

Children`s Academy



Registration forms



We serve children ages 1.5 -5 years of age.

Want to contact us?

Office Phone: 425-564-0375

E-mail: academysarodgini@gmail.com

Our web site: sarodgini.com

Address: 1919 152nd PI NE

Bellevue, WA 98007

2024

Welcome to Sarodgini Childrens Academy!



Child Care Sarodgini registration form

All of the following information is required

updated 04/18/2023

Child's name Last	First	Middle	Date Child Entered	Date Child Left Care
Mother's E-mail:		Father's E-mail:		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:		
Long distance contact				
Relationship:		Work:		
		Home:		
OTHER THAN YOU, WHO HAS PERMISSION TO PICK UP YOUR CHILD?				
Relationship:		Work:		
		Home:		
Relationship:		Work:		
		Home:		
WHO DOES NOT HAVE PERMISSION TO PICK UP YOUR CHILD?				
Name	Reason			

Rates and Payment Plan.

Attendance	Time	3 days a week	4 days a week	5 days a week
Half day	8:00am-1:00pm	\$1900	\$2000	\$2100
Half Day	12:00pm-6:00pm	\$1700	\$1850	\$2000
Full day	8:00am - 6:00pm	\$2250	\$2500	\$2750

Annual Registration Fee: \$40. Paid annually in September when updating documents (It is the responsibility of the parents to keep us informed of any changes so we can maintain up-to-date files. This includes name, address, workplace, emergency information, immunization updates, authorizations, changes in parent's marital status, and/or any other information. Every September we will provide a form to update your information.)

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. 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. There will be an extra charge of \$30/child every 15 minutes if children get dropped off or picked up earlier or later than scheduled times. We request that you pick up your child promptly at the time designated for your child. Parents who are chronically using late pick up may be asked to withdraw their child from the program.

Tuition Agreement

A deposit of one month's tuition is payable at the time of registration and will be applied to last month's tuition. A \$500 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, travel or In the cases of weather/emergencies closures (in this case Sarodgini follows Bellevue School District).

All absences will require a full tuition payment to hold your child's space in the class. Tuition is due on the first day of each month; when tuition is paid after the 5th, there is a late fee of \$10 per day. There is also a \$100 fee for any returned checks. In Sarodgini we are using the **APP Brightwheel** for check in/check out and for online payments.

To use your deposit there is 30 days written notice required to academysarodgini@gmail.com before withdrawing your child from the program or the deposit will be forfeited.

Check day(s) of care	<input type="checkbox"/> Sunday	<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday
Arrival time							
Departure time							
Fee: \$ _____ per month.	Date payment due: 1 th day of each month						
Registration fee: \$ 500.00 per child.	Source of payment: ___Parent ___Other (specify):						
Overtime rate: \$30.00 6 PM-6:15PM; \$30 6:15-6:30PM				Late fee: \$50 per day after 5 th day of the month			

Please read Parents handbook thoroughly since it include necessary information about this child care, its business practices, and the caregivers. We have a copy of Washington's Minimum Licensing Requirements available for review. We are looking forward to our very important relationship as parent, child and care provider.

Sarodgini Children`s Academy reserves the right to discontinue services.

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 an attempt to work with parents to discuss a plan for resolving any problem if they are present.

I agree to promptly notify the child care provider of any changes of the above information. I understand that I am fully 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 Children`s Academy.

Parent or Guardian Signature _____ Date _____

Parent or Guardian Signature _____ Date _____

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.

Provider Signature _____ Date _____

Certificate of immunization



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.

Diphtheria Mumps Other: _____
 Hepatitis A Polio
 Hepatitis B Rubella
 Hib Tetanus
 Measles Varicella

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

Printed Name: _____

*No need to be signed by healthcare provider

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	FlnLaval	Flu	Ipol	IPV	PedvaxHIB	Hib	Twinnx (Twinx)	Hep A + Hep B
Adacel	Tdap	FlnMist	Flu	Infanrix	DTaP	Pentacel (Pntcl)	DTaP + Hib + IPV	Vaqa	Hep A
Afluria	Flu	Flnvirin	Flu	Kinrix (Kinrx)	DTaP + IPV	Pneumovax	PPSV or PPV23	Varivax	Varicella
Boostrix	Tdap	Fluzone	Flu	Menactra	MCV or MCV4	Prennar	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)		
Fhanix	Flu	HibTITER	Hib	Pediarix (Pdrx)	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

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><u>I hereby give permission that my child, _____ may be given emergency treatment by a qualified child care provider at Sarodgini Children's Academy</u></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. I authorize Sarodgini Children's Academy to administer the medication as specified above.</p> <p>I agree to make Sarodgini Children's Academy 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 above information 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 transport my child in a motor vehicle to go:

- | | YES | NO |
|---------------------------------|--------------------------|--------------------------|
| 1. On field trips..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. To obtain medical care | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. On occasional errands..... | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Other (specify below)..... | <input type="checkbox"/> | <input type="checkbox"/> |

- | | YES | NO |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Take my child on walks | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Take photographs of my child to post to Sarodgini
classroom media | <input type="checkbox"/> | <input type="checkbox"/> |
| Take photographs of my child to post to open Sarodgini Children's
Academy page on Instagram, Facebook or youtube | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Give me telephone number to other parents | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Other (specify below) | <input type="checkbox"/> | <input type="checkbox"/> |

Parent or Guardian Signature

Date

Parent or Guardian Signature

Date

Trial period.

We require a trial period of 2 weeks, where the child and a parent spend a few hours a day in their class to get to know new friends, teachers, new routines, and rules. This time is assigned for the child to get comfortable and feel safe and is paid separately by the hour (\$ 20 per hour). Of course, the adaptation period for each child passes and lasts different amounts of time depending on the individual characteristics of his character and preferences, however, we offer an assumed general schedule. For the comfortable adaptation we recommend to follow the time laps at least for the first 5 days. Please adhere to the schedule provided below precisely, as it is designed specifically to help the child acclimatize to the new environment without any stress. It is not advisable to stay longer than the allocated time, as the child may become tired, associating the daycare with fatigue and a bad mood. Additionally, there should be plenty of unexplored games left in the classroom for the child to return to with interest the next day. When discussing after your visit, try to use alternatives such as "What did you like the most? Did you see the cars/dolls?" instead of questions like "Did you enjoy it? Will you come again?" This way, we eliminate the possibility that the child, upon reflection, might tell us that they do not want to come back.

Week one.

Day 1. The child is in the group, on the mother's lap, from 9 to 10 AM. At this time, the child is simply inspecting his surroundings, and despite the fact that children and educators will invite him to play, sing, dance, usually on this day the child feels more comfortable just sitting with his mother. That's what this day is for. Tip: Do not ask your child on this day questions such as: "Did you like it? Will you come again?" Since the answer to these questions will not necessarily be positive and may depend simply on the mood and well-being of the child. A negative answer from the child will put us in a difficult position – it turns out that he is asked, but his opinion is not taken seriously or not important. Much better to ask him what was most interesting during your visit or mention that you noticed something fun in the corner so you can come back tomorrow to check it out.

Day 2. The child is in the group, on the mother's lap, from 9 to 10 am. On this day, he sees the same children and caregivers playing on the same schedule as yesterday. Since he already knows what to expect, usually, the child behaves more relaxed on this day and joins the group, looking back at the mother.

Day 3. The child is in the group from 9 to 11-12 am, the mother can be away in the car for a few minutes.

Day 4. The child is in the group from 9 to 12:30, the mother leaves, promising to return in the afternoon.

Day 5. The child is in the group from 9 to 1:30, the mother leaves, promising to return in the afternoon. Note-please, always keep your promises to gain trust and comfort for your child.

Week Two.

Day 1 The child is in the group from 9 to 1:30, the mother leaves, promising to return in the afternoon. (on this day, according to the plan, the child should request a bed that everyone has, but he does not. It is advisable to choose a bed with him together – a blanket, a pillow, a sheet from a crib, pajamas)

Day 2&3 The child is in the group from 9 to 3:30, the mother arrives immediately after the day's sleep.

Day 4&5 The child is in the class from 9 to 5 (so as not to be the only one in the morning or one of the last ones in class seeing how other parents are picking up other children).

Communication with Parents

Parent Bulletin Boards are at the front door, in the elevator and in the director's office.

Each classroom displays a Parent Bulletin board outside of their classroom 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 are also posted there.

We have daily updates on the Facebook group pages of Sarodgini Children's Academy.

Conferences are held in October. 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 artwork, lessons, etc.

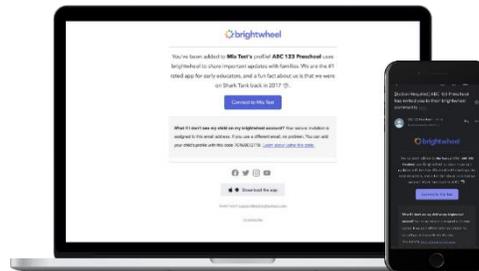
Brightwheel check in/ check out procedure.

In Sarodgini we are using the **APP Brightwheel** for check in/check out and for online payments.

Please, read instruction to Sign up for Brightwheel as a Student

Contact:

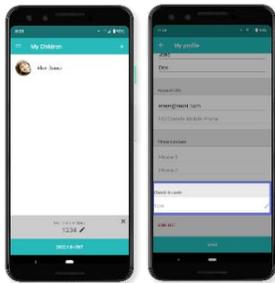
Sign-Up via Email or SMS Invite



The most common way to be invited to join a center on Brightwheel is via email **or** text message. Once the center has invited a student contact, they will receive an email or text (*depending on which contact method is added*) with the subject: **[Action Required] [School Name] has invited you to their Brightwheel community.** The easiest way to complete the sign-up process is to click the **"Connect to STUDENT NAME"** button directly from the message, simply enter a password, and click **Create Account**.

If the message cannot be located, a new account can be created manually. Here's how:

1. Navigate to the [Brightwheel signup page](#)
2. Click the **Parent** option
3. Complete the signup form and click **Get Started**
4. Click **Create your Account**
5. A verification code will be delivered to the contact used, with the subject line: **Brightwheel verification code: XXXXXX**
6. Enter the confirmation code and click **Confirm**



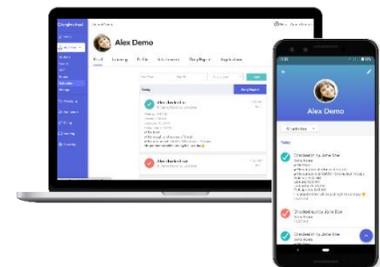
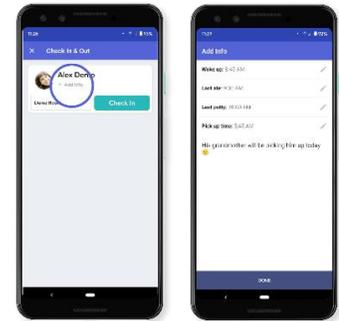
Check-In Codes

Any time a student is checked in or out by anyone other than a staff member, a [check-in code](#) will be required. Every user with a Brightwheel account has a check-in code assigned to them upon the account's creation. These codes can be [modified by the user](#) and should not be shared. Some states accept these as a digital equivalent to a signature.

Drop Off Form

Drop-off forms are also a helpful option to ask for additional information such as when their child woke up, ate last, or the last time they used the bathroom, to set an optional pickup time, or just to leave a note. This option is built into the check-in experience and does not require any setting changes for parents to use the **Add info** option.

This additional information will be included in the check-in record and viewable from the student's feed for both staff and parents. If you have any problem with Brightwheel app, please, call the front desk at (425)564-0375 or just stop by the childcare lobby and ask for help.



Birthday Celebrations

We celebrate all birthdays in a fun and healthy way. Your child will be a star of the class, will share their hobbies and stories with classmates and teachers. Instead of sugar cake we can share between children a fruit basket. You can ask all questions at the front desk or call (425)564-0375. 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 can bring only fruits. Also, parents may send in items like stickers, pencils, etc. (enough for all children in a class), which we will hand out at our birthday circle. Please do not bring any small toys, which are choking hazards. We will give a gift for the birthday child from the Sarodgini Children`s Academy.

Please discuss your birthday plans with your child`s teacher in advance so you have time to prepare a "STAR of the class" poster and so that teachers can plan accordingly.

In our facility we offer private birthday parties for children and their parents on weekends. Please, see details on our website Sarodgini.com/parties.

First Day of Daycare: Parent's Ultimate Guide

Starting your child's daycare journey may feel like uncharted territory. It's normal not to have all the answers from day one, but don't worry, we are here to help you navigate this new adventure together!

This instruction is filled with some insights and tips to ensure that the first day is fun and memorable. From prepping the night before to establishing a new routine, We will guide you every step of the way.

Learn proven strategies for a smooth daycare transition, reducing morning chaos and anxiety. Let's make parenting easier together and turn that first day of daycare into a happy beginning! 😊

Confidently prepare for daycare with expert tips. Smooth transitions for parents and children guaranteed.

Here are some tasks and items you should consider:

Updating Medical Information: We need current medical records for each child, including immunization history and complete and prepare enrollment documents to be handed over on the first day of the trial period. Keeping this information updated helps providers better care for your child.

Download the BRIGHTWHEEL app to your phone for Check in\check out and communication with your teacher. During a child's first week at a daycare administrator will help you to set up your profile and help you to get the entrance pass code.

Check list what to prepare for the first day:

- Daily Supplies: Pack essential items for your child, like diapers, wipes, extra clothes, and comforting items, to be prepared throughout your visit.
 - For Naptime. With your child together choose the bedding (Blankets, pillow, sheets) and pajama as well as soft toy or blanket to comfy your child during bed time. Label blankets, pillows, or sheets with the child's name for nap time at Sarodgini.
 - Extra Clothes: Label and pack extra clothes for spills or leaks
4. Establish Goodbye Routine at home: Never practice saying "Goodbye" when you want the child to quickly follow you from playground or fun place. It may get to the point when the child will run after you when you will be ready to let him be at the daycare. Practice a quick, reassuring routine instead for easier drop-offs.
5. Practice Daycare Routine. Practicing the daycare routine and daily schedule at home prior to the first day can facilitate a smoother transition for both parents and children.

Here are some useful tips:

Consistent Wake-Up Time: Set a relaxed wake-up time for your child, promoting a happier and more cooperative morning routine.

Regular Meal Time: Establish routine meal times, helping your child adjust to the daycare schedule.

Introduce Nap Time: Start introducing nap time at home, preparing them for designated nap time at daycare.

Parent's Departure Routine: Develop a quick and reassuring goodbye routine, making drop-off less stressful. Please, never tell them "bye-bye" when leaving the playground, you want to encourage the child to gather quickly and run after you. If you do so, the child will act the same when you leave the childcare- she will run after you.

Inculcate Self-Help Skills: Encourage small tasks for independence in the new environment. Like dress up and change, use the bathroom, wash hands, eat and drink, follow direction.

Work on Communication Skills: Building strong communication skills is a key to your child's smooth transition into a new company of friends. As they engage with fellow children and the daycare provider, these skills will shape their overall experience in a positive way.

Some tips include:

Discuss daycare: Explain what daycare is and what to expect to ease anxieties.

Practice language skills: Encourage expressing feelings and needs for effective communication.

Read books about daycare: Reassure normalcy and visualize first experiences.

Role-play: Act out drop-off routine for understanding and reassurance.

Talk about feelings: Validate mixed emotions and provide support.

Express positivity: Highlight exciting activities and new friendships.

A night before

The night before the first day of daycare can be filled with anticipation for both you and your child. It's an important time to ensure everything is in order for the big day. Here's how you can prepare:

Get the Daycare Bag Ready

Start by referring to your checklist and make sure you have packed all the essentials in the daycare bag. It's important to double-check before your child's first day at daycare.

Involve Your Child and Generate Excitement

Engage your child in the process of preparing for daycare, let them choose their outfit, and see if there's a special toy they would like to bring along.

Having exclusive items for daycare can make them excited about this new adventure!

Talk about Drop-off. Even though first couple of days you will stay with your child together for 1 hour and then leave together, those discussions will make a positive mood for both of you.

Take some time to discuss the drop-off plan with your child. Familiarize them with their caregivers and show them videos of other parents saying goodbye at daycare to make it relatable. You can show your child videos from your class FACEBOOK group.

Before and after your visit highlight all the fun activities they will get to do while you're away, giving them something to look forward to. Schedule this conversation when they're feeling their best to avoid any unnecessary anxiety.

Prioritize Sleep

Ensure both you and your child get a good night's sleep before the big day. This will help your child wake up refreshed and ready to embrace new challenges at daycare.

Being well-rested will also help you stay calm and supportive, easing any first-day jitters your child may have. Keep in mind that adjusting to a new routine takes time, so be patient.

By following these preparations, you're setting the stage for a successful first day at daycare. 🌟

Handling the First-Day Morning

Start your morning off right with these practical tips to help your child feel comfortable and ready for their first day at daycare.

Rise and Shine Earlier: Wake up early for a relaxed morning routine and extra cuddles.

Pack Comforting Items: Include a favorite toy, blanket, or family picture for a sense of familiarity.

Include Favorite Snacks: Pack familiar snacks to create a bridge between home and daycare.

Dress Them Comfortably: Let your child wear their favorite and comfortable clothing.

Manage Drop-Offs: Establish a quick and comforting routine to make goodbyes less stressful.

Communicate with the Provider: Stay in touch with the daycare provider for updates and peace of mind.

Remember, the first daycare drop-off can be overwhelming, but with patience and a positive approach, your child will transition smoothly.

Separation Anxiety: Dealing with separation anxiety during daycare drop-offs can be challenging. To make it easier, establish a consistent goodbye routine, reassure your child that you will return, and communicate with the child care provider for support.

Sleep Patterns: Adjustments in sleep patterns are common for children in new environments. To ensure enough rest, try an earlier bedtime. If nap time is challenging at daycare, work with the provider on relaxation strategies for better sleep.

Feeding Concerns: To address potential feeding issues caused by environmental changes, pack your child's favorite snacks for familiar and preferred food options. Maintain open communication with the daycare provider to address any concerns promptly.

Adapting to New Routines: Transitioning to a new routine can be challenging for children. To support them, incorporate familiar daycare routines at home, like snack times and activities. This helps them adjust and transition more smoothly.

Socializing with Other Children: Encourage your child to be empathetic and considerate of others' feelings as they interact with other children. Making new friends and learning to share and cooperate with older children at daycare are important parts of their development.

Starting daycare can be tough for kids, but most parents find that children eventually love their new routine.

Keep communication open with the daycare provider to address concerns and ensure a positive experience for your little one.

Surviving the First Day of Daycare: Tips for Parents

🌟 Parents often find the first day of daycare challenging, but don't worry, our teachers here to assist! Let's explore some fantastic tips to ensure your child's first day is a breeze. 🌟

Keep Calm and Carry On 😊: Your child looks up to you for guidance. Show them that daycare is a safe and fun experience by staying calm and positive throughout the journey. You've got this!

Practice the New Routine 🔄: Before the big day, let's practice the new routine at home. By doing this, your child will feel more comfortable with the new routine and transition seamlessly into daycare.

Read Stories about Daycare 📖: Let's explore the world of daycare through colorful children's books! These stories will help your child visualize the exciting environment and ease any fears about being away from home. It's an adventure waiting to unfold!

Encourage Communication 🗣️: Let's empower your child to express their feelings. Whether they're nervous or scared, encourage open conversations.

Maintain Open Communication with Daycare Staff 📞: Stay connected with your child's daycare provider to stay in the loop about their progress. The more you know, the better you can support your child at home. Our phone number is (425)564-0375. Our email is academysarodgini@gmail.com.

Connect with Other Parents 👥: Let's build a supportive network with other amazing parents! Share experiences, swap advice, and watch your worries melt away. Plus, your children can make lifelong friendships with their daycare buddies. Our Parent-Teacher-Association is a big support. Please, ask administration for contacts. With patience and support, all children adapt and thrive in the daycare setting.

Conclusion

Stepping into a new environment can be thrilling and nerve-wracking for your little one. But don't worry! With careful preparation, patience, and open communication, you can turn this daycare transition into an exciting adventure. With each passing day, it gets easier and soon your child will wave you off with a big smile.

What to bring to childcare.

clothes for outside time according to the season and weather condition. If you are in doubt about the weather, you can see our approximate recommendations

in summer, a mandatory sun protective hat, cap or comfortable hat, swimsuit, towel, comfortable closed shoes; in winter, a comfortable Velcro hat, a waterproof jumpsuit with a hood, a warm jacket, comfortable waterproof Velcro shoes.

Change of clothes: 2 T-shirts or T-shirts, tights, 2 pairs of panties, socks, comfortable trousers or skirt, jacket or sweater. Clothes should be signed so that caregivers can easily find the right thing.

inside shoes, always with a fixed (closed) toe. For the convenience of the child and educators, please bring shoes with velcro;

For the youngest preschoolers (Little Masters), pullups and special training panties are required. Milk bottle and pacifier are optional.

two-piece pajamas, a blanket, a pillow, you also can bring a soft toy for nap time

for children over 3 years old for sports activities ballet shoes, T-shirt, shorts, or tracksuit.

Behavior Management and Discipline Techniques

The Teachers at Sarodgini 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."

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
3. 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 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 of 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.

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 are always happy to work in a team with parents to resolve all problems.

Complaints About Your Child. Not all young children thrive in a group setting. Daycare may be very overwhelming for some and bring out some undesirable behaviors. Prime reasons for termination is a child who is out-of-control, [constantly exhibiting destructive behavior](#), biting, hitting, or assaulting other children, or refusing to obey the classroom rules.

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

Child's name _____

Parent signature _____ Date _____

Contact us

For further clarification please contact us at academysarodgini@gmail.com
office 425-564-037; director cellphone 425-681-1954; assistant director cellphone 425-223-8083

For additional information, please visit our website at www.sarodgini.com

Alert Parents:

When we have reached the evacuation point, The Director or Office Manager will call the school to leave a voicemail, or send out a message on Brightwell.

 **Pre-recorded voice mail message – Change route to Evacuation point – or once you reach there.**

You have reached Sarodgini Children`s Academy. We are all safe: no one is hurt. We have evacuated to: _____
Please pick up your child as soon as possible. Please call 425-681-1954 to speak with Olga.

The Officer Manager will post the sign provided before evacuating.

Attention Parents

Sarodgini Children`s Academy

Children and Staff have evacuated the building and relocated to:

Time: _____ Date: _____ Signature: _____

Designated Waiting Area: is outside of the preschool playground –
On parking lot
First Evacuation Location: “AtWork” – Next Door
Second Evacuation Location: “Silver Cloud” – Next Door

Parental/ Guardian Permission Form for the use of photographs

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

Sarodgini is committed 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.

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

Child's name _____

I/We have read and understood all these policies and procedures.

_____ 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 our office at (425) 564-0375, e-mail academysarodgini@gmail.com.

Parent name _____
Parent signature _____ Date _____

Emergency child information for emergency classroom backpack

Child's name _____

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)

For emergency 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.

Parent Signature _____ Date _____

*Please sign and return this form along with a check for
the total amount made out to:*

Sarodgini
at the time of registration.

Welcome to Sarodgini Children's Academy!