



Registration Form

A non-refundable registration fee and deposit is required

For Office Use Only:

Classroom: _____

Tuition: _____

Discount: Premera/Military/Sibling _____

Tuition After Discount: _____

Reg Fee: \$75, Deposit: \$ _____

Total payment: \$ _____


Payment type: _____

Parent Name: _____ Phone #: _____

Email Address: _____

Parent Name: _____ Phone #: _____


Email Address: _____

1  Child's Name: _____

Birth Date: _____

Start Date: _____

Schedule: _____

2  Child's Name: _____

Birth Date: _____

Start Date: _____

Schedule: _____

** If for any reason you do not start on your scheduled start date, then you will be placed at the bottom of the waiting list.

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____



mini einstein's

LEARNING CENTER

2019-2020 Enrollment Packet

Child's Name: _____

Date of birth: _____

Current Student: (circle one) Yes or No

(If new student) Start date: _____

www.MELClearningcenter.com

melclearningcenter@gmail.com

206-533-8896

Registration

Service Requested (*circle*): Full Time / Part Time: M T W Th F Hours: _____

Child's Name: _____ Gender: M / F

Birth date: _____ (mm)/ _____ (dd)/ _____ (yyyy) Age: _____

Address: _____ City: _____ State: _____ Zip: _____

Guardian/Parent Name: _____ Authorized to Pick up: YES / NO

Address: _____ City: _____ State: _____ Zip: _____

Cell phone: _____ Work Phone: _____

Email: _____

Cell Phone Carrier/Provider: _____

Guardian/Parent Name: _____ Authorized to Pick up: YES / NO

Address: _____ City: _____ State: _____ Zip: _____

Cell phone: _____ Work Phone: _____

Email: _____

Cell Phone Carrier/Provider: _____

Emergency contact persons (other than guardian/parent):

Name: _____ Relationship: _____ Authorized to Pick up: YES / NO

Address: _____ City: _____ State: _____ Zip: _____

Cell phone: _____ Working Phone: _____

Name: _____ Relationship: _____ Authorized to Pick up: YES / NO

Address: _____ City: _____ State: _____ Zip: _____

Cell phone: _____ Working Phone: _____

List others who are authorized to pick up your child: (others not listed above)

	Name/Driver's License #	Address	Phone	Relationship
1				
2				

List others, who are **NOT** authorized to pick up your child. Providing us with a photo is preferred. Must provide court documents to exclude any biological parent/guardian from authorized pickup.

	Name/Driver's License #	Address	Phone	Relationship
1				
2				

I release MELC from all liability for injury to my child, and agree to hold it harmless for any cost it may sustain from such loss whether at the Center or on any field trip.

I have read MELC Parent Handbook, and agree with its contents, including its mission, purposes, terms, rules and activities, and I will cooperate fully with MELC to give my child the support he/she needs.

Parent/guardian's signature: _____ Date: _____

Parent/guardian's signature: _____ Date: _____

Child's Health History

MELC encourage parents/guardians to arrange regular physical examinations for the child, and at least one is done within one year prior admission. MELC is not responsible to provide or to pay for the child's health care.

Date of last physical examination: _____
 Name of child's Doctor/Clinic: _____ Phone: _____
 Full Address: _____

Special Health Problems: YES / NO

If yes, Specify: _____

Allergies, including drug allergies: YES / NO

If yes, Specify: _____

A written documentation from the physician is required for every food or milk allergy, and includes a severe allergy action plan for severe allergies.

Regular Medications: YES /NO

If yes, Specify: _____

Other important health information: _____

Child's insurance company: _____ Member/policy number: _____
Policy holder name: _____ Employer name: _____

Consent to medical care and treatment of minor children:

I give permission that my child, _____, may be given first aid/emergency treatment by qualified staff at Mini Einstein's Learning Center. When I cannot be contacted, I authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by a licensed physician, health care provider, and hospital or aid car attendant when deemed necessary or advisable by the physician or aid car attendant to safeguard my child's health. I waive my right of informed consent to such treatment.

I also give permission for my child to be transported by ambulance or aid car to an emergency center for treatment.

If illness or injury is of a less serious nature, MELC staff will evaluate, treat if necessary, and notify the parent. I agree to hold harmless MELC and staff from damages or injury to my child during the normal care and/or emergency treatment of the child prior to the arrival of certified emergency care personnel.

I certify under penalty of perjury under the laws of the State of Washington that this information is true and correct.

Parent/guardian's signature: _____ Date: _____

Parent/guardian's signature: _____ Date: _____

Service and Financial Agreement Form

To be filled by MELC staff:

Child's tuition : \$ _____
Date Payment due : the 5th of the month
Late fee after the 5th of the month : \$50
Late fee after the 7th of the month : \$10/each day there after
Bounced check penalty : \$50
Exceeding 10 hours fee : \$100
Late pick up fee after 6:00 PM : \$50
Late pick up fee after 6:15 PM : \$10/every 15 minute there after
Annual tuition increase in September : approximately 3-5%
Annual re-registration fee in September : \$50

I have read and agreed with sections Tuition and Late Payment Policy in the MELC Parent Handbook.

Parent/guardian's signature: _____ Date: _____

Parent/guardian's signature: _____ Date: _____

Program Director's signature: _____ Date: _____

MELC Camera's 101!

Dear MELC Parents,

Video camera access will be solely given to the classroom the child is enrolled in, and they can only be viewed during regular business hours. Our video camera system does not provide sound but it does have a real time feed. Once you are logged in and click the camera's tab on the left-hand side, the camera(s) you are assigned to will populate. The images will look as if they are lagging, or if they are in slow motion. This is called the preview page, just double click on a camera and watch a full screen view in real time with little to no lag (depending on internet connection speed). Below is the web login information, so we recommend saving it to your favorites. A link to access the cameras is available through MELC's website and can be accessed on a smart phone as well. If you run into technical difficulty viewing or setting up your account, please contact the following: support@childrenview.com. Please be patient as they are located in Louisiana and may need some time to trouble shoot your issues.

Login Website: <https://childrenviewcam.com>

ChildrenView Online Viewing Instructions. Enter your username and password. Click on a camera group, Click on a camera.

iPhone, iPad, Android Viewing: Install the app named "immix mobile".

Open the app. Tap the "gear" icon to enter the "server details". Enter:
<https://childrenviewcam.com>

You should then be prompted for your username & password. Enter: the username & password you signed up for at the center. Once you sign in click on a camera name. (you may have to click "live feeds" first.) To enlarge the small video click the little symbol in the bottom right hand corner of the small video.

Need more help? 866-343-3656 support@childrenview.com

MELC Video Monitoring Policy

Mini Einstein's Learning Center is committed to providing a safe and secure environment for our students and their families. The purpose of security and safety video monitoring/recording is to enhance campus security and the safety of persons and property through electronic security patrol of campus areas, monitoring access to grounds and facilities, and documentation of any incidents. This policy provides guidelines in the management, use and installation of security and safety video monitoring located at Mini Einstein's Learning Center.

1. Any use of security and safety video monitoring must be managed in a professional, legal and ethical manner.
2. Installation or use of any security and safety video monitoring equipment must be approved by the Program Director or the Operations Manager.
3. All public areas are subject to security and safety video monitoring. Police may be shown video records of interactions with the public or members of the college community when responding to certain calls or investigating criminal or misconduct activities.
4. Security and safety video monitoring will not occur in private areas such as restrooms or where individuals may have a reasonable expectation of privacy.
5. Information obtained through security and safety video monitoring may be used for security and law enforcement purposes and for compliance with MELC's policies.
6. Security and safety video monitoring will be monitored in real time on a 24 hour/7day basis. The primary use of security and safety video monitoring will be to make recordings that can later be reviewed to follow-up on reported incidents or for use by MEC administrator when involved in student disciplinary matter.

The secondary use will be to allow a parent of an MELC student, the opportunity to view their child from a remote location. At NO TIME is a person who is not an MELC Administrator allowed to record, take pictures or re-upload any of the video provided by MELC.

7. Release of information images obtained through security and safety video monitoring will be in accordance with applicable law, and only upon approval of the Program Director or Operations Manager.
8. Only Administrative Staff will have routine access to security and safety video monitoring images and the usernames/passwords for access to the IP camera server. Parents may be granted access to the server upon request.

9. Security and safety video monitoring images will be safeguarded against tampering.
10. As with all Mini Einstein’s Learning Center policies, MELC reserves the right to modify the guidelines herein if deemed necessary in the best interests of MELC. Video monitoring is not to replace a teacher’s responsibility to a child, by providing over sight and safeguarding them from injury or neglect. MELC removes itself from any liability either addressed in this policy or any unforeseen events in the future. Parents found taking records, snap shots, or re uploading any MELC video will be subject to dismissal of the program and any civil persecutions that may stem from their actions.

***Parents please take note that by placing security measures at Mini Einstein’s Learning Center, this should not provide a false sense of security. All steps taken by MELC have been to reduce the chances of an event occurring. The safety of your children remains top priority for MELC and any questions or concerns may be directed to MELC’s Operation’s Manger.

I, _____ hereby acknowledge and accept the terms of the policy listed above.

Sign _____

Date: _____

Photo Release Authorization for Brightwheel App

I, _____ authorize Mini Einstein’s Learning Center Teachers to use my child’s photos for sharing purposes on Brightwheel App. Photos will only be used to be shared with the classroom families to document learning and classroom activities in group activities. Photos will all be taken using MELC provided tablet and never stored or shared for any other purpose but on the use of Brightwheel app.

Sign _____

Date _____

MELC's Photography Policy and Permission Form

Photographs are a valuable tool for recording and assessing children's activities and achievements at Mini Einstein's Learning Center.

Photographs will be taken with digital cameras, or tablets specifically used for documenting children's learning. Photographs will only be taken of children during normal preschool activities, and cameras will never be taken into the toilets/changing areas. A child will never be photographed when their clothes or diapers are being changed.

Only members of Mini Einstein's Learning Center staff who have their Department of Early Learning Background Check cleared are permitted to take photographs within the preschool. Parents, volunteers, and other visitors are not permitted to take photographs during preschool sessions. However, at public events (e.g. Field Trips, Christmas Program, etc.) parents, guardians, family members and press photographers may take photographs of the public activity. If parents/guardians do not wish their child to be included in such photographs, it is their responsibility to inform a member of MELC management.

Photographs will never be stored on personal computers. If you wish to allow your child to be added to the MELC website, or school event photo's added to the MELC Facebook, please indicate below. No photo's will be added to any media site without verbal confirmation of use from the child's legal guardian.

Parents/guardians will be asked to read and sign the Photography Policy and Permission Form when their child starts attending the preschool. If a parent/guardian does not give permission for their child to be photographed, all staff will be informed so that all reasonable steps can be taken to ensure that their child is not included in photographs.

I, _____, **DO / DO NOT (circle one)** authorize Mini Einstein's Learning Center to photograph my child, _____, for the purpose of documenting his/her achievement and learning.

I, _____, **DO / DO NOT (circle one)** authorize Mini Einstein's Learning Center to post the photographs my child, listed above on the official MELC website/Facebook.

Parent/Guardian Signature

Date