

Sarodgini Early Learning

Wellness Focused  Nature Inspired  Cozy Classrooms

Infants, Toddlers, and Preschoolers ages 12 months- 5 years

Parent Handbook

Guidelines and Policies



Want to contact us?

Phone: 425-747-4949

E-mail: SarodginiEarlyLearning@gmail.com

Our web site: sarodginikids.com

Address: 11511 Ne 20th St
Bellevue, WA 98004

Director Cell: 253-332-6634 (Kristen)

Contents

Mission Statement3

Business Practices4

Sign-In and Sign-Out and Attendance Policies. Parking.....4

Late Pick Up and Late Pick Up Fee5

Child Custody Situations.....5

Meals and Snacks5

Personal Belongings and Toys.....5

Information Update5

Birthday Celebrations.....6

Parent Visitation.....6

Communication with Parents.....6

A Note Regarding Parent/Teacher Relationships:7

Admission Requirements and Enrollment Procedures7

Rates and Payment Plan.....8

Extra Charges and Payment Penalties.....8

Receipts and Taxes9

Vacations and Absences.....9

Holidays.....10

Snow/Severe Weather Policy.....10

Field trip and Walks.....10

Mandatory Child Abuse Reporting.....11

Non-discrimination policy11

Clothing11

Napping12

Medication Management.....12

Fire Drills and Disaster Preparedness.....12

Minor Emergencies13

Major Emergencies13

Child Care Registration.....14

Tuition Agreement15

CHILD’S HEALTH INFORMATION19

Parental/ Guardian Permission Form for the use of photographs21

Sarodgini Illness Policy22
Behavior Management/Discipline Guidelines.....23
Behavior Management and Positive Guidance Techniques.....25
Right to Suspend or Dismiss.....25
Sarodgini Disaster Plan.....26

Please read this handbook thoroughly. We have a copy of Washington's Minimum Licensing Requirements available for review in our Parent Binder along with our Health, Disaster, Pesticide, and BBP policies. We are looking forward to our very important relationship as parent, child and care provider.

Welcome to Sarodgini Early Learning!

This handbook was updated on July, 22, 2019

Mission Statement

Philosophy and Program Description

Our mission is to provide meaningful early learning experiences which develop the whole child by promoting interest-focused, hands-on exploration, open-ended creative art experiences and community driven stewardship of our diverse global community.

We curate an inclusive, loving environment with anti-bias, culturally relevant, emergent curriculum. Strong partnerships with families and our community build children up to be confident, compassionate citizens of the world.

Cozy classrooms feel like home! Learning centers spark curiosity and promote hands on exploration. Devoted project time encourages children to dive deeper into their interests together. Reading, writing, and math are incorporated into all areas of the classroom.

We are committed to wellness and offer only whole foods for snack time. Children play outside three times a day, rain or shine. We offer daily nature walks, garden observations, yoga, and friendship circle as well as weekly open art studio, science experiments, and cooking projects.

Children will graduate as young authors with a strong grasp of the scientific method, who are enthusiastic about themselves!

Educating a child involves a partnership between the family and the school.

We welcome your efforts to support and facilitate a positive experience at school for your child on a daily basis.

We hope you find this handbook helpful, and thank you for helping our teachers by observing our policies and procedures.

Our mission is to help your child develop the following abilities to:

- imagine
- hypothesize
- sharpen critical thinking skills
- develop academic skills
- be a problem solver
- make mistakes
- learn from their mistakes
- have confidence in oneself
- develop high self-esteem
- To have a positive attitude
- persevere
- set goals
- appreciate diversity
- celebrate
- be resourceful
- be responsible
- explore
- collaborate
- trust
- respect others

Business Practices

Sarodgini Early Learning is open for children Monday to Friday 6AM- 6PM

If your child does not attend the day(s) he/she is normally scheduled for, there are no make-up days.

Only children who are well enough to participate in our regularly scheduled activities both in class and in the playground may attend.

Snow/Severe Weather Policy

It is our policy to consult Bellevue and/or Lake Washington Public School District(s) for school closures and/or delays. We will, however, make our decisions independently by 5:00am on any questionable weather day. Please visit our website www.sarodginikids.com for current status.

Sign-In and Sign-Out and Attendance Policies. Parking.

When dropping off or picking up your child, please park in one of the designated spots. Please enter the building through the front door only. Please do not park in the fire lane, as this is a tow away zone. Parking time is no more than 10 minutes. Do not leave cars idling in parking lot

Safely walk your child to his/her classroom; please sign him/her in with a full signature. If you are dropping a carpool child, please accompany him/her to the right classroom, and sign them in as well.

If you are dropping off later 8:30AM, please be sure your child has eaten breakfast. With the tight schedule we must keep, it is impossible to feed one child while the others have moved on to another activity. Your cooperation is greatly appreciated.

Parents are required to sign in their child with a complete signature when arriving and sign out when departing on a daily basis. Children will be released only to adults over the age of 18 authorized on their Enrollment Application. Written parent permission must be obtained before releasing the child to an adult not previously authorized. Proof of identity will be required for all authorized pick-ups. We will not release your child to any person without your written permission or a confirmed telephone call in the case of an emergency. The person picking up your child must have identification. Children are not permitted to sign themselves in or out of the center.

Anyone who appears to be under the influence of drugs or alcohol arriving at child care to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, we will call 911.

We also expect children to be dropped off and be picked up at the timings agreed to in the tuition contract. Our staff works extremely hard providing you and your child with quality program at Sarodgini Early Learning. Please respect the fact that they have personal lives and that it is important for them to be able to go home on time, which is 6:00pm. Please arrange to arrive at the center early enough to allow you to gather your child's things, to sign him/her out, and to leave the building by closing time.

Late Pick Up and Late Pick Up Fee

We require that you pick-up your child promptly at the time designated for your child, so that the teachers are free to plan lessons, clean up and prepare for next day, and to attend to other responsibilities. There will be an extra charge of \$30/child if children get dropped off or picked up more than 5 minutes earlier or later than scheduled times. This rate goes up to \$1 additional per minute if more than 30 minutes late for pick up. If a child is not picked up within 10 minutes of closing custodial parent will be contacted. If they cannot be reached emergency contacts will be called. If we are unable to reach you or your emergency contacts within 30 minutes of closing we will have to call Bellevue police department and/or child protected services.

Child Custody Situations

Please note that parents and legal guardians listed on enrollment forms are automatically authorized to pick up your child unless the program is given a copy of a current court ordered custody agreement or restraining order. All individuals authorized to pick up your child from the program must be at least 18 years of age. A license or other positive proof of identification must be shown at pick up. If you wish to change, add or delete any of these authorizations, you must do so in writing.

Meals and Snacks

Please notify the kitchen chef in writing if your child has any allergies or diet restrictions.

As families are the best at understanding their children's nutritional needs, we ask that a packed lunch be provided each day. Lunch will be eaten at 12:00 pm.

Sarodgini Early Learning will provide a complete breakfast at 8:00 am, and nutritional snacks at 10:00 am and 3:00 pm. Weekly menu is posted on parent board

Personal Belongings and Toys

Parents are asked not to allow their children to bring toys and other personal items from home as these items are easily misplaced or broken and frequently become sources of conflict among children. Small, thin blankets and soft toys for naptime are the only exception. Also, candy, gum, money, guns, weapons, noisy/musical toys or actions toys (anything to do with superheroes) are not allowed at school.

Information Update

It is the responsibility of the parents to keep us informed of any changes so we can maintain up-to-date files. This includes such items such as name, address, workplace, emergency information, immunization updates, authorizations, changes in parent's marital status, and/or any other pertinent information.

Birthday Celebrations

We ask for your cooperation to ensure safety and fun for all. Please read the following list and use it as a guideline when your child has a birthday.

Please do not send in candy, cupcakes or food for birthday celebrations, since we have children who are allergic to eggs, wheat, artificial flavors or coloring. You may bring fruits or may send in items like stickers, bubbles, etc (enough for all children in a class), which we will hand out at our birthday circle. Please do not bring in small toys, which are choking hazards.

We ask that you keep things simple to reduce classroom and center stress.

Please keep the cost down; we want birthdays to feel fair to all children and don't want them to turn into a hassle for families.

Please discuss it with your child's teacher so they can plan accordingly.

Parent Visitation.

Parents are welcome to visit Sarodgini Early Learning at any time and have access to all of the areas in which we provide programs (classrooms and playgrounds) when child is in attendance. Please be aware that staff will be engaged in activities with children and will not be available to engage in lengthy conversations with you during unscheduled visits. Parents are welcome to volunteer in the classroom as their schedules allow, provided there is no negative impact in the behavior of their child.

Communication with Parents

Parent Bulletin Board is at the front of the building.

Each classroom displays a Parent Bulletin board with items of interest to families. Items may include events for parents and children, monthly calendars, classes or workshops pertaining to parenting and ideas for children, parents, and families. Class schedules will also be posted here.

We have daily updates on the Facebook group page of Sarodgini Early Learning.

Conferences are held in November at the time of teacher\parent conference day. We also encourage an open and continual exchange between parents and teachers throughout the year.

Please communicate with us regarding any information about your child that would help us better meet his/her needs, including changes in your family situation, exciting or unexpected new things at home, disposition, or behavior changes that have recently occurred.

Please check your child's cubby for art work, writing samples etc.

A Note Regarding Parent/Teacher Relationships:

It is Sarodgini Early Learning's policy that teachers do not engage in personal friendships or social or business relationships with parents of children who are currently enrolled in our program. This includes babysitting. We also have a strict confidentiality policy, and it is not appropriate for you to discuss another family, child, or teacher with any staff member.

Admission Requirements and Enrollment Procedures

Sarodgini Early Learning requires main package of paperwork to be on file on or before your child's first day of attendance. You can find the full package on our website Sarodginikids.com or at the end of this document.

Orientation visit. Parents and their children are encouraged to visit our center before their first day. Schedule this visit with the Director. We will go over schedule so that you and your child have some understanding what their day will be like.

We offer the trial period of 2 weeks. This period is used to observe the child's adjustment to care and to talk about concerns. Teacher will talk to you daily about your child's day. Please let us know if you have any concerns. After a 2-week trial period, we will determine if the childcare services are satisfactory to everyone. If any problems cannot be resolved, the care is terminated.

(It is mandatory to keep the following forms updated: immunization record, new address, phone numbers, insurance, and doctor contacts.)

Rates and Payment Plan.

The Tuition Agreement includes all of the tuition and attendance policies of Sarodgini Early Learning.

All listed rates are monthly

Toddlers (12 mo- 30 mo/2.5 yrs)	Time	2 days a week	3 days a week	5 days a week
AM Half Day	6:00am- 12:00pm	\$1,300	\$1,450	\$1,600
PM Half Day	12:00pm -6:00pm	\$1,300	\$1,450	\$1,600
Full Day (max 10 hours)	6:00am - 6:00pm	\$1,600	\$1,800	\$1,950

Preschool (30 mo/2.5 yrs – 5or6 ys)	Time	2 days a week	3 days a week	5 days a week
AM Half Day	6:00am -12:00pm	\$1,200	\$1,350	\$1,500
PM Half Day	12:00pm -6:00pm	\$1,200	\$1,350	\$1,500
Full Day (max 10 hours)	6:00am - 6:00pm	\$1,500	\$1,700	\$1,850

Our academic year follows the Bellevue School District schedule.

A deposit of one month's tuition is payable at the time of registration and will be applied to last month's tuition. A \$250 registration fee is also payable at the time of registration and is non-refundable. For families with more than one child enrolled, a 50% reduction in registration fees applies for the second child. Tuition is not pro-rated for absences due to sickness or travel. You are allowed to take a one week reduction of tuition for one month per year if your child is absent or you are having a vacation. All other absences will require a full tuition payment to hold your child's space in the class. Tuition is due on the first of each month; when tuition is paid after the 5th, there is a late fee of \$10 per day. There is also a \$50 fee for any returned checks plus any bank costs incurred by us

One month's written notice is required before withdrawing your child or the deposit will be forfeited. During the first two weeks at school, if the Director and teachers observe that a child is exhibiting behaviors inconsistent with developmentally appropriate behavior, (e.g. being disruptive, destructive or has other issues), an evaluation by a psychologist will be recommended. Should parents choose not to seek an evaluation, they will be requested to dis-enroll their child at that time. In this case, the tuition deposit will be returned but not the first month's tuition or registration fee.

Extra Charges and Payment Penalties

Field Trip Fees: Field trip fees will be charged when necessary. You will receive advance notice of any charges. You are not required to attend a field trip.

1. The fee for late payment is \$10 per day after the 5th of the month. If fees remain unpaid after a period of three days, you child will not be admitted until ALL fees are paid in full.
2. The penalty for NSF checks is \$50 plus any bank costs incurred by us.

3. We require that you pick-up your child promptly at the time designated for your child, so that the teachers are free to plan lessons, clean up and prepare for next day, and to attend to other responsibilities. There will be an extra charge of \$30/child if children get dropped off or picked up more than 5 minutes earlier or later than scheduled times. This rate goes up to \$1 additional per minute if more than 30 minutes late for pick up.

Parents who are chronically late may be asked to withdraw their child from the program.

Receipts and Taxes

You will receive an Internal Revenue Service (IRS) W-10 Form reporting your annual childcare expenditures for the applicable tax year.

Vacations and Absences

Please advise us upon enrollment if you plan to remove your child from childcare for any length of time (i.e., the summers for school teachers, or when you are on maternity leave with another child, etc.).

Your child is allowed a maximum of one week vacation each year that charges won't be paid. However, you are free to find a substitute child for the summer vacation (July and August) to save your spot, if you are leaving for more than a month.

You are required to give 2 weeks advance notice for vacation.

Please inform the director when your child will not attend due to illness or some other event.

Tuition is not prorated for days missed due to illness or absence

Holidays

Fees are not reduced during months/weeks that have holidays.

We are closed on the following holidays:

1. New Year's Day and day before – December 31, January 1st
2. MLK Jr. Birthday- Monday
3. Presidents Day – Monday
4. Memorial Day – Monday
5. Independence Day –July 4th
6. Labor Day - Monday
7. Veteran's Day- Monday
8. Thanksgiving 2 days- Thursday and Friday
9. Christmas Eve and Christmas day – December 24th and 25th

Snow/Severe Weather Policy

It is our policy to consult Bellevue School District for school closures and/or delays. We will, however, make our decisions independently by 5:00 am on any questionable weather day. Please, visit our website www.sarodginikids.com or our Facebook group page for current status. We will report on emergency School Closings/Delays school due to weather or other conditions if children are in attendance to parents via phone call. In addition, information is posted on the homepage of Sarodginikids.com website, and our Facebook page.

Please do not call the school or the Board of Education. For delayed openings will operate two or more hours later than the usual schedule, as announced.

Parents who are not at home during the day should make provisions for their children to go to the home of a friend or neighbor if bad weather requires an early closing of school.

Since we are open all year round, we do not provide make up days.

Field trip and Walks

Our main field trips are in the summer. We inform the families one month before the field trip day.

To be able to participate the field trip parent of each child must fill out the permission slip and submitted to their teacher no later than 3 days before the field trip.

Walks occur weekly and parents will be notified one week prior if the destination is beyond 2 city blocks.

Mandatory Child Abuse Reporting

Sarodgini Early Learning is required by Washington State Law and the DCYF licensing Department to report immediately to Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual, or emotional abuse, neglect, or exploitation of a child. We will follow the recommendations of Child Protective Services as to our ability to notify parents when the police or Child Protective Services have been called about possible child abuse.

Non-discrimination policy

Children will be admitted to the Center regardless of race, gender, religion, or national origin and in compliance with the Americans with Disabilities Act.

To best ensure that their needs are met, when children with special needs are enrolled, there will be consultations with the parents and, as needed, the Center's medical advisor, the staff who will be involved, and any other appropriate individuals. Additionally, an assessment to determine the full scope of needs and appropriate services may be required. Assessments may be made on a periodic basis after a child with special needs is enrolled to ensure that the child is continuing to have his/her needs adequately met.

Clothing

Children must come to school in clothes that are comfortable, and easy to remove by the child for toileting purposes. Hence, long dresses, overalls, pants/shorts with zippers, buttons, and belts are not acceptable wear at preschool, since removing these may take longer to get to the potty. This would result in your child having an "accident" in his/her pants, which can be embarrassing. Please have your child practice at home to pull down and pull up his/her underwear, shorts or pants.

Children also need to bring indoor shoes to wear with socks and rain boots to wear outside. Each child must be able to put on and take off independently his/her shoes and slippers. So please practice this with your child at home.

These boots and shoes need to be the right size for your child and should cover the entire foot for safety reasons; sandals, thongs, heeled shoes etc are not acceptable for play.

Children also need to be wearing full sleeved shirts and/or tops with an undershirt as the weather gets cooler.

Shirts, pants and jackets with drawstrings or capes that tie around the neck are NOT allowed! Children should bring a waterproof hooded jacket that is suited to the weather to allow for outdoor play every day no matter what the season. The children go outside every day, even when it is chilly and raining!

Napping

All children are offered naptime. Naptime is offered from 1:00pm – 3:00PM only and not at other times. So please make sure your child comes to school fresh and well-rested every morning ready to participate. Our toddlers and preschoolers rest on comfortable cots with blankets. Sheets, comforters, pillows and pajamas (optional) are provided by the parents. Children may bring special blankets, stuffed animals, or other security items for naptime. Please be sure these items are labeled with your child's full name. We do not provide laundry services at the Sarodgini Early Learning. Your child belongings will be given to you at the end of each week or when soiled. They have to be washed and returned by the morning of each Monday.

Medication Management

Medication prescribed by a doctor will be administered to children in the program so long as there is a signed medication form on file, the medication is in its original packaging with expiration date, is labeled with the child's full name, and has appropriate directions with start and end date. "As needed" is not a valid entry and will void the medication form. All diaper cream and sun screens will require a topical ointment form be filled out and signed by family every 6 months. When forms are expired, medication or topical ointment will be sent home.

Fire Drills and Disaster Preparedness

Fire drills will be conducted at Sarodgini Early Learning on a monthly basis at various times of the day. Each classroom has an outlined evacuation plan and a designated meeting area outside Sarodgini. Staff members are trained in evacuation procedures. Earthquake drills, in addition to fire drills, are held monthly and are practiced separately.

In the event of a disaster, listen to your radio for updated information. When circumstances allow, please come to pick up your child as soon as possible. All children must be signed out and released to you or to an adult who is on your list of pre-approved emergency contacts. No child will be dismissed on their own accord. In the even you are not able to return for your child, and you have no alternate person to send, please call the center director cell phone so we can plan accordingly for those children who may require longer-term care. If you have any questions, please call the center director.

Minor Emergencies

In the care of minor injuries such as small cuts, bruises, strains, or bumps, a Sarodgini Early Learning staff member trained in first aid will take the appropriate steps for treating your child's injury. An Incident Report Form will be filled out by the teacher and sent home with your child. A copy will be kept on file at the Center. We will inform you immediately if the injury requires and additional medical attention.

Major Emergencies

In the event of a life-threatening or major medical emergency to a child in our care, one staff member will remain with the injured or ill child while another staff member calls 911. The parent will be notified immediately after 911 have been called. If we are unable to reach the parent, we will contact one of the emergency contacts listed on the Family contact Form. Transportation to a care facility will be arranged through a rescue team or the child's parent, only if it is a life-threatening situation.

Major emergencies will be documented through the use of an Incident Form. One copy will be on file at the center.

Sarodgini Early Learning will use when possible Overlake Hospital for emergencies. If you prefer another hospital, we will try to accommodate your wishes, if possible. EMT/ Paramedics will determine a hospital.

Overlake Hospital

Phone: 425-688-5000

Address: 1035 116th Ave. NE, Bellevue, WA

PHOTO

Child Care Registration

All of the following information is required

First		Middle	Date Child Entered	Date Child Left Care
Name Used			Birth date	
Street Address		City	State	Zip Code
Child's Parent/Guardian Name	10 Digit Telephone Number		10 Digit Telephone Number (work)	
Street Address		City	State	Zip Code
Work Address (or where you can be reached while child is in care)		City	State	Zip Code
Child's Parent/Guardian Name	10 Digit Telephone Number		10 Digit Telephone Number (work)	
Street Address		City	State	Zip Code
Work Address (or where you can be reached while child is in care)		City	State	Zip Code
OTHER PEOPLE TO NOTIFY IN CARE OF EMERGENCY				
Name	Address		10 Digit Telephone Number	
Relationship:			Work:	
			Home:	
Relationship:			Work:	
			Home:	
Relationship:			Work:	
			Home:	
OTHER THAN YOU, WHO HAS PERMISSION TO PICK UP YOUR CHILD?				
Relationship:			Work:	
			Home:	
Relationship:			Work:	
			Home:	
Relationship:			Work:	
			Home:	
WHO DOES NOT HAVE PERMISSION TO PICK UP YOUR CHILD?				
Name	Reason			

Tuition Agreement

Child's name: _____

Our academic year follows the Bellevue School District schedule.

Toddlers (12 mo- 30 mo/2.5 yrs)	Time	2 days a week	3 days a week	5 days a week
AM Half Day	6:00am - 12:00pm	\$1,300	\$1,450	\$1,600
PM Half Day	12:00pm - 6:00pm	\$1,300	\$1,450	\$1,600
Full Day (max 10 hours)	6:00am - 6:00pm	\$1,600	\$1,800	\$1,950

Preschool (30 mo/2.5 yrs – 5 or 6 ys)	Time	2 days a week	3 days a week	5 days a week
AM Half Day	6:00am - 12:00pm	\$1,200	\$1,350	\$1,500
PM Half Day	12:00pm - 6:00pm	\$1,200	\$1,350	\$1,500
Full Day (max 10 hours)	6:00am - 6:00pm	\$1,500	\$1,700	\$1,850

A deposit of one month's tuition is payable at the time of registration and will be applied to last month's tuition. A \$250 registration fee is also payable at the time of registration and is non-refundable. For families with more than one child enrolled, a 50% reduction in registration fees applies for the second child. Tuition is not pro-rated for absences due to sickness or travel. You are allowed to take a one week reduction of tuition for one month per year if your child is absent or you are having a vacation. All other absences will require a full tuition payment to hold your child's space in the class. Tuition is due on the first of each month; when tuition is paid after the 5th, there is a late fee of \$10 per day. There is also a \$50 fee for any returned checks.

One month's written notice is required before withdrawing your child or the deposit will be forfeited. During the first two weeks at school, if the Director and teachers observe that a child is exhibiting behaviors inconsistent with developmentally appropriate behavior, (e.g. being disruptive, destructive or has other issues), an evaluation by a psychologist will be recommended. Should parents choose not to seek an evaluation, they will be requested to dis-enroll their child at that time. In this case, the tuition deposit will be returned but not the first month's tuition or registration fee.

Check day(s) of care	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday
Arrival time					
Departure time					
Fee: \$_____ per month.	Date payment due: 1 th day of each month				
Registration fee: \$ 250.00 per child.	Source of payment: ___Parent ___Other (specify):				
Overtime rate:\$30.00 6 PM-6:30PM, \$1 per minute after 6:30PM	Late fee: \$10 per day after 5 th day of the month				
<p>I agree to promptly notify the child care provider of any changes of the above information. I understand that I am full responsible for the terms of this agreement as stipulated. I have read, understand and agree to comply with the policy and procedures, information for parents given to me by Sarodgini Early Learning.</p> <p>Parent or Guardian Signature _____ Date _____</p> <p>Parent or Guardian Signature _____ Date _____</p> <p>I agree to provide child care services according to the above plan. I agree to promptly notify the parent(s) or guardian(s) of any changes to above information.</p> <p>Provider Signature _____ Date _____</p>					



Certificate of Immunization Status (CIS)

DOH 348-013 January 2015

Office Use Only:	
Reviewed by: _____	Date: _____
Signed Cert. of Exemption on file? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please print. See back for instructions on how to fill out this form or get it printed from the Immunization Information System.

Child's Last Name: _____	First Name: _____	Middle Initial: _____	Birthdate (mm/dd/yyyy): _____	Sex: _____	I give permission to my child's school to share immunization information with the Immunization Information System to help the school maintain my child's school record.	
Symbols below: ◆ Required for School and Child Care/Preschool ● Required for Child Care/Preschool Only ■ Recommended, but not required				I certify that the information provided on this form is correct and verifiable.		
Parent/Guardian Signature Required _____				Date _____	Parent/Guardian Signature Required _____	Date _____

Vaccine	Dose	Date		
		Month	Day	Year
◆ Hepatitis B (Hep B)				
	1			
	2			
	3			
or Hep B - 2 dose alternate schedule for teens				
	1			
	2			
■ Rotavirus (RV1, RV5)				
	1			
	2			
	3			
◆ Diphtheria, Tetanus, Pertussis (DTaP, DTP, DT)				
	1			
	2			
	3			
	4			
	5			
◆ Tetanus, Diphtheria, Pertussis (Tdap)				
	1			
■ Tetanus, Diphtheria (Td)				
	1			
	2			
● Haemophilus influenzae type b (Hib)				
	1			
	2			
	3			
	4			
■ Influenza (flu, most recent)				

Vaccine	Dose	Date		
		Month	Day	Year
● Pneumococcal (PCV, PPSV)				
	1			
	2			
	3			
	4			
	5			
◆ Polio (IPV, OPV)				
	1			
	2			
	3			
	4			
◆ Measles, Mumps, Rubella (MMR)				
	1			
	2			
◆ Varicella (chickenpox)				
	1			
	2			
■ Hepatitis A (Hep A)				
	1			
	2			
■ Human Papillomavirus (HPV) – does not print from the IIS; write dates in by hand				
	1			
	2			
	3			
■ Meningococcal (MCV, MPSV)				
	1			
	2			

If the child named on this CIS had chickenpox disease (and not the vaccine), disease history must be verified.
Mark option 1, 2, OR 3 below (see # 5 on back)

1) Chickenpox disease verified by printout from the Immunization Information System (IIS)
 Must be marked by printout (not by hand) to be valid.

2) Chickenpox disease verified by healthcare provider (HCP)
 If you choose this box, mark 2A OR 2B below.
 2A) Signed note from HCP attached OR
 2B) HCP sign here and print name below:

Licensed healthcare provider signature _____ Date _____
 (MD, DO, ND, PA, ARNP)

Printed Name: _____

3) Chickenpox disease verified by school staff from the Immunization Information System

If the child can show immunity by blood test (titer) and hasn't had the vaccine, ask your HCP to fill in this box.

Documentation of Disease Immunity

I certify that the child named on this CIS has laboratory evidence of immunity (titer) to the diseases marked.
Signed lab report(s) MUST also be attached.

<input type="checkbox"/> Diphtheria	<input type="checkbox"/> Mumps	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Hepatitis A	<input type="checkbox"/> Polio	_____
<input type="checkbox"/> Hepatitis B	<input type="checkbox"/> Rubella	_____
<input type="checkbox"/> Hib	<input type="checkbox"/> Tetanus	_____
<input type="checkbox"/> Measles	<input type="checkbox"/> Varicella	_____

Licensed healthcare provider signature _____ Date _____
 (MD, DO, ND, PA, ARNP)

Printed Name: _____

Instructions for completing the Certificate of Immunization Status (CIS): printing it from the Immunization Information System (IIS) or filling it in by hand.

#1 To print with information filled in: First, ask if your healthcare provider's office puts vaccination history into the WA Immunization Information System (Washington's statewide database). If they do, ask them to print the CIS from the IIS and your child's information will fill in automatically. **Be sure** to review all the information, **sign and date the CIS**, and return it to school or child care. If your provider's office does not use the IIS, ask for a copy of your child's vaccine record so you can fill it in by hand using steps #2-7 (below):

EXAMPLE

#2 To fill in by hand: Print your child's name, birthdate, sex, and your own name in the top box.

#3 Write each vaccine your child received under the correct disease. Write the vaccine type under the "Vaccine" column and the date each dose was received in the "Month," "Day," and "Year" columns (as mm/dd/yyyy). For example, if DTaP was received Jan 12, March 20, June 1, '11, fill in as shown here ▶

Vaccine	Dose	Date		
		Month	Day	Year
◆ Diphtheria, Tetanus, Pertussis (DTaP, DTP, DT)				
DTaP	1	01	12	2011
DTaP	2	03	20	2011
DTaP	3	06	01	2011

#4 If your child receives a combination vaccine (one shot that protects against several diseases), use the Reference Guide below to record each vaccine correctly. For example, record Pediarix under Diphtheria, Tetanus, Pertussis as **DTaP**, Hepatitis B as **Hep B**, and Polio as **IPV**.

#5 If your child had chickenpox (varicella) disease and not the vaccine, **use only one** of these three options to record this on the CIS:

- 1) If your child's CIS is printed directly from the IIS (by your healthcare provider or school), and disease verification is found, box 1 is automatically marked. To be valid, this box must be marked by the IIS printout (not by hand).
- 2) If your healthcare provider can verify that your child had chickenpox, mark box 2. Then mark either 2A to attach a signed note from your provider, or 2B if your provider signs and dates in the space provided. Be sure your provider's full name is also printed.
- 3) If school staff access the IIS and see verification that your child had chickenpox, they will mark box 3.

#6 Documentation of Disease Immunity: If your child can show immunity by blood test (titer) and has not had the vaccine, have your healthcare provider fill in this box. Ask your provider to mark the disease(s), sign, date, print his or her name in the space provided, and **attach signed lab reports**.

#7 Be sure to **sign and date the CIS**, and return to the school or child care.

Reference Guide

Vaccine Trade Names in alphabetical order (For updated lists, visit <https://fortress.wa.gov/doh/cpir/iweb/homepage/completelistofvaccinenames.pdf>)

Trade Name	Vaccine	Trade Name	Vaccine	Trade Name	Vaccine	Trade Name	Vaccine	Trade Name	Vaccine
ActHIB	Hib	FluLaval	Flu	Ipol	IPV	PedvaxHIB	Hib	Twinrix (Twinrx)	Hep A + Hep B
Adacel	Tdap	FluMist	Flu	Infanrix	DTaP	Pentacel (Pntcl)	DTaP + Hib + IPV	Vaqa	Hep A
Afluria	Flu	Fluvirin	Flu	Kinrix (Kinrx)	DTaP + IPV	Pneumovax	PPSV or PPV23	Varivax	Varicella
Boostrix	Tdap	Fluzone	Flu	Menactra	MCV or MCV4	Prevnar	PCV or PCV7 or PCV13		
Cervarix	HPV2	Gardasil	HPV4	MenHibrix (Mnhbrx)	Meningococcal C/Y-HIB-PRP	ProQuad (PrQd)	MMR + Varicella		
Daptacel	DTaP	Havrix	Hep A	Menomune	MPSV or MPSV4	Recombivax HB	Hep B		
Engerix-B	Hep B	Hiberix	Hib	Menveo	Meningococcal	Rotarix	Rotavirus (RV1)		
Fharix	Flu	HibTITER	Hib	Pediarix (Pdrix)	DTaP + Hep B + IPV	RotaTeq	Rotavirus (RV5)		

Vaccine Abbreviations in alphabetical order (For updated lists, visit <https://fortress.wa.gov/doh/cpir/iweb/homepage/completelistofvaccinenames.pdf>)

Abbreviations	Full Vaccine Name	Abbreviations	Full Vaccine Name	Abbreviations	Full Vaccine Name	Abbreviations	Full Vaccine Name
DT	Diphtheria, Tetanus	Hep A (HAV) Hep B (HBV)	Hepatitis A Hepatitis B	MPSV or MPSV4	Meningococcal Polysaccharide Vaccine	Rota (RV1 or RV5)	Rotavirus
DTaP	Diphtheria, Tetanus, acellular Pertussis	Hib	<i>Haemophilus influenzae</i> type b	MMR / MMRV	Measles, Mumps, Rubella / with Varicella	Td	Tetanus, Diphtheria
DTP	Diphtheria, Tetanus, Pertussis	HPV	Human Papillomavirus	OPV	Oral Poliovirus Vaccine	Tdap	Tetanus, Diphtheria, acellular Pertussis
Flu (IV or LAIV)	Influenza	IPV	Inactivated Poliovirus Vaccine	PCV or PCV7 or PCV13	Pneumococcal Conjugate Vaccine	TIG	Tetanus immune globulin
HBIG	Hepatitis B Immune Globulin	MCV or MCV4	Meningococcal Conjugate Vaccine	PPSV or PPV23	Pneumococcal Polysaccharide Vaccine	VAR or VZV	Varicella

If you have a disability and need this document in another format, please call 1-800-525-0127 (TDD/TTY call 711).

DOH 348-013 January 2015

Statement of Exemption to Immunization Law

NOTICE: Your Child can be exempted (excused) from immunization for medical, personal or religious reasons. However, if there is an outbreak of a vaccine-preventable disease that your child has not been immunized against, she or he can be excluded from school, preschool or child care until the outbreak is over.

<input type="checkbox"/> Medical Exemption	
I certify that the child named on this form is medically exempted from the requirement for the following vaccine(s):	
_____	Until _____
Vaccine(s)	Date
Type or Print Name of Licensed Health Care Provider (MD, DO, ND, PA, ARNP)	
_____	_____
Licensed Health Care Provider Signature	Date

<input type="checkbox"/> Personal Exemption	<input type="checkbox"/> Religious Exemption
I am opposed to immunization. I understand that my child can be excluded from attendance during an outbreak.	
I do not want my child to receive the following vaccine(s):	

Vaccine(s) As of 2019 MMR REQUIRES MEDICAL EXEMPTION	
_____	_____
Signature of Parent or Guardian	Date

Documentation of Immunity	
I certify that the child named on this form has laboratory evidence of immunity to measles/mumps/rubella/varicella (please circle. Attach TITER results).	

TYRE or PRINT Name of Licensed Health Care Provider (MD, DO, ND, PA, ARNP)	
_____	_____
Licensed Health Care Provider's Signature or Stamp	Date

For More Information

<http://www.doh.wa.gov/cfh/Immunize/documents/childschedule05.pdf>

<http://www.doh.wa.gov/cfh/Immunize/schools.htm>

CHILD'S HEALTH INFORMATION

Date of Child's Last Physical Examination:	Child's Health Care Provider's Name	10 Digit Telephone Number (work)	
Street Address		City	State Zip Code
Special Health Problems		Allergies, Including Drug Reactions	
Regular Medications		Other Pertinent Data	
Child's Dentist's Name			10 Digit Telephone Number (work)
Street Address		City	State Zip Code
CHILD'S MEDICAL INSURANCE COVERAGE			
Insurance Company Name		Member/Policy Number	
Policy Holder Name	Employer Name		
Insurance Company Name		Member/Policy Number	
Policy Holder Name	Employer Name		
CONSENT TO MEDICAL CARE AND TREATMENT OF MINOR CHILDREN			
<p>I hereby give permission that my child, _____ may be given emergency treatment by a qualified child care provider at Sarodgini Early Learning</p> <p>When I cannot be contacted, I authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by a licensed physician, health care provider, hospital or aid car attendant when deemed necessary or advisable by the physician or aid care attendant to safeguard my child's health. I waive my right of informed consent to such treatment.</p> <p>I also give my permission for my child to be transported by ambulance or an emergency center for treatment.</p> <p style="padding-left: 40px;">I authorize Sarodgini Early Learning to administer the medication as specified above.</p> <p>I agree to make Sarodgini Early Learning aware of any changes in my child's medical/health condition, and of any new developments in my child's life that may affect his/her educational experience at the school.</p> <p>I certify (or declare) under penalty of perjury under the laws of the State of Washington that the forgoing is true and correct.</p>			
Parent/ Guardian Signature	Date	Parent/ Guardian Signature	Date

PERMISSION AUTHORIZATION

CHILD'S NAME *FIRST* *MIDDLE* *LAST* *PROVIDER'S NAME*

The provider or assistant has my permission to:

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Take my child on walks | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Take my child on field trips using public transit | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Give my telephone number to other families | <input type="checkbox"/> | <input type="checkbox"/> |

Parent or Guardian Signature Date

Parent or Guardian Signature Date

Parental/ Guardian Permission Form for the use of photographs

This form is to be signed by the Parent/Legal Guardian of a child under the age of 18.

Sarodgini commitment to ensure the safety of young children, we will not take photographs without the consent of the parents/guardians.

Images will be available to view on the Sarodgini website, private Sarodgini Facebook page, and in Sarodgini's brochures . We will also take cautionary steps to minimize identifying information. All parents of the children attending the school will be eligible to purchase any photograph of their child present on the website if a professional photographer was hired to do photo session. The teachers will have access to the pictures as well.

If at any time the parent/guardian or the child wishes the images to be deleted/removed from our website and files, notice must be given to us and action will be taken immediately. Please write to us informing us of your wishes and feel free to contact us if you have any other concerns or questions.

Parental/ Guardian Permission Form for the use of photographs

To be completed by Parent/Guardian

Parent's or Guardian's Full Name (please print) hereby grants permission to the photographer to photograph my child and/or supervise any others who may take photographs for viewing and purchasing.

Name of child (please print) (relationship to child)

I release all claims against the school with respect to copyright ownership including any claim for compensation.

I also confirm that I have legal parental responsibility for this child and I am entitled to give this consent. I furthermore confirm there are no restrictions related to taking photographs.

Signature

Date

Sarodgini Health Policy

Handwashing: All children and staff are to wash hands when arriving at school, after using the restroom, before and after eating, and after outdoor play

When is a child too sick to go to daycare?

Children in daycare are more likely to get sick because they are around more children more often. And most parents will agree that sick kids should stay home until they are no longer contagious. Sound simple? It's not.

For one thing, many illnesses are most contagious in the day or two before a child shows obvious symptoms. So, by the time you know your child is sick, he may have already spread the disease to his companions. Plus, it's not always easy to tell whether a condition is contagious. A rash, for example, could be an allergic reaction to something — or a sign of illness.

Our daycare has a written list of rules, designed to help parents and caregivers make a decision about whether a child can stay at or return to daycare.

Keep your child home if he has any of the following:

- Fever of 37C or higher, irritability, lethargy, persistent crying, or difficulty breathing. All can be signs of illness.
- An upper respiratory illness such as bronchiolitis or influenza. The common cold is a reason enough to stay home. Running nose might be a sign of the common allergy and be acceptable to attend a childcare, however, if running nose contains the green, yellow or cloudy mucus, it is a sign of the active bacteria. In this case, please, visit the doctor and stay home until all symptoms stops.
- Diarrhea. Diarrhea that can't be contained by diapers or by using the toilet regularly is a signal to keep your child home (2 or more bowel movements within an hour is considered as diarrhea).
- Bloody stools or stools containing mucus. These could be the sign of a viral or bacterial infection. (Give your doctor a call!)
- Vomiting.
- A rash. This is reason to keep your child home unless you know for sure that it's not linked to an infection (for example, if you know it's a reaction to eating strawberries). If your child's rash is not linked to a fever or other symptoms, he may be able to go if your daycare's rules allow it.
- Chicken pox. Your child is no longer contagious once all the sores have dried and crusted over.
- Bacterial conjunctivitis (pinkeye) and yellow discharge from the eye. It's no longer contagious after 24 hours of antibiotics, but most daycare places won't let children in with an eye discharge. Kids with red, watery eyes from allergies are not contagious, however, and should be allowed in daycare, as the condition can continue for quite a while.
- Strep throat. Please, stay home for at least 48 hours of antibiotics.
- Mouth sores that cause excessive drooling. Wait until your doctor says they're not infectious before returning your child to daycare.
- Head lice. Your child can return to daycare after he's been thoroughly treated, but not earlier than 48 hours of treatment.

In addition, to keeping your child home when he's ill, good hygiene will go a long way toward preventing the spread of infection. Frequent, thorough hand washing is important for your child — and the daycare's staff and the other children. This is especially important after changing diapers, blowing noses, and cleaning up any bodily fluids (urine, stool, phlegm), and before preparing food.

Please note, that your child is not allowed to attend the childcare within minimum 24 hours after last symptoms of illness and without proper medication.

Please see Parent Info Binder for Complete Health Policy.

I/We have read and understood this policy and procedures.

Child's name _____

Parent signature _____ Date _____

Behavior Management/Discipline Guidelines

The basic intent of our teachers is to guide each child

1. Towards learning the skills and manners needed to function in a social setting
2. To show appropriate behaviors that allow for successful learning experiences for all children in a classroom

Children have normal needs such as exploring, experimenting, socializing, building and creating, working independently and with others, moving, seeking excitement and novelty etc. Recognizing and allowing for these needs helps to prevent many discipline problems.

Our approach is developmentally appropriate and helps children

1. Understand acceptable behavior and self-control
2. Learn to respect the rights and property of others, since the classroom is a space which we share with other children and teachers
3. Learn clear expectations of behavior through consistent routines and reminders
4. Develop the awareness to guide and reflect on their own actions

Our teachers

1. Work on being good role models
2. Focus on the positive aspects of a child's behavior, so that he/she remembers that he/she is a worthy being so as to help him/her develop self-respect and a healthy self-concept,
3. Provide children with meaningful activities which keeps them engaged purposefully
4. Maintain a calm and orderly environment, which helps to keep children stay focused and aware of the cause/effect of their behavior
5. Alternate physical activities with quieter activities which helps children channel normal needs into a healthy rhythm of work and play
6. Use positive approaches such as redirection, praise, positive conflict resolution and creative problem solving
7. Use logical and natural consequences in guiding children's behavior
8. Encourage the use verbal expressions of feelings such as disappointment, sadness, anger, joy, love, excitement etc, instead of hitting, crying, throwing tantrums, shouting, breaking/throwing things etc.

Parents can support their child's socialization skills by

1. Expressing emotions appropriately
2. Using vocabulary at home that is helpful and not offensive
3. Monitoring whom and what a child is exposed to at home such as television, movies, video games, playmates, neighborhood, parks etc
4. Providing adequate rest and proper nutrition
5. Remembering that they are very important role models

We do expect parents to have an appropriate behavior management plan at home.

Child's name _____

Parent signature _____ Date _____

Examples of inappropriate behaviors shown by children include

1. Not complying with teacher's verbal requests
2. Using offensive language
3. Touching other people inappropriately,
4. Touching/taking other's property
5. Needing constant direction and being unable to make appropriate choices independently
6. Hitting, biting, kicking, being a danger to oneself and/or others, etc.
7. More serious behaviors such as disruptiveness, physical aggression or property destruction which may need time away from the group to cool off (thinking time/time out) combined with discussion of appropriate responses to future situations. Parent(s) will be informed of the incident at the end of the day.

If a child is so out of control and at risk of injuring him/herself or another child, then he/she will be handled gently. Parent(s) will be called and be requested to pick up the child within the hour. Corporal punishment is not used, and no child will be humiliated, shamed, frightened, or subject to verbal or physical abuse by the teachers.

In most cases, a child will experience an adjustment period during the first weeks of school, and all children undergo a one-month period of observation to enable the teachers to get an understanding of their basic temperaments and coping styles.

If a child displays behaviors on a regular basis which jeopardize his/her own safety or that of others, or which may require an amount of one-on-one teacher attention, we will ask the parent(s) to seek an evaluation by a pediatric. A qualified aide such as a certified behavioral therapist (at parents' expense) may also be requested to accompany the child at school, provided this arrangement is not disruptive to the routines in the classroom.

Unfortunately, there may be situations where certain behaviors do not improve, or may need resources outside the scope of what the school can offer, or in cases where the parent(s) may not be willing to cooperate with the teachers.

This would continue to impact the quality of the educational experiences that we are trying to provide for the children. In that case, we regret to say, the family will need to withdraw the child from the school.

We always happy to work in a team with parent to resolve all problems.

Behavior Management and Positive Guidance Techniques

The Teachers at Sarodgini Early Learning use guidance techniques which will help the students understand the behavior expected of them, will set well-defined limits, and will enable them to follow the rules without undue conflict.

- The expectations of behaviors are stated to the child in a positive manner. “We use a soft voice in our school.” “We walk in our school.” “We take care of our school and the materials in it.” “We are always kind.”
- We repeat and restate boundaries to individual children when necessary, often giving them extra practice as a reminder. “To help you remember to walk, please go back and practice walking across the room.”
- Choices are given when possible that address the problem, but also offer the child a way to exit gracefully from the problem. “Would you like to handle the puzzles carefully or put it back on the shelf?” “Would you like to choose rug work or listen quietly to Jane at show-n-tell?”
- We give children a 5-minute warning before it is time to clean up for other activities
- We avoid nagging, and we do expect compliance. We tell the child what to do just once, then follow up by asking the child if he/she remembers what was asked.
- We acknowledge each child’s positive behavior.
- We make “Do..” statements, rather than “Don’t” when problem solving or reminding: “Do use your words to say that you’re angry.” Rather than, “Don’t hit!” “Walking feet!” not “Don’t run!” “Indoor voices!” not “Don’t shout!”
- We use “I message” when appropriate. “I feel sad when you step on our materials because if you break them no one can use them.” “It hurts my feelings when you ignore me when I ask you to clean up.”
- We get the child’s attention by crouching down to his/her level, making eye contact, speaking quietly and asking the child to repeat the direction.
- If the problem continues, we restrict his/her freedom of choice. The child may be asked to stay beside a teacher or we may say something like: “You have lost your choice of working with that material.” OR “Sit by me so you can see how the other children are playing gently with blocks.” This “time-in” is used as a positive moment for self-reflection and the child should be reintegrated in to having free choice as soon as they are safely able to.

Right to Suspend or Dismiss

Sarodgini reserves the right to suspend or dismiss children for unmanageable behavior or special needs for which the center does not have the staff, expertise, or equipment to manage; if financial obligations are not met; if the parent fails to comply with center policies; if the parent displays inappropriate behavior on school premises. We will make attempt to work with parents to discuss a plan for resolving any problem if they are present.

Child’s name _____

Parent signature _____ Date _____

Sarodgini Disaster Plan

When Fire Alarm Sounds:

The teachers lead children towards the closest exits to them. For an immediate evacuation we will meet at the parking lot in front of the Childcare Center Sarodgini. The children do not put on their shoes or jackets. The assigned teacher will call 911 for the fire department; the other assigned teacher will check all rooms and bathrooms to make sure all of the children are out of the building. On the way to exit the building they will pick up an attendance sheet, cordless phone, cell phone, as well as, the list with the emergency phone numbers.

Once everyone is out of the building, we will transfer the children to the cul-de-sac at the front of our building where we will do the second head count. The children's names will be called out one by one to make sure all are accounted for. Throughout the evacuation process kids are constantly reminded to remain calm and are reassured of their safety.

As soon as all children are accounted for, we will transfer them into our next-door building. Once we have made it to the next-door building, we will call the parents to inform them about the emergency and ask them to pick up their children. We will not re-enter the building unless the Fire Department says it is safe to do so.

When an Earthquake Occurs:

If we are indoors, everyone will be instructed to get under tables and cover their heads. If we are outdoors during the time of an Earthquake we will "Turtle Down", duck and cover head. We will remain outdoors but will move to the front of the building as that area is clear of trees and any object that might fall over. Throughout the process we remind children to stay calm and the teachers will keep them safe. When shaking stops, we will check for gas, fire, or structural damage. If present and we are inside, we will move the children outside. The assigned teacher calls 911 and checks all rooms for children, picks up the attendance sheet, takes cordless phone, cell phone, and radio, along with the emergency contact list outside to contact parents. Once everyone is out of the building, we will transfer the children to the cul-de-sac at the front of our building where we will do the second head count. The children's names will be called out one by one to make sure all are accounted for.

In case of a severe disaster when we cannot take the children back into the building, we will listen to KIRO 710AM. Our further actions will be based on the information received through the KIRO 710AM. If appropriate we will call 911 and the civil defense authorities will help us evacuate the children to a safe place. We will be keeping in touch with the parents throughout the process notifying them of further evacuation plans. If we have not heard back from a parent or an authorized pick up person, we will take their child with us to a nearby shelter. We will post a note at the front door with the address of the shelter. The attendance roster, emergency phone numbers, medical information, and pick up authorizations will be taken along. We will continue making phone calls to those parents whom we have not managed to contact. Please see Parent Info Binder for Complete Emergency Disaster Plan

Child's Parent/Guardian Name	10 Digit Telephone Number	10 Digit Telephone Number (work)
Child's Parent/Guardian Name	10 Digit Telephone Number	10 Digit Telephone Number (work)

Long Distance Contact:

Name _____ Relationship _____
 Phone # _____ Email Address _____

Emergency Procedures:

I give permission to the school, in case of an emergency, to seek medical attention for my child if deemed necessary, and/or to be transported to an emergency medical center for treatment if it is life-threatening. Should that decision be taken, a teacher will accompany the child, if a parent or other authorized person cannot be reached. I further consent to medical and/or surgical treatment and procedures to be performed by a licensed physician, dentist, or at a hospital when deemed immediately necessary or advisable by a physician or dentist to safeguard my child's health. The school is not responsible for any medical expenses that should occur.

I/We have read and understood this policy and procedures.

Child's name _____
 Parent signature _____ Date _____

Welcome to Sarodgini Early Learning!

Child's name _____

Read, Review, and Sign Below:

_____ Illness Policy

_____ Parent Handbook

_____ Health Care Policy

_____ Disaster Plan

_____ Pesticide Policy

Thank you, parents, for cooperating with the teachers to ensure all children have a smooth day at school. If you have any questions or need further clarification please do not hesitate to contact the Director, Kristen Deskin (253)332-6634 or e-mail sarodginiearlylearning@gmail.com.

Please sign and return this form along with a check for the total amount made out to: **Sarodgini** at the time of registration.

I/We have read and understood all policy and procedures.

Parent name _____

Parent signature _____ Date _____