of time to be at least 14 days.**

**Protecting the privacy of individuals and families is critical.** However, Wee Care will cooperate with the MDH regarding procedures during a possible exposure situation. If requested by MDH, CDC or our licensor (for the purpose of contact tracing) we may release the names of students and parents as well as contact information to those agencies.