



**mini einstein's**

LEARNING CENTER

**Parent  
Handbook  
Sept 2020-Aug 2021**

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 childcare 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. Because our program and licensing require 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 make arrangements to withdraw the child temporarily.

### **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. To minimize the disruption to students/classrooms, drop offs are not allowed during the hours of 12:00pm-3:00pm as this is nap/rest time for our students.

### **Inclement Weather Closures**

During snow or heavy weather conditions, our operation hours will be updated via email, website, brightwheel 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 is you are not sure.

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

### **Emergency Rulings**

Should MELC be mandated by the State (Governor or Local Health Jurisdiction) to close for any length of time, MELC does not reimburse tuition. MELC will follow requirements made by the State and Snohomish County Health District. Recommendations will be taken into consideration and implemented as needed.

## **Tuition and Services**

### **Registration and Deposit**

Payment of the registration fee reserves a space in the program for your child. 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 full month's tuition (without discounts applied) 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 by June 30th. If any information changes during the year, please update the office with the new changes, for example, address, phone number, contacts, etc.

### **Waiting List**

Waitlist does not secure spot for child to attend MELC. 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. Prior approval for exceeding 10-hour maximum will be required as well as a flat monthly fee of \$100.

### **Part time care**

This service is defined as 3/2 days a week, up to 10 hours a day. Prior approval for exceeding 10-hour maximum will be required as well as a flat monthly fee of \$100.

**Tuition Rates** (*Rates are subject to change*) \* *You can expect an annual tuition increase every September. Rates will be given by April*

September 2020-August 2021

| <b>Age</b>       | <b>Full Time Care</b> | <b>3 day</b>   | <b>2 day</b> |
|------------------|-----------------------|----------------|--------------|
| <b>Infants</b>   | <b>\$1,895</b>        | <b>None</b>    | <b>None</b>  |
| <b>1-2 years</b> | <b>\$1,575</b>        | <b>\$1,238</b> | <b>\$950</b> |
| <b>3 years</b>   | <b>\$1,510</b>        | <b>\$1,200</b> | <b>\$940</b> |
| <b>4-5 years</b> | <b>\$1,440</b>        | <b>\$1,170</b> | <b>\$930</b> |

### **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 3rd 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 5th, 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 7<sup>th</sup>, but only under approval from the MELC Director. A fee of \$10 will be applied to the bill for each day after the 7<sup>th</sup> 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 oldest child enrolled.

### **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.

### **Referral Discount**

Parents who work refer another family to use will receive a one time 200.00 credit when the referred child starts.

*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 withdraw 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. Your tax statement will be emailed to you by the 6<sup>th</sup> of December. (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 a 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.

### **Food Restrictions**

Children with food restrictions must report to the office. We will do our best to accommodate food restrictions with a substitution. Food Restrictions will not be treated with the same severity as an allergy. You may be asked to provide an alternate.

### **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. As your child begins to show signs of readiness in our 2.5-year-old classroom. 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
- ✓ Bottles with nipple cover
- ✓ Baby Food
- ✓ Bibs
- ✓ Crib size sheet and Swaddle Sack (only to be used with infant hands free)

✚ 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.

**1-year old classrooms:**

- ✓ 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)

**2+ year old classrooms:**

- ✓ Crib size sheet and blanket
- ✓ 2-3 sets of clean clothing
- ✓ Pull-ups and wipes (as needed)
- ✓ No pacifiers or bottles over the age of 2

**MELC provided diaper/wipes**

Should parents fail to provide child with the necessary supplies of diapers/wipes account will be charged a flat fee \$10 per day that MELC provides supplies. Diapers and wipes provided by MELC will be a variety of brands which may include but are not limited to brands such as Kirkland and Huggies.

**Toys and items from home**

You are not permitted and belongings from home. MELC will not be responsible for any lost or broken items. Children may bring “show and tell” on designated days or a cuddle toy for nap time. Please be sure items are small enough to fit in your child’s cubby. 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 using the Procure station (Brightwheel is only used for teacher to parent daily notes/updates).

**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 regarding drop off and pick up times of your child/ren**

**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.



## **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
- Injury/Incident 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

We strive to limit the spread of communicable disease in our center and are committed to implementing policies that balance and respect the needs of children, families, and staff in these circumstances. MELC will not be held liable to children who become ill while attending the child care center. MELC follows strict hygiene and cleaning procedures, including disinfecting high touch surfaces like door handles, and rotating toys so we can sanitize them even more frequently. According to the American Academy of Pediatrics, most children will have eight to 10 colds in the first two years of life alone! However, if your child is sick or if you are ever concerned about their physical or emotional health, contact your pediatrician for a professional opinion.

MELC understands that it is difficult for a parent/guardian to leave or miss work; therefore, it is suggested that alternative arrangements be made for occasions when children must remain at home or be picked up due

to illness. Exclusions from the center is sometimes necessary either to reduce the transmission of illness or because the center is not able to adequately meet the needs of the child. Mild illnesses are common among children, and infections are often spread before the onset of any symptoms. In these cases, we try to keep the children comfortable throughout the day. Reasons for MEC to exclude children include (but are not limited to) the following:

- Illness that prevents the child from participating comfortably in program activities such as going outdoors.
- Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children.
- Illness that poses a risk of spread of harmful disease to others
- Severely ill appearance
- Fever of 100 degrees or above (axillary or an equivalent measure accompanied by behavior change or other signs and symptoms)
- Unexplained fever in a child younger than 4 months
- Fever of 100 degrees or above (axillary) in an infant younger than two months; such circumstances should be medically evaluated by healthcare provider
- Fever of 104 degrees or greater in a child of any age (requires immediate medical attention)
- Diarrhea; watery stools or decreased form of stool not associated with change of diet; stool not contained in the diaper; child unable to reach the toilet; or stool frequency that exceeds 2 or more stools above normal for that child
  - Cases of bloody diarrhea and diarrhea caused by Shigella, salmonella, Shiga toxin producing E coli, Cryptosporidium or G intestinalis must be cleared for readmission by a health care professional.
- Blood or mucus in the stools not explained by dietary change, medication, or hard stools.
- Vomiting more than 2 times in the previous 24 hours (unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration).
- Mouth sores with drooling (unless the child's medical provider or local health department authority states that the child is noninfectious).
- Abdominal pain that continues for more than 2 hours; intermittent abdominal pain associated with fever, dehydration, or other signs of illness,
- Rash with fever or behavioral changes (unless a physician has determined it is not a communicable disease)
- Skin sores weeping fluid and on an exposed area that cannot be covered
- Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge) until on antibiotics for 24 hours.
- Impetigo until 24 hours after treatment has been started
- Strep throat (or other streptococcal infection) until 24 hours after treatment has been started.
- Head lice or nits until after first treatment
- Rubella, until 7 days after the rash appears
- Scabies until 24 hours after treatment has been started
- Chickenpox, until all lesions have dried or crusted (usually 6 days after onset of rash)
- Pertussis (whooping cough) until 5 days of antibiotics
- Mumps, until 5 days after onset of parotid gland swelling
- Measles, until 4 days after onset of rash
- Hepatitis A virus until 1 week after onset of illness or jaundice or as directed by the health department (if the child's symptoms are milk)
- Tuberculosis, until the child's medical provider or local health department states the child is on appropriate treatment and can return

- Any child determined by the local health department to be contributing to the transmission of illness during an outbreak.

For your child’s comfort, and to reduce the risk of contagion, we ask that children be picked up within 1.5 hours of notification. Until then, your child will be kept comfortable and will continue to be observed for symptoms.

Children need to remain home for 24 hours without symptoms before returning to the program, unless the center receives a note from the child’s medical provider stating that the child is not contagious and may return to the center. In the case of a (suspected) contagious disease, rash, or continuing symptoms, a note from the child’s medical provider may be required before the child can return. Children who have been excluded may return when:

- They are free of fever, vomiting, and diarrhea for a full 24 hours
- Re-admission after diarrhea can occur when diapering children have their stool contained by the diaper (even if stools remain loose) and when toilet-trained children do not have toileting accidents.
- They have been treated with an antibiotic for a full 24 hours.
- They are able to participate comfortably in all usual program activities, including outdoor time.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless
  - The child’s medical provider signs a note stating that the child’s condition is not contagious, and
  - The involved areas can be covered by a bandage without seepage or drainage through the bandage.

If a child is excluded because of a reportable communicable disease, a note from the child’s medical provider stating that the child is no longer contagious and may return is required.

The final decision on whether to exclude a child from the program due to illness will be made by the childcare center.

**Note:** Notes allowing for a child’s return to the center after exclusions due to illness must originate from the child’s medical provider. A note written and signed by the child’s parent/guardian who is also a physician is **not** acceptable.

### **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 providing 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 parent's responsibility to coordinate the terms of after hour care with the individual they choose.

## **MELC Closure Dates**

Labor Day – Monday, September 7, 2020  
Veterans Day – Monday, November 11, 2020  
Thanksgiving – Thursday, November 26, 2020  
Day After Thanksgiving – Friday, November 27, 2020  
Christmas Eve – Thursday, December 24, 2020  
Christmas Day – Friday, December 25, 2020  
New Year's Day – Friday, January 1, 2021  
Martin Luther King – Monday, January 18, 2021  
Presidents Day – Monday, February 15, 2021  
Memorial Day – Monday, May 31, 2021  
Independence Day – Observed Monday, July 5, 2021

## **MELC Early Closure**

We close early at 3:30pm for Summer Festival (first Friday in August) and our Christmas Program (second Friday in December)