



Registration Form

****A non-refundable registration fee and non-refundable deposit is required****

(Additional fees may apply for changes in start date)

For Office Use Only:	
Classroom:	_____
Tuition:	_____
Discount:	Premera/Military/Sibling
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

2020-2021 Enrollment Packet

Child's Name: _____

Date of birth: _____

Current Student: (circle one) Yes or No

(If new student) Start date: _____

www.minieinsteinslearningcenter.com
samantha@melc-wa.com
(206) 533-8896

Registration

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

Child's Name: _____ **Gender:** _____

Birth date: _____ (MM)/_____ (DD)/_____ (YYYY)

Address: _____

City: _____ State: _____ Zip: _____

Parent/Guardian Name: _____

Cell phone: _____ Work Phone: _____

Email: _____

If address is different from child's address written above.

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone Carrier/Provider: _____

Parent Guardian Name: _____

Cell phone: _____ Work Phone: _____

Email: _____

If address is different from child's address written above.

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone Carrier/Provider: _____

Emergency Contacts: (other than those listed above)

	Name/Driver's License #	Address	Cell Phone	Relationship	Pick up?
1					Y or N

2					Y or N
3					Y or N
4					Y or N

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.
- ✓ Text messaging will be used to provide information regarding emergencies and inclement weather closure/delays. I accept any and all message and data rates that may apply.



Parent/Guardian Signature

Date

Child's Health History

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

Date of Last Examination: _____

Name of Child's Doctor/Clinic: _____

Full Address: _____

Special Health Problems:

YES / NO

If yes, Specify: _____

Allergies (Life Threatening-requires Epi-Pen), including drug allergies:

YES / NO

If yes, Specify: _____

Dietary Restrictions (Mild Allergies, Food sensitivity, Religious/Personal Preference):

YES / NO

If yes, Specify: _____

A written documentation from the physician is required for every food or drink allergy and includes an 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 Signature	Date
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MELC Camera's 101!

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@childreview.com. Please be patient as they are located in Louisiana and may need some time to trouble shoot your issues.

Login Website: www.childview.com

Children View Online - Viewing Instructions. Enter your username and password. Click on the classroom name.

Need more help? 866-343-3656 support@childreview.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 individuals 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.

Parent/Guardian Signature _____ 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.

Parent/Guardian Signature _____ 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 photos 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 such as on Brightwheel and classroom photos.

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/marketing.

Parent/Guardian Signature

Date

Babysitting Policy for Families of Mini Einstein's Learning Center

We know that we have a great staff and that your babysitting needs are not contained to the school day. It is understandable that you might like to ask one of our staff members to sit for you outside of their scheduled hours. We do not discourage this type of arrangement. We do need to state our separation from arrangements however, and must be sure that in no circumstances will Mini Einstein's Learning Center be held liable in any unfortunate incident/s. In order to not prohibit this additional opportunity for our staff, we require that you sign the statement below. Please note, our staff members also sign a Staff Statement of Agreement in which they promise to verify a Statement of Agreement is on file for the requesting family. They will not agree to outside babysitting unless this agreement, with your signature, is on file.

Family Statement of Agreement

I, _____, understand that I may approach Mini Einstein's Learning Center staff members for babysitting outside of their scheduled hours at the program. I will not hold Mini Einstein's Learning Center liable should any unfortunate incident occur. Contracting a Mini Einstein's Learning Center staff member is an arrangement made separate to our contract with Mini Einstein's Learning Center and will be kept separate no matter the circumstance. All time spent with staff members outside of their scheduled hours will be at a location other than Mini Einstein's Learning Center Property.

Parent/Guardian Signature

Date

Tooth Brushing Policy

Mini Einstein's Learning Center supports healthy child development and in accordance with WAC licensing 110-300-0180, we must offer children an opportunity for a developmentally appropriate tooth brushing activity at least once per day. This licensing update goes into effect as of August 1, 2019.

Please select and initial one of the two options below.

_____ You would like your child to participate, for a fee of \$50 per month, MELC will provide a disposable one time use pre-pasted toothbrush (with Dentifrice). This fee covers staffing for this activity and cost of disposable toothbrushes. For sanitary reasons MELC will not allow toothbrushes from home to ensure your child's health and safety.

_____ You choose to opt out daily tooth brushing activity due to good dental hygiene practice already in place at home.

Parent/Guardian Signature

Date

Service and Financial Agreement Form

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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 8-15%

Annual re-registration fee in September : \$50

Annual Pre-K/Preschool summer activity fee : \$50-\$100 (approximate range)

Optional Tooth Brushing fee : \$50

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

Parent/Guardian Signature

Date

Program Director's Signature

Date