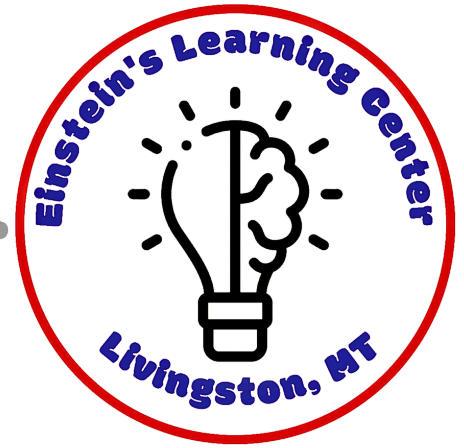


Enrollment Package 2025-26



TEENY STEINYS
For every tiny step



Einstein's Learning Center
326 South Main St C
Livingston, MT 59047
406-223-6507

Melissa@EinsteinsLearningCenter.com
TinySteinys22@gmail.com
www.EinstteinsLearningCenter.com

Enrollment Forms

Please fill out these forms completely. If a question does not apply to your child, write N/A (not applicable). The forms must be in the directors possession on or before the first day your child begins care. Please notify your director if any of the information changes. Throughout this document; we will refer to both schools as “ELC.”

GENERAL INFORMATION

Requested Start Date:

Sex:

Date of Birth:

Child's Full Name:

Nick Name:

Home Address:

City:

State:

Zip:

Phone #:

Primary Parents Name:

Primary Parents Name:

Permission Evacuation Plan

EVACUATION PLAN

I _____ hereby grant permission for my child _____ to be evacuated in accordance with the guidelines outlined below, as stated in this contract, which I have read and agree to. I understand and agree that I will not be notified until all children have been safely relocated, in accordance with the emergency procedures.

Parent/Guardian Name Printed

Parent/Guardian Signature

Evacuation: In case of the need to evacuate our site, the following procedures will be followed:

<p>Evacuation Routes / Exits Little E.</p>	<ul style="list-style-type: none"> • A warning whistle is worn by each owner will be blown 3 times in the case of an emergency. • In the event of an evacuation, the children will be relocated as a group, walking in two lines with our line belt. The childcare facility has three exits, one in the front, the back and one in the middle. • The emergency backpack is stationed near the middle door and will be grabbed by the owner. • If evacuation through the windows becomes necessary, children will be evacuated first, and any available items will be used to lower them to the ground safely. • Once the children are safely out of the building a head count will be done at our first check point, 332 South Main St.
<p>Evacuating Routes / Exits Teeney Steinys</p>	<ul style="list-style-type: none"> • A warning whistle is warn by each owner will be blown 3 times in the case of an emergency. • All children will be put into a wagon and exited through the closes exit, exits are located at the front and back of the building. • If evacuation through the windows becomes necessary, children will be evacuated first, and any available items will be used to lower them to the ground safely. • Once the children are safely out of the building a head count will be done at our first check point, 332 South Main St.
<p>Notification</p>	<ul style="list-style-type: none"> • After all the children have been successfully evacuated to a safe location, the childcare facility will immediately contact 911 for emergency assistance. Additionally, parents or guardians will be promptly notified of the evacuation.
<p>Emergency Kits / Information</p>	<ul style="list-style-type: none"> • Whenever feasible, emergency kits will be brought along during an evacuation. Including a binder and smartphone containing the emergency contact details of each child. • At 332 S Main each child will have a strip of tape placed on their back with the schools name and owners cell phone number.
<p>Evacuation Sites</p>	<ul style="list-style-type: none"> • Neighborhood (e.g., for fire): <ul style="list-style-type: none"> ◦ Name of Location: Granite Physical Therapy ◦ Contact Name: Alison Shannon-Lier ◦ Address: 315 S Main St Livingston, MT 59047 ◦ Phone Number: (406) 222-4682 • Out-of-neighborhood (e.g., explosion, flooding): <ul style="list-style-type: none"> ◦ Name of Location ◦ Contact Name: Livingston Police ◦ Address: 414 E Callender St, #1Livingston, MT 59047 ◦ Phone Number: (406) 222-2050

Transportation to Evacuation Locations	<ul style="list-style-type: none"> • Children will be pushed in portable play yards or strollers to the neighborhood evacuation site and, weather permitting, to the out-of-neighborhood evacuation location. • Children will be driven in a personal vehicle, with three car seats, to the out-of-town location.
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Shelter-in-Place: In case of the need to stay put due to a tornado or notification from authorities, the following procedures will be followed:

Location	<ul style="list-style-type: none"> • ELC - Children will be taken to the office. • TS - Children will be taken to the infant nap room.
Emergency Supplies	<ul style="list-style-type: none"> • Emergency kits with food (including formula), toys, and water are stored in both the office and the napping room. • A first aid kit is stored in both shelter rooms. • A battery-powered radio and NOAA radio is stored with the emergency supplies. • A cell phone will be brought to the room. • Emergency contact binder, is stored with supplies. • Supplies for sealing the room are stored in the room.
Notification	<ul style="list-style-type: none"> • Parents/guardians will be notified by phone and CMR once the immediate threat has passed.

Parent Reunification: In the event of an evacuation or if parents/guardians are unable to access their children, the following protocols will be implemented to swiftly reunite children with their respective parents/guardians (or other individuals authorized by the parent/guardian) as soon as it is deemed safe to do so.

Notification	<ul style="list-style-type: none"> • Parents/guardians are provided: <ul style="list-style-type: none"> ◦ Information on the evacuation site. ◦ Contact information: owner's cell phone and business phone number and CMR. • Parent/guardian contact numbers are: <ul style="list-style-type: none"> ◦ Stored in the binder and CMR. ◦ Kept in emergency kits.
Release	<ul style="list-style-type: none"> • Children will only be release to contacts listed on the child's form with proper identification.

Permission

Transport to Medical Facility and Receive Emergency Medical Treatment

MEDICAL EMERGENCY TREATMENT

I, _____ hereby give ELC Staff permission to administer basic first aid and/or CPR to my child, _____, and/or take my child (by Amulancue) to a hospital for medical treatment when I cannot be reached or when a delay would be dangerous to my child's health.

Parent/Guardian Name Printed

Parent/Guardian Signature

Permissions

For each child enrolled

GENERAL PERMISSION: BASIC TRANSPORT

By signing this form, I am allowing my child to be taken off the child care premises.

I, _____ hereby give ELC Staff permission to take my child off the premises of the family child care home for the following excursions

- Park , G Street and Sacajawea, Public Gardens
- Public Library
- Walks down town and in the near by neighborhood

Parent/Guardian Name Printed

Parent/Guardian Signature

Photo Release Form

I, _____ parent/guardian of, _____ hereby give permission for ELC Staff to use photographs or videos of my child for the purposes I have marked as "accepted" below.

I understand that my child's name will not be used in conjunction with any such images or videos without my written consent.

I acknowledge that it is my duty to keep this form up to date if I withdraw my authorization for any of the mentioned uses.

I acknowledge that I have read and understand the photo release statement provided by ELC.

I consent to the use of photographs or videos of my child as described in the statement. I understand that I have the right to revoke this consent at any time by notifying ELC in writing.

I AGREE TO ALLOW MY CHILD'S PHOTOS BE USED FOR THE FOLLOWING PURPOSES
STILL PHOTOGRAPH
On Location Slideshow
Promotional print materials
Social media posts
Art Work
Video
Share with current parents
Promotional materials
Social media

Child's Name

Date of Birth

Parent's Signature

Date

ELC Contract

1) Agreement

The following agreement outlines the terms and conditions between _____ and Einstein's Learning Center and Teeny Steinys for the care of _____

2) Services Provided

The ELC will provide the following services:

- Age-appropriate activities and educational materials
- A safe and clean environment for the child
- Nutritious: Breakfast, Lunch and Afternoon Snack
- Supervision and care of the child during agreed-upon hours

3) Schedule and Attendance

The Childcare hours of operations are **[Monday through Friday from 7:30 am to 5:30 pm]**. ELC will provide care during the hours and days agreed upon in advance. The Parent/Guardian must notify the ELC in advance of any changes to the schedule or if the child will not attend on a scheduled day.

Number of Days a week:

Days Requested: M T W Th F

To secure your child's place at ELC you are required to cover the fee for the days requested not days attending regardless of attendance.

4) Parent Responsibilities

The parent(s)/guardian(s) will provide the following:

School Supplies each August

Change of Clothes

Tissues and Disinfectant

Diapers & Wipes

School winter gear

Bottle/Sippy Cup - Teenys Only

5) Trial Period

There is a one-week trial period before your child is guaranteed a permanent place in ELC facility. This time will be used to determine if your child adapts well to the ELC program and that the program fulfills all of your child's needs.

6) Communication

ELC will regularly update the child's activities, behavior, and progress. The Parent/Guardian must notify the Childcare Provider of any changes in the child's health or behavior that may affect their care.

7) Holidays

- **Holidays:** Care will **not** be provided:
 - First week of July
 - Thanksgiving Day and the Friday after
 - Dec 23rd - Jan 1st

8) Payment, Overtime, and Late Policies

- A non-refundable \$200 registration fee is required per child at enrollment.
- Monthly tuition is \$_____ and is based on the contracted schedule, not attendance. No credits or refunds for absences or holidays.
- Extended hours (7:00 AM – 6:00 PM) are available for an additional \$200 per child per month, regardless of actual usage.
 - If care is needed outside of contracted days, an additional fee of \$75 per day will apply this is subject to availability and is due prior to care.
- Changes to scheduled days or hours require a new contract. Care outside your child's contracted schedule is not guaranteed.
- Tuition is due on the 1st of each month. A 3-day grace period is allowed. After that:
 - A \$50 late fee will be charged per day until the full balance is paid.
 - If payment is not received by the 5th at 4:00 PM, your child will be disenrolled from the program.
- To receive the PrePaid Discount, full payment must be received by the 25th of the prior month.
- A \$5 administrative fee will be charged if child is not signed in or out.
- Early drop-off or late pick-up outside of contracted times will incur a fee of \$5 per minute, per child.
- All overtime and late fees must be paid immediately.
- Repeated violations of any payment or time-related policies may result in immediate and permanent termination of services.
- Withdrawal Policy:
 - A minimum 30-day written notice is required before permanently withdrawing a child from the program.
 - This notice must be submitted in writing (physical or email) to the daycare director and will take effect on the date received.
 - Failure to provide 30 days' notice will result in full tuition being charged for the following month, regardless of attendance.
 - Tuition is charged monthly, and the final month will not be prorated. Full tuition is due even if the child's last day of attendance is earlier than the final day of the month.
 - By signing the enrollment agreement, parents/guardians agree to comply with this policy and understand it is legally binding.

9) Payment for Absences:

If a child is unable to attend ELC due to illness, vacation, or any other reason, the full tuition fee will still be charged. This policy ensures that we can maintain our staffing levels and continue to provide high-quality care for all children in our program.

1. **Notification of Absences:** Parents/guardians must notify us of any planned absences 1 week in advance, such as vacations or scheduled appointments. For unplanned absences, such as illness or emergencies, parents/guardians must notify us by telephone as soon as possible.
2. **Extended Absences:** In the event of an extended absence due to illness or other circumstances, please notify us as soon as possible. We will work with the parents/guardians to determine the best course of action for maintaining their child's enrollment in our program.

10) Health and Safety

ELC will ensure that the child is always in a safe and healthy environment. The Parent/Guardian must list any allergies, medical conditions, or other health concerns. ELC reserves the right to refuse care if the child is sick or has any contagious illnesses, is unable to keep his or her body safe, or is endangering staff or students. If your child is in emotional distress for a continuous, 30 minutes, pick-up will be required.

11) Clothing Expectations

To help prepare children for public school, we ask families to follow these guidelines:

- Dress children in weather-appropriate clothing each day, as we go outside regularly.
- If a child is not in diapers or pull-ups, they must wear underwear daily.
- Socks are required every day, regardless of shoe choice (including sandals).
- No hats or hoods indoors to support school-readiness habits.

12) Illness and Emergencies

If your child gets sick while he or she is at the ELC facility, the ELC will attempt to contact the parent/guardians at the numbers provided. If we determine that your child needs urgent care or that other children may be at risk of being infected, we may request that your child be taken home before his regular pick-up time. In case of an emergency, we will contact 911 first, then the parents/guardians will be notified.

If your child(ren) presents any of the following, please keep the child at home:

Fever of 100+ degrees: stay home for 24 hours after the fever breaks, unless fever is paired with Strep, Influenza, Noro, RSV, or a virus that mimics those mentioned. These viruses require more time out due to contagious periods.

Persistent diarrhea—24 hours free from diarrhea upon return

Irregular breathing—please take your child to the doctor and return when able to function as normal with the group.

Unusual rashes/blisters – rash/blisters need to be clear or scabbed and healing before return

Vomiting – 24 hours after the last vomit

Persistent and/or excessive crying—please see doctor for possible ear infection, or keep child home to rest and return the following day

Excessive drowsiness—please keep child home to rest

Lice—we have a nit free policy. Please keep child home for 48 hours after first treatment, comb for nits daily and treat again in 5-7 days. Hair checks will be done throughout the day.

Earache—please take child to doctor for possible ear infection, and home for 24 hours to rest.

Strep throat—please keep your child home until at least 48 hours after the first dose of antibiotics.

Pink eye—please keep child home for 24 hours after drops have started **and the eyes need to be clear of goop before returning to daycare.** You will be sent home for goopy eyes due to contagion.

Hand Foot and Mouth—your child will get a fever and feel better, then 3 days later break out in a rash or blisters in all or some of the following areas: mouth, throat, hands, bottom, stomach and/or feet. Please stay home for 4 days with fever free for 1 day/and until all sores are scabbed over. Your child is contagious and could get an infection if sores are open or blistered. HFM is painful and the only treatment is pain management.

Croup—this is very contagious for 4-7 days. Please stay home for 3-4 days, pending on persistent cough symptoms.

RSV—please stay home for 4-7 days due to contagion period

Norovirus---please stay home for 4 days due to contagion period

Influenza—please keep child home for 4-7 days depending on the child and severity of symptoms.

In the event that four or more children are diagnosed with the same illness, ELC/TS reserves the right to extend the required stay-at-home period in order to prevent a potential outbreak.

13) Signs of Neglect

The law requires us to report any sign of neglect or abuse to any child under our care. We will comply with this law in all aspects as they are related to the safety and well-being of the children in our care.

- **Exclusion Criteria for Children Who Are Ill**

According to the American Academy of Pediatrics, when a child becomes ill but does not require immediate medical help, a determination must be made about whether the child should be sent home. Most illnesses do not require exclusion. The designated staff member should determine whether the child's illness meets the following school criteria for exclusion:

- Prevents the child from participating comfortably in activities as determined by staff members of the early education/child care program or school.
- Results in a need for care that is greater than staff members can provide without compromising the health and safety of other children.
- Poses a risk of spreading harmful disease to others or is on the list of specific conditions requiring exclusion. Montana daycares have additional exclusion criteria per ARM 37.95.139, as follows:
- Fever over 100F (except immunization-related fevers) -may return when child is 24 hours fever free
- Vomiting or diarrhea -may return when child is 24 hours free from vomiting or diarrhea o If the child is diagnosed with shigellosis, salmonellosis, or Shiga toxin-producing E. coli (STEC), the child may only return after 2 stools, collected more than 24 hours apart, test negative for the illness-causing bacteria and approval from public health
- Children with jaundice -may return after healthcare provider clearance
- Symptoms of severe illness (uncontrolled coughing, breathing difficulty or wheezing, stiff neck, irritability, poor food or fluid intake, or seizure) -may return after healthcare provider clearance
- Certain bacterial infections -may return 24 hours after the start of antibiotics

If any of these criteria are met, the child should be excluded, regardless of the type of illness, unless a health professional determines the child's condition does not require exclusion.

- **Exclusion Requirements for Staff Who Are Ill**

Staff members who are diagnosed with certain illnesses may be required to be excluded from the school until they are no longer infectious. Illnesses such as the common cold and other minor respiratory infections are not generally of concern, and exclusion is not necessary. However, staff members diagnosed with diseases such as pertussis (whooping cough) would be required to be excluded by the local health officer. Additionally, food handlers within the school who have diarrhea of any kind (including from norovirus) cannot engage in food preparation. Contact your local health department for guidance on when exclusion for staff is necessary, and for the duration of exclusion for certain diseases.

14) Drop-Off Policy

To ensure a smooth, safe, and supportive transition for all children, we have established the following drop-off policy. Please read carefully and reach out if you have any questions.

Drop-Off Times

- Drop-off window: 7:30 AM – 9:00 AM
- Children must be dropped off no later than 9:00 AM unless prior arrangements have been made.
- Arrivals after 9:00 AM may not be accepted to avoid disruptions to our scheduled activities.

Breakfast Policy

- If your child is to be served breakfast at the school, you must sign in your child and they must be inside the building by 8:00 AM.
- This ensures they have enough time to eat and transition smoothly into the day's routine.
- Children arriving after 8:00 AM will not be served breakfast, so please plan accordingly.

Drop-Off Procedure

- All children must be dropped off at the front gate.
- A staff member will greet your child and escort them into the class.
- Parents/guardians are asked to say their goodbyes at the gate and not enter the facility unless previously scheduled.
- If we have to sign your child in there is a \$5 late fee.

For Children Who Struggle with Drop-Off

- We understand that some children may experience separation anxiety or have a harder time at drop-off.
- If your child needs extra time and support during transitions, we ask that they still be dropped off during the 7:30–8:00 AM window.
- This time allows our staff to provide the emotional support and care needed without disrupting the rest of the group's activities.
- Consistency is key — regular, on-time drop-offs help children settle into their routine more easily over time.

15) Pick-Up Procedures

Children can only be picked up by their parent/guardian or an individual that has previously been authorized by the parent/guardian and registered on the emergency card. ID verification will be required.

16) Change of Address

The childcare should be notified in writing as soon as possible for any change of address, phone numbers, emergency contacts, school, or any other important information.

17) Damages

Parents/guardians will be responsible for any damages (excluding normal wear and tear on toys) caused by their child to the childcare provider's property or belongings during their child's attendance at the childcare services.

18) Termination of Care:

Either party may terminate this agreement with written notice of 30 days. ELC reserves the right to terminate care immediately if the Parent/Guardian fails to comply with the terms of this agreement and/or if the child's behavior is not conducive to the safety and well-being of other children enrolled in the childcare program, their own safety, or the safety of our staff.

19) Liability:

The Childcare Provider is not liable for any injuries or damages that may occur while the child is under their care. The Parent/Guardian is responsible for any damages caused by the child while under the care of the Childcare Provider.

20) TV Policy

Television and videos are used primarily for educational content and movement activities, such as dance and exercise programs that encourage physical activity and learning.

On special occasions—such as holidays, celebrations, or special events—we may show age-appropriate movies that are fun and suitable for young children. These instances are limited and are always supervised by staff.

21) Communication Policy for Separated or Divorced Parents

We are committed to maintaining a safe, respectful, and neutral environment for all children and families. In cases where parents are separated or divorced, it is important that all communication related to the child is handled appropriately and without disruption to our daycare environment.

To ensure clear and consistent communication:

- All communication between separated or divorced parents must take place through our program management software, Playground, or in a group setting with both daycare owners present.
- All meetings, including evaluations, day-to-day concerns, and sit-down discussions, must include both parents. We do not hold separate meetings or provide individual updates unless legally required.
- We do not mediate between parents or pass messages from one parent to another.
- If there is a legal custody arrangement or court order that affects pick-up, drop-off, or parental access, a copy of the official documentation must be provided to the daycare. All Parenting Plans must be handed to or sent to the owner directly.

22) Transition Expectations

To support a smooth and successful move from Teeny Steinys to Einsteins Learning Center, we look for children to meet key developmental milestones that help them thrive in the new classroom environment. These include:

- Independently walking into the classroom
- Following 3- to 4-step directions
- Sitting with peers during group activities
- No longer needing pacifiers or comfort items (e.g., blankets) during nap time or the school day

These readiness skills help ensure your child is set up for success in a more structured and socially interactive setting. Our team will work closely with families to support each child's progress and communicate when we see signs of readiness for this exciting next step.

23) Assessment Schedule

We believe in the importance of ongoing assessment to support each child's growth and development. Our assessment schedule ensures we are consistently monitoring progress and sharing valuable insights with families throughout the year.

Assessment Schedule:

- Quarter 1 (January 1 – March 31): Progress Report
- Quarter 2 (April 1 – June 30): DECA Assessment
- Quarter 3 (July 1 – September 30): Progress Report
- Quarter 4 (October 1 – December 31): DECA Assessment

Note: A DECA (Devereux Early Childhood Assessment) Pre-Assessment is conducted during the first month of a child's enrollment or at the time of application.

Parent-Teacher Meetings:

We offer monthly opportunities for families to meet with teachers to discuss their child's progress. Parent-teacher meetings are available on the last Wednesday and Thursday of each month. We encourage all families to take advantage of these sessions to stay informed and engaged in their child's development.

Acknowledgment of Receipt of Parent Handbook

I acknowledge that I have received a copy of the parent's handbook as well as information regarding lead poisoning prevention (included in the parent handbook).

Parent/Guardian Signature

Date

Parental Visit Notice

While we encourage and actively facilitate parent involvement—recognizing the vital role of family engagement in a child's development—we kindly ask that you refrain from entering the classroom if your child is still adjusting to the school environment or is showing signs of distress during drop-off. This helps support a smoother transition and fosters your child's independence and sense of security.

Non-Discrimination Policy

We do not discriminate based on race, color, religion, national origin, gender, sexual orientation, disability, or family structure. Every child is treated with respect and given equal opportunities to learn and grow in a safe, inclusive environment.

Please note: Einsteins Learning Center complies with state regulations and accepts all valid medical and religious exemptions. Teeny Steinys, as a privately operated program, does not accept exemptions.

Parent/Guardian Signature

Date