



Little Stormers Village
Drop-In Child Care

Summer & Fall 2024 Parent and Guardian Rules and Acknowledgments

Please read and initial on the line to indicate your acknowledgment and agreement with each statement below. If completing this on your own, please email completed version to littlestormers@matc.edu.

MATC provides drop-in child care for children ages 6 months to 10 years on a first-come first-served basis. If student parents/guardians arrive and the center is full, staff will send the parent/guardian a text message when space is available.

Student parents/guardians will have access Little Stormers Village (LSV) for a maximum of 3 hours per day. It is the student parent/guardian's responsibility to return at or prior to the 3 hour mark. Failure to do so could result in loss of privilege to use the drop-in center.

Student parents/legal guardians will remain on the MATC Downtown Milwaukee Campus while their child(ren) are being cared for at LSV.

Student parents/legal guardians will indicate on the sign in/out form where they will be located on campus while their child(ren) are in care. If the student parent/legal guardian decides to move to another location on campus, they will contact the LSV staff by phone and notify them of the change in location.

Student parents/legal guardians will have a cell phone turned on and with them at all times while their child(ren) are being cared for at LSV.

Student parents/legal guardians will notify MATC LSV staff if there are any changes to their contact or care information, so the file can be updated and kept current.

Student parents/legal guardians will review this document with a staff member of the MATC drop-in center and both the student parents/legal guardians and a staff member will sign, before their child(ren) are left for the first time. A signed copy will be kept in the confidential family file. Another copy will be kept by the student parents/legal guardian, so they have it to refer to if necessary.

Student parents/legal guardians will have to show photo identification when dropping off their child(ren) and when picking up their child(ren).

MATC drop-in staff will give bottles of breast milk or formula to babies if needed. The student parents/legal guardians will bring the prepared bottle to the drop-in center, labeled with the baby's first and last name. A staff member will hold the child and feed them the bottle.

If a child wears diapers, the diapers and wipes will be provided by the student parent/legal guardians. For the safety of children and staff, diaper changing will occur in the drop-in center. Proper sanitation procedures will be followed.

Due to the large number of children with food allergies, no food or drinks will be allowed in the drop-in center other than bottles as described above. If a child states they are hungry, staff will text the student parent/guardian and then they will make a decision about what they want to do. **Reminder: No food or drinks in the drop-in center.**

It is critical that MATC does its best to prevent the spread of illness. There are children ages 6 months to 10 years in the same room. If a child has any visible signs of illness they will not be allowed to be cared for at the drop-in center. If your child has a fever, is vomiting, has diarrhea, pink eye, a severe cough, head lice, etc., they will not be allowed into LSV. We will text the student parent/guardian if their child begins to show any signs of illness while in our care and they will have to take them out of care for the remainder of the day. No medication will be administered by MATC drop-in staff. **Additionally, MATC LSV staff will dial 911 and notify Public Safety in the event of a medical emergency. Under no circumstance will staff administer EpiPens on an infant or child.**

Staff at MATC are Mandatory Reporters for Child Abuse

If a student parent/guardian has a concern or complaint about daily operations, student employees, safety, rules and procedures, etc. they may e-mail Littlestormers@matc.edu or fill out a complaint at <https://www.matc.edu/who-we-are/offices/compliments-and-complaints.html>. Student parents/guardians can also contact the Office of the Ombuds at (414) 297-6294 or ombuds@matc.edu.

The staff at the MATC drop-in center welcome children with disabilities. All efforts will be made by our limited staff to meet the needs of a child with special needs.

Staff will provide positive guidance and discipline while children are in our care. If all efforts have been exhausted by the staff in the room and/or a child is being unsafe towards staff and/or other children, the child's parent/guardian will be texted or called. At that time, the staff will discuss with the student parent/guardian what they tried and what was not working. The student parent/guardian will remove their child from care for the remainder of the day. MATC staff are prohibited from using physical discipline (spanking, slapping, etc.) or inappropriate verbal discipline (yelling, belittling, etc.) Student parent/guardian requests to use any form of punishment that is prohibited will be denied.

If a child is injured while at the MATC LSV, staff will follow CPR/First Aid procedures. For all injuries at LSV, staff will call MATC Public Safety and the parent/guardian and complete an incident report. For serious injuries (broken arm, etc), LSV staff will additionally call emergency medical personnel.

In the event of an emergency, where evacuation of MATC is necessary, staff will follow the MATC Emergency Procedures, which are posted in the room. Staff will take the children to a safe location and will notify student parents/guardians of where to pick up their child(ren).

Parent/Guardian Name:

Signature:

LSV Staff Name:

Signature:

Date form completed:



**Little
Stormers
Village**
Drop-In Child Care

Little Stormers Village Drop-In
Child Care Waiver

I, _____, hereby certify that I am the parent or legal guardian of the minor child(ren):

I authorize Milwaukee Area Technical College (“MATC”) its officers, agents and employees to provide temporary care, custody, and control over my child(ren) during the times in which I place my child(ren) with Little Stormers Village Drop In Childcare Center.

I understand that I must remain, at all times, on MATC’s Downtown Campus while MATC staff provides drop-in child care services to my child(ren). I further understand that I must provide a cell phone number that I may be reached at while my child(ren) is in MATC’s Drop In Child Care Center. I understand that I must have the cell phone with me at all times during my child(ren)’s stay at MATC’s Drop In Child Care Center and that I must respond immediately to MATC’S Drop In Child Care Center if I am called during my child(ren)’s stay. I understand that violation of these rules will disqualify me and my child(ren) from further visits to the MATC Drop In Child Care Center.

In case of emergency and I cannot be timely reached, I further authorize MATC, its officers, agents, and employees acting through MATC’s Drop In Child Care Center to obtain such emergency medical attention for my child(ren) as may appear reasonably necessary in my absence. I understand that said treatment may be carried out within or without MATC’s Drop In Child Care facilities. I further understand and agree that I will be financially responsible for all charges and fees incurred in rendering said emergency treatment, regardless of whether my medical insurance would cover such charges and fees.

I will disclose any medical, physical, mental, or emotional health conditions that would require MATC’s Drop In Child Care Center to render special care or assistance to my child(ren) or that would pose any risks to other children at MATC’s Drop In Child Care Center. I understand that MATC Drop In Child Care Center may not be able to provide such special care or assistance and may, therefore, not be able to host my child(ren).

I grant permission to MATC’s Drop In Child Care Center to use my child(ren)’s name(s) and image(s) for the purpose of publicity, public relations, editorial, or other advertising purposes.

I hereby agree to indemnify and hold harmless MATC and its respective officers, directors, employees, agents, and representatives from and against any and all claims, damages, losses, liabilities, judgments, settlements, costs and expenses (including reasonable attorney’s fees) arising from or in connection with MATC’s Drop In Child Care Center, excluding such claims, damages, losses, liabilities, judgments, settlements, costs and expenses that are caused by the negligence or intentional misconduct of MATC, including its officers, directors, employees, agents and representatives.

I understand that the terms of this Informed Consent and Release will apply to each occasion my child(ren) or I visit or use the services of MATC's Drop In Child Care Center.

I HAVE READ, UNDERSTAND, AND VOLUNTARILY AGREE TO THIS AGREEMENT AND RELEASE OF LIABILITY.

Parent or Legal Guardian Name:

Parent or Legal Guardian Signature:

Date: