



mini einstein's

LEARNING CENTER

**Parent
Handbook
Sept 2019-2020**

Mini Einstein's Learning Center
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Welcome to Mini Einstein's Learning Center

This parent handbook serves as your guideline to our center. Please read it thoroughly, and let us know if you have more questions. We look forward to caring for your children; teaching, playing, laughing and exploring the world together with them.

Mission Statement

Our mission is to serve families in the community by providing high quality care for their infants, toddlers, early preschool and pre-K children in a safe, supportive, exciting, and nurturing environment so that they can grow physically, socially, emotionally, intellectually and will come to understand that they are created and loved by God.

Belief

Mini Einstein's Learning Center (MELC) is a Christian based daycare and preschool that is striving to promote Christian values in children. We believe that every child is a precious gift from God, and it is our duty to teach them so that they will understand that they are created and loved by God. MELC believes that every child is important, and is deserving of respect and guidance to reach their maximum potential and become successful individuals in the future.

Goals

MELC is an organization with a vision to equip children to become distinguished individuals in the future. We understand that children love to experiment and explore new things every day. Their curiosity is our opportunity to guide them and help them grow each day. All activities are designed to meet their physical, social, emotional, and intellectual needs.

At MELC daycare, we would like children to:

- learn Christian values.
- build their social skills by making friendships.
- learn simple manners and courtesies.
- learn to be a team player.
- have confidence and positive self-image.
- be able to listen to parents and teachers.
- be able to identify and control their emotions.
- enjoy learning.

General Information

Ages of children we serve include:

4 Weeks to 13 years of age.

Teacher to child ratios: 1 to 4 for infants, 1 to 7 for Toddler classroom, and 1 to 10 for early preschool and Pre-K classrooms.

Operation Hours

Monday to Friday 6:00 AM to 6:00 PM Infant Rooms 6:30 AM to 6:00 PM

Closures

MELC will be CLOSED for the following holidays. Please note that we do not credit or refund for MELC holiday closures.

New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, and Christmas Day

MELC will be closed in observance of the holiday the weekday before/after should it fall on a weekend.

Early closure days will be for the annual Christmas program as well as Summer Festival. All students must be picked up by 4:00pm on the designated days.

Enrollment

Non-discriminatory policy

MELC enrolls students of many different race, color, nationality or ethnic origin. It does not discriminate on the basis of sex, race, color, nationality, ethnic origin, religion or physical limitations.

Procedures and Requirements

Enrollment packet may be filled out and submitted at any time prior to the first day of care. If enrollment is full, parents will be placed on a waiting list and notified when space is available. We enroll children ages 4 weeks to 13 years of age.

The state of Washington requires that children's immunization be up to date. Parents must complete the Certification of Immunization Status form and return it to MELC prior to the first day of care.

Information from families is available **only** to the child care staff and is kept confidential. A certificate of exemption form is available for families. This must be filled out by your health care provider.

Absences

Please notify us by phone or email if your child will be absent on their regular scheduled day. If an emergency occurs and your child will not be coming to the center, please notify us as soon as possible.

Late Arrivals

If you need to drop off after 11:00 am we ask that you call ahead to make sure space is still available for the day. Late arrivals are subject to space basis.

Re-enrollment

Because our program and licensing requires us to engage staff based on the number of children enrolled, we **cannot** give tuition refunds for days your child is absent due to illness, snow, family events, etc. If a prolonged absence is required, we recommend you to make arrangements to withdraw the child temporarily.

Inclement Weather Closures

During snow or heavy weather conditions, our operation hours will be updated via email, website, and Facebook. We will always strive to be an open, however given weather may permit how many staff we have on site and how many children we can provide care for. MELC will also close if staff members are not able to make it in to work safely. Please call the center to see if the program is open if you are not sure. The voicemail will also be changed for closure/ late start updates regarding the program.

Please note: If MELC is closed due to inclement weather, tuition will not be credited or refunded.

Tuition and Services

Registration Fee

Payment of the registration fee reserves a space in the program for your child and will also provide you with two MELC uniformed shirts. It is charged upon enrollment and annually thereafter in September for the new school calendar year. The initial registration fee is \$75 per family, and annually \$50 thereafter and is non-refundable. We also require a deposit of half a month's tuition this is nonrefundable but applied towards your first month's tuition

A new enrollment packet with up to date immunizations and registration fee is required annually. Upon re-registration, new uniform shirts will be provided. If any information changes during the year, please update the office with the new changes, for example, address, phone number, contacts, etc.

DSHS

MELC accepts only limited number of DSHS families, please contact Program Director for more information.

Waiting List

If there is a waiting list already implemented for your desired classroom, a spot can be held for you using a registration fee and deposit, which will save you a spot for the earliest opening. If you do not start on your start date, you will be moved to the bottom of the waiting list and forfeit your deposit.

Full time care

This service is defined as 5 days a week, up to 10 hours a day. If you exceed 10 hour allotment there will be a flat monthly fee of \$100.

Part time care

This service is defined as 3 days a week, up to 10 hours a day. If you exceed 10 hour allotment there will be a flat monthly fee of \$100.

Tuition Rates (*Rates are subject to change*)* *You can expect an annual tuition increase approximately between 3-5 % every September. Rates will be given by April*

September 2019-August 2020

| Age | Full Time Care | 3 day | 2 day |
|-----------|----------------|--------|-------|
| Infants | \$1650 | None | None |
| 1-2 years | \$1372 | \$1077 | \$826 |
| 3 years | \$1313 | \$1043 | \$818 |
| 4-5 years | \$1254 | \$1018 | \$810 |

Tuition Due

At the time of enrollment, parents/guardians will be asked to complete and sign the Service Agreement Form. Tuition is due by the 1st of every month for the service that month. Bills are issued on the first day of the month. If the first falls on a weekend or holiday, payment is due the next business day.

Please pay by check, cash, debit card, credit card (3.5% service fee) or money order. Checks are payable to Mini Einstein's Learning Center. For every bounced check, there will be penalty of \$50, and a money order is mandatory to make up the total due plus the penalty.

Summer Activity Fee

During Summer approximately 10 weeks long and will include weekly inhouse field trips for our Preschool-School Age program. Fee will be 70.00 due with June Tuition.

Late Payment

If the total charges due is not received by the 5th of the month, a late payment fee of \$50 will apply and 10.00 each additional day thereafter.

If your account is not brought current by the 7th, MELC regrets to inform that the child(s) will no longer able to receive our service, and services will be terminated. Arrangements can be made to pay your bill no later than seven days after the 7th, but only under approval from the MELC Director. A fee of \$10 will be applied to the bill for each day after the 7th the bill remains unpaid. Tuition must be paid for the month in order for your child to attend the program. Accounts not paid as agreed upon will be subject to collection. Once submitted to collection, all payments must be arranged and made through the collection agency.

Family Discount

Parents who have two children will receive a 10% discount off the second child for full time care while both children are enrolled. This applies to the lowest tuition rate.

Veteran Discount

Parents who present a valid Military ID or copy of their DD 214 will receive a 10% discount for full time care.

Premera/Swedish Discount

Parents who work at Premera Blue Cross or Swedish Hospital qualify for a 5% discount for full time care.

Please note: There is no discount given to part time care or drop –in services. Discounts that your family may qualify for can NOT be combined with one another.

Withdrawal from Service

MELC day care requires at least two full week (10 working days) notice in writing for withdrawing from services. Any remaining balance for the paid service is non-refundable. Please note that there is no refund of tuition if you withdrawal your student without a 2 weeks' notice.

Tax Information

Parents/guardians are advised to keep monthly receipts for tax purposes. In December, we provide an account record with our tax number for your income tax needs. We cannot make duplicate for lost receipts.

(EIN #: 46-1778178)

Vacation Credit Request

A maximum of 7 vacation days will be credited in a year for children who are enrolled in **full time service**. Parents need to fill out a Vacation Credit Request Form prior to the day which vacation credit is requested, otherwise the day(s) off will be accounted for absence days. Please note that this credit is given only to full time service, and not to part time service. Vacation credit can only be redeemed on days your child/children has been absent. Credit will be given on the **following month's** tuition bill. Vacation credit has no cash value and cannot be carried over to the following year.

Policy and Procedures

Parent and Teacher Communication

Daily communication is essential for both parents and teachers. All classrooms will provide daily reports through an online source (Bright Wheel App). Classroom lesson plans are posted on the front of each classroom outlining activities for the week. Please check daily for notices, notes, artwork and other miscellaneous information.

Cameras

MELC offers free video access to your student's classroom. Please fill out our video request form to gain access to the cameras.

Helping hands

Parents are encouraged to call to see how their child is doing. We invite parents to come to the Center anytime during the day. We always appreciate parents helping with parties and field trips. If you would like to volunteer, please talk to the Program Director and fill out a DEL background check form.

Field Trips

Field trips are part of the program at MELC for the preschool and pre-K classrooms. Parents/guardians must sign a consent form providing medical information and emergency phone numbers. This form is taken on each field trip. You will be notified in advance of all planned field trips and departure times. MELC uses private busses. There is an occasional charge for field trips and bus fare fee if necessary.

Meals and Snacks

Breakfast, morning snack, lunch and afternoon snack are provided. The menus are posted on the parent information board. MELC follows the USDA Food Program standards to ensure proper nutrition for your child. Parents/guardians must notify our staff if the child has an allergy to certain foods in the Health History form, and/or if the child is vegetarian or has special dietary needs. Please be advised that meal times are at set times throughout the day and meal may change based on late arrival.

Allergies

Children with allergies must have a completed Food Allergy & Anaphylaxis Emergency Care Plan form turned with enrollment packet prior to first day of enrollment. Medication Authorization forms must be completed and turned in with Epi-pen (2 epi-pens with prescription label) as well as any antihistamine drug for allergies. Epi-pen with completed form must be turned in by the first day of enrollment.

Rest/Naps Time

All children are offered a nap or rest period. Please send a crib size sheet and blanket for your child. Cots are provided by MELC. They are washed and disinfected weekly. Blankets are sent home to be laundered every Friday, and parents/guardians must provide a clean replacement sheet with blanket every week.

Toilet Training

Staff will be happy to have a conversation with you concerning your child's toilet training. We look for signs of readiness in this momentous milestone for your child and look for it to be a positive experience. As your child begins to show signs of readiness we will support him or her with the next steps of training as you continue to assist them at home. In order for potty training to be a success, there must be consistency between school and home. Keeping in mind, Mini Einstein's would like to see potty training begin at home and be followed up at school. Some things to keep in mind: dress your child in comfortable clothing that is easy for them to pull up and down and bring plenty of extra clothing for those unforeseen accidents.

****Students cannot move up to Pre-K unless they have been fully potty trained.****

Clothing

The children are taken outdoors daily and are involved in a wide range of hands on activities. Dress your child casually and ready to play in comfortable clothing and shoes. Also, dress your child appropriate for the weather. For example light jacket, cap, and rain boots for damp days in fall and spring, warm winter jacket, mittens, scarf and snow boots in winter. Please label all of your child's clothing.

Extra clothing

Each child needs to have at least one set of additional clothing in case of an accident, spill or water activities. Extras include pants, shirts, shoes, socks, underclothing, etc. Remember to label all of your child's removable and extra clothing. It is helpful to put all labeled clothing into a labeled bag or backpack. If clothes are sent home, please bring a clean set the next morning.

Lost and Found

MELC is not responsible for lost items. All unclaimed and unlabeled items will be placed in a lost and found box in the front office area. Please check the lost and found regularly. At the end of month, all unclaimed items will be donated.

Necessary Supplies

Below is the list of items that parents/guardians must provide:

Infant- (Also to include everything in the Waddlers section)

- ✓ Formula or breast milk
- ✓ Baby Food
- ✓ Bibs
- ✓ Swaddle Sack

✚ Please note that infant's **DO NOT** need to supply wipes, MELC will supply Kirkland Brand (Costco) wipes. If your desire a different brand of wipes then you must supply them.

Waddlers and Older:

- ✓ Crib size sheet and blanket
- ✓ 2-3 sets of clean clothing
- ✓ Disposable diapers and wipes, if needed (NO re-useable diapers)
- ✓ Pacifier, if needed
- ✓ Bottle with nipple cover (training cups are provided)

Toys and items from home

You are discouraged from bringing toys and belongings from home. MELC will not be responsible for any lost or broken items. Children may bring “show and tell” on designated days, please check-in with your child’s teacher about their day. Do not send toys, candy, gum or money to school with your child.

Birthdays and Special Occasions

Please let us know in advance that you will bring a treat, keeping in mind a nutritious treat for the students that are low in sugar and fat content. MELC is not a party facility, celebrations must be limited to small snacks during designated snack times. Per licensing guidelines, only store-bought goods are permitted. Peanuts or peanut products may not be brought in. Balloons and party favors are not allowed for safety reasons.

Arrival and Departure

Signing In and Out

Parents/guardians or the authorized adults (no siblings) are required to sign children in and out of MELC each day. You will need to use your full signature (WAC 3880150-170), not initials, and record the time of arrival and departure. Our signing in and out procedure can be done through our computer system.

Arrival

MELC opens at 6:00 am. Do not bring your child prior to this time as they will not be admitted even if staff is on site. After signing in your child, accompany them to their classroom. Be sure that your child’s teacher is aware of their arrival. Do not let your child enter the building alone or remain on the playground unattended. **Please adhere to the time you have declared to MELC in regards to drop off and pick up of your student.**

Departure and Late Pickup Policy

MELC closes promptly at 6:00 p.m. Children who are picked up past 6:00 pm will be charged a penalty of \$50 (to be paid next business day) as well as \$10 per quarter hour after closing, and the authorized adult picking up the child is required to sign an After Closing Pickup form. After 6:00 pm, the teacher will call the emergency person listed on your child’s registration form and make arrangement for immediate pickup. By 6:30 pm, if no emergency contact or arrangement can be made and our staff has not been contacted by parents/guardians or other responsible adults concerning pickup arrangement for the child, our license require us to call 911, and your child will be released to a police officer.

MELC encourages the authorized adults to call in advance for any late pickup. If you are continually late, we may have to ask you to withdraw from our care.

Children may only be released to adults who are authorized on the child’s enrollment packet. Picture ID is required in order to pick up a child. We are mandated by law to not release a child into the custody of an adult under the influence of alcohol or drugs; the police will be contacted.

Behavior Management Policy

It is the core value of MELC to facilitate children to develop self-control, respect, good attitude and behavior using biblical wisdom. All of our staff love and care about the children, and want them to be the best they can be by giving them examples, directions, and guidance.

Here at MELC we have reasonable expectations that children will maintain control of their behavior. MELC does not permit any child to cause harm to other children, staff, or property. In the event property is damaged, the parent will be expected to repair or replace the item. In the event a parent is called to pick up a child due to behavior, the parent must pick up immediately.

A plan will be established for children who display inappropriate behaviors. The following behaviors are considered SEVERE, and will result in an immediate conference with our director, the child's teacher, and the parent/guardian:

- Endangering self or others
- Destruction of property
- Swearing
- Insolence
- Physical violence
- Obscene gesture and/or talk

If a child is unable to gain control and requires more individual attention than can be given within the "child to staff" ratios, we may need to contact the parent/guardian. A child requiring one-on-one attention may have to leave the center facility temporarily for safety reasons. Repeated uncontrollable behavior can lead to termination of the child care services.

Medical and Emergency Policy

Health Check prior to Enrollment

A physical checkup to determine that a child is free from any communicable physical conditions is recommended before first day of service. Children may have an examination by their own doctor, and should be checked annually. MELC needs to know the date of your child's last physical examination on the application.

Immunization Records

By state law, a completed and signed up to date immunization form is required before admission to the center. MELC also requires an updated Immunization Record every time an additional immunization is given, as well as annually.

Health Records

MELC requires the following health records to be maintained on each child in the program:

- Health and Social history
- Current immunization status
- Accident reports

- Record of authorization by doctor for medication
- Food Allergy & Anaphylaxis Emergency Action Plan from health care provider, if child has allergy

Our staff will work to maintain the health, safety, and wellbeing of the children in their care.

Medication Management

Should any medication be needed, parent/guardian must fill up the Medication Consent Form immediately. “Blanket authorization” are allowed only for certain chronic or life threatening conditions requiring continual medication. These authorizations must come with a signed statement from the child’s health provider on a prescription form indicating that treatment is ongoing.

Prescription medications must be in their original container. Non-prescription medications must be in their original manufacturer’s container with a label. The child’s name must be on the container.

No medication will be given without written permission from the parent/guardian. All medication brought to the MELC will be kept in our medicine box in the kitchen in a clearly labeled, closed container. It is the parent/guardian’s responsibility to fill out and sign the medication form. The form must be dated and all unused medication will be returned or disposed. No expired medication will be accepted.

Illnesses

MELC will be able to limit the spread of contagious disease if parents/guardians help by confining their children when ill. A child who has fever, vomiting, diarrhea, a rash, nasal discharge, discharging from eyes or ears, or other symptoms of contagious disease belongs at home. If a child becomes ill during the day, parents/guardians will be contacted so the child can be picked up within a reasonable, short period of time. Parents CAN NOT bring their child back to school until 24 hours after the time they pick up their child from school.

Communicable Disease

Please immediately notify our staff verbally and in writing if your child contracts any of the following disease, infections, or manifestations:

- | | |
|-----------------|------------------------------|
| ▪ Chicken pox | ▪ Mumps |
| ▪ Hepatitis | ▪ Pertussis (whooping cough) |
| ▪ Impetigo | ▪ Conjunctivitis (pink eye) |
| ▪ Mononucleosis | ▪ Ring worm |
| ▪ Lice | ▪ Reye syndrome |
| ▪ Measles | ▪ Shingles |
| ▪ Meningitis | ▪ Strep Throat |

Do not send your child to the center facilities until the appropriate contagious period is over. Parents will be notified by letter if the children have been exposed to contagious disease at the day care facilities.

Child Abuse CPS Reporting

Under Washington State Law, Mini Einstein’s Learning Center is required to report immediately any evidence of physical, mental, sexual abuse or neglect. Guidelines are set by the State of Washington and Child Protective Service. Licensing requirements do not allow MELC to report to parents that Child Protective Services or the Police have been contacted.

Confidentiality

MELC considers all information about the children confidential, and will not share it to any other parties, unless related to their care.

Teaching Staff

MELC carefully selects its staff to a high standard that will ensure your child's best care. Our staff is loving, caring, fun, and dedicated to provide a friendly environment for the children to spend their days.

MELC requires all staff members to:

- Pass a WA State Department of Social and Health Services criminal screening check, which is conducted annually
- Trained at infant and child CPR/First Aid class
- Certificate in HIV/AIDS and Blood borne Pathogen Education Training
- Current Food Handlers Permit, for staff who prepares the meals
- Complete 30 hours of basic training in STARS Early Childhood Development
- Complete 10 hours of STARS training continuing education annually
- High school degree, CDA, BA

Babysitting

MELC is not responsible for facilitating any babysitting request between parent's and teachers. Please refer to the babysitting waiver found in your enrollment packet. MELC is not responsible for its teachers actions after business hours, and all agreements between staff and parents regarding any interaction after hours are sole between those parties. MELC does not offer babysitting services. It is the parents responsibility to coordinate the terms of after hour care with the individual they choose.

MELC Closure Dates

Tuesday January 1st- New Years Day

Monday January 20th- Martin Luther King Day

Monday February 17th- Presidents Day

Monday May 25th- Memorial Day

Friday July 3rd- Independence Day

Monday September 7th- Labor Day

Monday November 11th- Veterans Day

Thursday & Friday November 26th & 27th- Thanksgiving & Day After

Thursday December 24th- Christmas Eve

Friday December 25th- Christmas Day

Friday January 1, 2021- New Years Day