



# **mini einstein's**

## LEARNING CENTER

### Parent Handbook

### Sept 2024-August 2025

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# 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 childcare and early learning center 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, 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.

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## GENERAL INFORMATION

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### Ages of Child We Serve

4 weeks to 13 years of age

### Teacher-to-Child Ratios:

1 to 4 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:

New Year's Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Juneteenth, 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 has two Teacher Workshop Days scheduled for the 3<sup>rd</sup> Friday in March and the 3<sup>rd</sup> Friday in August each year. On the 3<sup>rd</sup> Friday in March, MELC will close at 12:00pm (Noon) and on the 3<sup>rd</sup> Friday in August MELC will be closed all day to allow teachers to participate in professional development activities.

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. Exact dates are announced on the yearly calendar.

Please note that we do not credit or refund for MELC holiday closures.

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## ENROLLMENT

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### 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. Annual re-enrollment will take place each year prior to September.

### Immunizations

The State of Washington requires that children's immunizations be up to date. Parents must provide a verified copy of their child's immunization record prior to the first day of care and provide an updated copy annually with re-enrollment.

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.

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## TUITION AND SERVICES

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### Registration Fee & Deposit

A registration fee 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 is applied towards your first month's tuition. Payment of the registration fee and deposit reserves a space in the program for your child.

A new enrollment packet with up-to-date immunizations and registration fee is required annually. 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

MELC maintains a waitlist for families interested in enrolling when there is currently no space available. There is a fee of \$50.00 to be added to the waitlist for the classroom appropriate for your child's age/development; however, the waitlist does not guarantee your child's enrollment. Should space become available, you will be contacted by phone and/or email and must confirm your intent to enroll by submitting the required registration form and deposit within 24 hours, or the next family on the waitlist will be contacted. Your waitlist fee will be applied to your registration fees. If you have already submitted enrollment paperwork, but do not start on your agreed-upon 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 \$250.

### Part-Time Care

This service is defined as either 2 or 3 fixed days a week, up to 10 hours a day. If you exceed the 10-hour allotment, there will be a flat monthly fee of \$250. Part-time care is not available for our infant rooms.

### Tuition Rates

*(Rates are subject to change.) \*You can expect an annual tuition increase every September. Updated rates will be announced by the end of April of each year.*

#### September 2024-August 2025

Age	Full Time Care	3 day	2 day
Infants	\$2,960	Not Available	Not Available
Waddlers / Toddlers	\$2,460	\$1,934	\$1,484
Preschool	\$2,360	\$1,877	\$1,470
Pre-K	\$2,250	\$1,829	\$1,453

Tuition rates are based on your child's current classroom enrollment.  
Legacy rates apply to eligible students enrolled prior to September 2023.

## 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, 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.

## Subsidized Tuition / Enrollment

All families enrolled using any tuition subsidy program will be responsible for all additional charges and/or fees incurred in the course of care, including but not limited to late pick-up fees, summer activity program fees, graduation cap and gown fees, field trip fees, diaper/wipe supply charges, etc. All students enrolled using a subsidy program must maintain 90% attendance each month in order to retain their spot. If 90% attendance is not maintained, the student will be withdrawn from care, and the spot will be made available to another family in need of a subsidized spot.

## 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 \$175.00 per day fee will be charged to your account. Availability of drop-in care is limited to space restrictions and must be pre-approved 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 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 in full-time care will receive a 5% discount off the sibling's tuition. This discount will apply to the oldest child enrolled.

## Veteran Discount

Parents who present a valid Military ID or copy of their DD 214 will receive a 7% 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, drop-in services, or Summer Camp programs. Discounts that your family may qualify for can NOT be combined with one another. It is the parent's responsibility to notify management of any discount they believe their family to be eligible for or of any changes to that eligibility.***

## Classroom Assignment

Your child will be enrolled in the most age and developmentally-appropriate classroom, as determined by the Program Supervisor and/or MELC Director. Factors considered in classroom assignment include, but are not limited to: age, developmental milestones achieved, observed readiness, and space availability. Please note that, in general, there are no transitions to the next classroom during the months of June, July, and August (in preparation for PreK graduation and Kindergarten Send Off) or November and December (in preparation for the annual holiday program). Expect that if your child has a summer birthday, they will not move to the next classroom until September 1.

## Withdrawal and Termination of Service

Withdrawal from MELC requires at least two full weeks' (10 working days) written notice. 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 (EIN #: 46-1778178)

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 end of December.

## Vacation Credit Request

A maximum of 7 vacation days will be credited in a year for children who are enrolled in full-time care, and follows their enrollment year, not the calendar year. Parents need to fill out a Vacation Credit Request Form and email it to our operations manager, Ashley at [ashley@melc-wa.com](mailto:ashley@melc-wa.com), by the last day of the month in which the vacation occurred, 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 next year.

## Absences

Please notify us by phone, email, or Procure message 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, weather, family events, etc. If a prolonged absence is required, we recommend you make arrangements to withdraw the child temporarily.

## Inclement Weather Closures

During snow or inclement weather conditions, our hours of operation will be updated via email, website, Procure, 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 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 Procure 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.

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## POLICY AND PROCEDURES

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### Parent and Teacher Communication

Daily communication is essential for both parents and teachers. All classrooms will provide daily reports through the Procure 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.

### When We Call Home

We want to be respectful of your work time and limit interruptions to your day. For minor concerns and general communication, we will most often send a Procure message or communicate with you directly at pick-up. However, there are times when we will make a phone call to one or both parents/guardians, such as:

- Most infant concerns (bumps, scratches, rashes, unusual demeanor, signs of illness, etc.)
  - Fever and/or vomiting
  - A significant fall or impact to the head and/or neck area
  - Bites that break the skin
  - New or unexplained rash (hives)
  - Seizure, either known or unknown cause
  - Behaviors that cause physical harm to other students, staff, or self
  - Verbal threats of significant harm to self or others
  - Running out of the classroom, gym, building, or away from visible supervision of teachers/management\*
- \* This behavior is considered a severe safety concern and will result in a phone call for immediate pick-up and exclusion for the remainder of the day.

### Cameras

MELC offers free video access to your student's classroom. 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. Log in at [www.childview.com](http://www.childview.com), click the cameras tab, and 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). If you run into technical difficulty viewing or setting up your account, please contact the following: [support@childview.com](mailto:support@childview.com) or (866) 343-3656. Please be patient as they are located in Louisiana and may need some time to trouble shoot your issues.

## Helping Hands

MELC has an open door policy. 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 to cover bus fare and admission fees, if necessary.

## Meals and Snacks

Breakfast, morning snack, lunch, and afternoon snack are provided. Monthly 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. If providing food from home due to allergy/dietary restriction, please be advised that we are required to provide additional food, as needed, to reach the USDA Food Program standards. Additionally, we are unable to place personal food items in our refrigerators, so all lunches must be packed with a cold pack or not require to be kept cold. We are unable to safely reheat food items sent from home. An Individual Care Plan will be required for all such accommodations. Please be advised that mealtimes 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 (with prescription label) as well as any antihistamine drug for allergies by the first day of enrollment.

## Food Restrictions

Children with food restrictions must provide written notification to the office and will be placed on an Individual Care Plan (ICP) which will automatically place them on the Red Dishes Plan (provided separately after ICP). 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/Nap Time

As required by licensing standards of care, all children are offered a nap or quiet 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 supported 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. Soiled clothing will be bagged and labeled and parents will be

notified for timely pick up. In the interest of health and safety, all clothing soiled with urine, vomit, or feces must be picked up and taken home for cleaning by the end of the third day after notification, or it will be disposed of.

**\*\*Students cannot move up to Pre-K until 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 appropriately for the weather. For example, light jacket, cap, and rain boots for damp days in fall and spring, warm winter jacket, mittens, hat, and warm 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

Should a public health crisis warrant, MELC may require the wearing of masks or other personal protective equipment for its staff, students, and/or families while on campus. This requirement will continue for the duration of any such local, state, or federal mandates in the interest of health and safety.

## Lost and Found


MELC is not responsible for lost items. All unclaimed and unlabeled items will be placed in the designated lost and found. Please check the lost and found regularly. At the end of each month, all unclaimed items will be donated to a local organization.

## Necessary Supplies

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

**Infant-** (In addition to the items listed in the Waddlers section below)

- ✓ Formula or breast milk
- ✓ Baby Food
- ✓ Bibs
- ✓ Swaddle Sack, if used

 Please note that infants **DO NOT** need to supply wipes; MELC will supply Kirkland Brand (Costco) wipes or similar. 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

## MELC Provided Diaper/Wipes

Teachers will notify parents via ProCare app message when their child is running low on diapers and/or wipes and will be asked to replenish their supply the next day of care. 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 brands such as Kirkland, Huggies, or other readily available brands.

### Toys and items from home

Children are not permitted to bring toys or other personal belongings from home with the exception of “show and tell” items on designated days or a cuddle toy for nap time. MELC will not be responsible for any lost or broken items. Please be sure items are small enough to fit in your child’s cubby. Do not send other 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.

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## ARRIVAL AND DEPARTURE

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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 minor siblings) are required to sign children in and out of MELC each day using the Procure app. Authorized pick-ups (non-parent) will sign out using the classroom’s tablet sign-out function.

### 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

MELC’s drop-off window closes at 10:00am each day in order to confirm appropriate staffing and meal preparation. All late arrivals must be approved in advance. Additionally, in order to avoid disruption to nap time, we will not approve drop-off between the hours of 12:00pm and 3:00pm. Late arrivals are subject to space availability.

### Departure and Late Pickup Policy

MELC closes promptly at 6:00 p.m. Children who are not picked up by 6:00pm 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.

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## BEHAVIOR MANAGEMENT POLICY

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At MELC, we have reasonable expectations that children will maintain control of their behavior. It is the core value of MELC to facilitate children to develop self-control, respect, good attitude and behavior guided by our core values. All of our staff love and care about the children and want them to be the best they can be, leading and teaching by example, direction, and guidance.

We have developed our behavior management policies based on research, education, and decades of combined in-field experience. The policies written herein have been to provide clear expectations and boundaries and to outline our process for responding to and managing observed behaviors.

MELC does not permit any child to cause harm to other children, staff, or property. If a child is observed to have caused harm to another child or staff member, and dependent upon the severity of the event, parents will be notified immediately by phone and may be asked to pick-up. 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, it is the expectation that the parent will pick up within the hour. An individual behavior management plan will be established for children who display repeated or severe behaviors.

MELC uses positive redirection to promote and reinforce safe, developmentally-appropriate behavior, meaning that we do not use time-outs, exclusion (except as necessary for physical safety), shaming, or any type of physical discipline. When a child is exhibiting unwanted or unsafe behaviors in the classroom or designated play area, the teacher(s) will first attempt to redirect the behavior to a more acceptable and safe alternative. If the behavior continues or escalates, management will be called to assist. Management will provide additional assistance within the classroom and may temporarily remove the child from the classroom, as needed, with the intention of returning the child to class when the child shows readiness. If a child is unable to be successfully returned to the classroom safely, a manager will call a parent/guardian for pick-up.

The following behaviors are considered SEVERE, and will result in an immediate conference with our director or manager currently on-site:

- Endangering self or others, which includes:
  - Physical violence (hitting, kicking, or otherwise causing injury to others)
  - Running out of the classroom or building, away from teachers/managers
  - Severe, repeated, or developmentally inappropriate biting (see Biting Policy)
- Destruction of property
- Threatening harm with words or gestures
- Obscene gesture and/or talk

Repeated uncontrollable behavior will initiate the development of an Individual Student Support Plan (ISSP) and may lead to termination of services. If an ISSP is drafted, a meeting will be scheduled with parents/guardians before the plan is put into effect. Such plan will detail the identified behaviors of concern, the action plan to address the observed behaviors during the course of care, and the course of action that will result should the behavior(s) continue. The plan

may recommend and/or refer additional services intended to support the student and family. All ISSPs will be reviewed after one month and/or when a change of classroom occurs, or more frequently as deemed necessary.

As a group care center, we must provide a safe and attentive environment for all children in our care. If a child is unable to gain control and requires more individual attention than can be given within the “child-to-staff” ratios or requires a significant amount of one-on-one attention with a manager outside of the classroom, pick-up may be required for the remainder of the day. If a child needs significant one-on-one attention on a consistent basis, an Individual Student Support Plan (ISSP) will be created.

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).

## Biting

Biting is a normal part of development within the 1-year-old and young 2-year-old classrooms. The timing and experience of oral and dental development is individual to each child. With that in mind, we work to provide a safe and welcoming environment for all children while supporting children through this phase.

When biting is observed in a classroom, we will:

- Communicate with the child’s family regarding the observation of the behavior, gathering basic information regarding the child’s current stage of development and any other relevant changes that may be experienced at this time
- Observe the child’s interactions, engagement, and physical environment within the classroom
- Identify areas of focus within the classroom that may mitigate the behavior and initiate an action plan with the classroom teachers. This may include:
  - Providing a child a frozen teether or RaZberry™ gum soother
  - Providing a child additional space or individual activities
  - Temporarily removing the child from the classroom with the intent of offering a quieter or calmer environment
  - Maintaining close teacher-to-child proximity, as allowed by current activity/classroom needs
  - Teaching and reinforcing simple words, phrases, and gestures to communicate needs and emotions
- If a child bites 2 times in one day, including attempted bites that are interrupted by teacher intervention, **or** any one bite breaks skin (defined as creating an opening in the skin that would allow for saliva, bacteria, dirt, blood, etc. to enter or exit the area), the family will be called for pick-up and the child will be sent home for the remainder of the day.

If a child is going through a particularly difficult or prolonged phase of biting other children, specifically identified as either a) occurring for a duration of more than 1 month *or* b) 3 occurrences of being sent home for biting within a 2-week period, the following actions will be initiated:

- A meeting with parents will be scheduled to discuss the observed behaviors, what actions have been taken to address the behavior within the classroom, and the next steps.
- We will request a visit to the child’s pediatrician or a pediatric dentist specifically to discuss the child’s individual development and the concerns surrounding the frequency and/or severity of the biting behavior.
- An individual behavior management plan will be created that will provide an outline of expectations and a timeline for significant improvement and/or resolution of biting behaviors.

- If markers of the individual behavior management plan are not met within the timeline given, a temporary suspension of care will be issued to allow time for the child to pass through this difficult phase.
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## MEDICAL AND EMERGENCY POLICY

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### 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 requires the date of your child's last physical examination upon 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 during annual re-enrollment.

### 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 with original prescription label attached. Non-prescription medications must be in their original manufacturer's container with a label. The child's name must be on the container. Medication, over-the-counter or prescription, may only be administered as directed by the printed label and/or prescription, unless alternative written authorization and direction is provided by a physician.

No medication will be given without written permission from the parent/guardian. All medication brought to MELC will be kept in the medication cabinet in the office and will be administered by a manager. 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 (pale, glassy eyes, lack of energy).
- Fever of 100 degrees or above (axillary or an equivalent measure accompanied by behavior change or other signs and symptoms. Fever of 104 degrees or greater in a child of any age (requires immediate medical attention).
- Unexplained fever in a child younger than 4 months.
- 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   | ▪ Measles/Mumps              | ▪ Lice         | ▪ Reye syndrome |
| ▪ Hepatitis     | ▪ Pertussis (whooping cough) | ▪ Shingles     |                 |
| ▪ Impetigo      | ▪ Conjunctivitis (pink eye)  | ▪ Meningitis   |                 |
| ▪ Mononucleosis | ▪ Ring worm                  | ▪ 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.

## Public Health Pandemic

MELC follows the guidance and direction of the Snohomish Health District with regard to exclusion and/or closure due to a public health pandemic and may put temporary policies in place to ensure the health and safety of our students, staff, and families. MELC will keep families up to date regarding any such policy changes via email and postings on parent information boards within the center.

## Child Abuse CPS Reporting

Under Washington State Law, Mini Einstein's Learning Center is required to report immediately any suspicion of physical, mental, emotional, or sexual abuse or neglect. Guidelines are set by the State of Washington and Child Protective Service. MELC is not required to report to parents that Child Protective Services or the Police have been contacted. MELC will not tolerate any intimidation, threat, or other negative treatment of staff that may dissuade staff members from performing their duty as a mandated reporter. Such behavior may initiate a 2-week notice for termination of care.

## 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
- Train in infant and child CPR/First Aid
- Obtain a certificate in HIV/AIDS and Blood borne Pathogen Education Training
- Hold a current Food Handlers Permit, for staff who prepare/serve snacks and meals
- Complete 30 hours of basic training in STARS Early Childhood Development
- Complete 10 hours of STARS training continuing education annually
- Hold a High school diploma, CDA, AA, or BA