



mini einstein's

LEARNING CENTER

Parent Handbook Sept 2021-August 2022

Mini Einstein's Learning Center
21020 67th AVE W
Lynnwood, Wa 98036
206-533-8896

www.minieinsteinslearningcenter.com
melclearningcenter@gmail.com

Welcome to Mini Einstein's Learning Center

This parent handbook serves as your guide 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, preschool, and pre-K children in a safe, supportive, exciting, and nurturing environment so that they can grow physically, socially, emotionally, and 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.

Hours of Operation

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.

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

Enrollment

Non-Discrimination Policy

MELC enrolls a diverse student body. It does not discriminate based on race, color, religion, sex (including sexual orientation or gender identity), national origin, disability, age, or genetic information.

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 immunizations 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.

Tuition and Services

Registration Fee

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 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 by June 30th. If any information changes during the year such as address, phone number, emergency contacts, authorized pick-ups, etc, please update the office with the new 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 the 10-hour allotment, there will be 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. If you exceed the 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 every September. Updated rates will be announced by April of each year.*

September 2021-August 2022

Age	Full Time Care	3 day	2 day
Infants	\$2,084	Not Available	Not Available
1-2 years	\$1,732	\$1,361	\$1,085
3 years	\$1,661	\$1,320	\$1,034
4-5 years	\$1,584	\$1,287	\$1,023

Tuition Due

At the time of enrollment, parents/guardians will be asked to complete and sign the Service Agreement Form. Bills are issued and tuition is due by the 1st of every month for the service that 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. Checks returned for insufficient funds or other non-payment will incur a penalty of \$50, and a money order is mandatory to make up the total due plus the penalty.

Drop-In Care

If you are enrolled in part-time care and require care for your child on a day outside of your agreed-upon schedule, a \$125.00 per day fee will be charged to your account. Availability of drop-in care is limited to space restrictions and must be preapproved by management in advance.

Summer Activity Fee

Each summer, MELC students in Preschool through School-Age classrooms engage in approximately 10 weeks of specialized programming including weekly in-house field trips. A program fee will of \$100.00 is 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 5th, MELC regrets to inform that the child(ren) will no longer be 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 upon approval of 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 or more children enrolled will receive a 10% discount off the siblings' for full time care. This discount will apply to the oldest child enrolled.

Veteran/First Responder Discount

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

Healthcare Worker Discount

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

Referral Discount

Parents who refer another family to us will receive a one time \$200.00 credit when the referred child begins attending MELC.

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 and Termination of Service

Withdrawal from MELC requires at least two full week (10 working days) written notice. 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' written notice.

MELC will work in partnership with families to ensure the progress and success of each child. MELC reserves the right to the termination of services for any reason. Two-week written notice will be given to parents or guardians unless immediate termination of services is required for the safety and health of other students and staff.

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 6th 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 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.

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 11:00am, we ask that you call ahead to make sure space is still available for the day. Late arrivals are subject to space availability.

Inclement Weather Closures

During snow or heavy weather conditions, our hours of operation will be updated via email, website, Brightwheel, and Facebook. We will always strive to be an open. However, adverse weather may affect 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.

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

Emergency Closures

In the event MELC must close due to urgent, unforeseen events (such as plumbing issues or loss of power, etc.), parents will be notified via Brightwheel app, email, Facebook, and phone call, as necessary, and parents should plan to pick-up their child(ren) as soon as possible after receiving this message. Should MELC be mandated by local, state, or federal agencies to close for any length of time, tuition will not be credited or refunded, though all make-up options will be explored. MELC will follow requirements made by the State of Washington and the Snohomish Health District. Recommendations will be taken into consideration and implemented as needed.

Policy and Procedures

Parent and Teacher Communication

Daily communication is essential for both parents and teachers. All classrooms will provide daily reports through the Brightwheel app. Classroom lesson plans are posted near the entrance 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.

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@childview.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@childview.com

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.

Allergies

Children with allergies must have a completed Food Allergy & Anaphylaxis Emergency Care Plan form turned in 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 provide written notification 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 from home.

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. Keep in mind, Mini Einstein's would like to see potty training begin at home and be followed up at school. In addition, please dress your child in comfortable clothing that is easy for them to pull up and down on their own, and bring plenty of extra clothing for expected accidents. ****Students cannot move up to Pre-K unless they have been fully potty trained. ****

Clothing

The children are taken outdoors daily, rain or shine, 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, underwear, 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.

Masks

Students ages 5 and over are required to wear a mask while in any of our buildings. This requirement will continue for the duration of any such local, state, or federal mandates in the interest of keeping our students, staff, and families healthy.

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)

MELC Provided Diaper/Wipes

Should parents fail to provide their child with the necessary supplies of diapers/wipes, your account will be charged a flat fee of \$10/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

Children are not permitted to bring toys or other personal 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. We encourage you to choose a nutritious treat for the students that are low in sugar and fat content. MELC is not a party facility, and 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

During the hours of 6:00-7:45am and 4:45pm-closing, MELC students will remain in mixed age groups adhering to the youngest child’s teacher-to-child ratio.

Signing In and Out

Parents/guardians or authorized adults (no siblings) are required to sign children in and out of MELC each day using the Procure station or via the Brightwheel app, dependent upon current operating procedures.

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 regard to drop off and pick up of your student.**

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 available.

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 6:15 pm, the teacher will call the emergency person listed on your child’s registration form and make arrangement for immediate pickup. Pickup anytime after 6:30 is an **additional** \$100 (total \$160 fee). 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 requires 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.

MELC does not allow the physical restraint of children. Physical restraint must only be used if a child's safety or the safety of others is threatened and must adhere to WAC 110-300-0335. Physical restraint is limited to holding a child as gently as possible to accomplish restraint, limited to amount of time necessary to control the situation, developmentally appropriate and only performed by early learning providers trained in a restraint technique pursuant to WAC 110-300-0160(9).

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 applicable

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 complete the Medication Consent Form immediately. “Blanket authorization” is 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 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 for 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 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. Exclusion from the center is sometimes necessary to either 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 MELC 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 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 mild)
- Tuberculosis, until the child's medical provider or local health department states the child is on appropriate treatment and can return

Communicable Disease

Please immediately notify our staff verbally and in writing if your child contracts any of the following:

- | | |
|-----------------|------------------------------|
| ▪ 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 while in care at MELC.

Covid-19

MELC follows the guidance and direction of the Snohomish Health District with regard to exclusion and/or closure due to Covid-19 symptoms or exposure. Under this guidance, any child exhibiting one or more Class A symptoms or two or more Class B symptoms (see chart below) must be kept home for 72 hours after symptoms resolve, or longer if so advised by Snohomish Health District or medical provider, and must be symptom-free upon return without the use of medication.

Class A Symptoms	Class B Symptoms
Fever 100.4°F or higher	Fatigue
Chills	Headache
Cough	Muscle or body aches
Loss of sense of taste and/or smell	Sore Throat
Shortness of Breath	Congestion or runny nose
	Nausea or vomiting
	Diarrhea, 2+ loose stools in 24 hours

Children experiencing 2 or more symptoms will require a negative Covid test to return to care. Proof of negative Covid test result will be accepted for return to care no sooner than 24 hours after symptoms have resolved.

In the event of exposure, MELC will close the affected classroom(s) and all affected families will be contacted and required to quarantine the full 14 days. Negative Covid test result **will not** shorten the duration of the required quarantine and/or classroom closure. In order to resume care/operation without interruption, MELC will not provide refund or credit of tuition, but will explore all options to make-up time.

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.

Babysitting

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

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