Children`s Academy

SaRoDeiNi

Parent Handbook

Guidelines and Policies



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 Pl NE
Bellevue, WA 98007

Contents

Mission Statement....3
Business Practices....4
Admission Requirements and Enrollment Procedures....4
Rates and Payment Plan....6
Annual Registration Fee....7
Extra Charges and Payment Penalties....**Error! Bookmark not defined.**
Volunteering program....3
PTA....3
Holidays....4
Field trip....**Error! Bookmark not defined.**
Receipts and Taxes....9
Vacations and Absences....4
Snow/Severe Weather Policy....5
Mandatory Child Abuse Reporting....11
Child Custody Situations....9
Medication Management....11
Non-discrimination policy....9
Parent Visitation....9
Clothing....11
Personal Belongings and Toys....11
Napping....9

Sign-In and Sign-Out, Attendance Policies and Parking.....12
A Note Regarding Parent/Teacher Relationships.....9
Brightwheel check in/ check out procedure.....13
Illness Policy.....10
Communication with Parents.....14
Birthday Celebrations.....14
2 weeks meal planner.....16
Behavior Management and Discipline Techniques.....18
Sarodgini Children`s Academy reserves the right to discontinue services.....19
Child Care Sarodgini registration form.....20
Tuition Agreement.....21
Certificate of immunization.....22
CHILD'S HEALTH INFORMATION.....24
PERMISSION AUTHORIZATION.....25
Trial period.....26
What to bring to childcare.....27
Contact us.....**Error! Bookmark not defined.**
Disaster Plan.....33
Power Outage: Blackout.....41
List of Emergency Contacts.....42
Alert Parents:.....45
Designated Waiting Area:.....45
First Evacuation Location:.....45
Second Evacuation Location:.....45
Parental/ Guardian Permission Form for the use of photographs.....46
Emergency child information for emergency classroom backpack.....48

Please read this handbook thoroughly. Items in the table of contents with an asterisks (*) are required by licensing to be reported to parents in writing. Other items 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.

Welcome to Sarodgini Childrens Academy*!*

Mission Statement

Full day childcare program designed and certified for ages 1.5-5 y.o.

Our Mission

To inspire a lifelong love of learning by providing a safe, nurturing, and high-quality educational experience where children can grow, play, and thrive together.

Why Sarodgini Children's Academy?

- **Comprehensive Curriculum:** From STEM and Math to Music, Gymnastics, and Arts, we focus on age-appropriate development that prepares children for the future.
- **The Power of Play:** We believe play is the work of childhood. Through play, our students gain not just academic knowledge, but vital social and life skills.
- **A Shared Journey:** We view the education of your child as a collaborative partnership. We welcome family involvement to help facilitate a positive, daily school experience.

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

Volunteering program

We have developed a program for those willing to participate in school life. You will be able to immerse yourself in school life, share your skills and hobbies, and participate in various

projects. The program is designed for 4 hours of volunteering per academic year. Volunteers will receive a one-time yearly discount of $200 after assigned volunteering hours are completed.

PTA

The Sarodgini Children's Academy PTA is a vibrant partnership between parents and educators. Their mission is to enhance student learning and enrich the lives of students within the school. The PTA serves as a forum for parents to stay informed about school events and voice their opinions. While it's sometimes perceived as a fundraising group, its primary responsibility is to build strong working relationships among parents, teachers, and school in support of students. They organize events, recognize outstanding achievements, and contribute to various aspects of the school community.

Business Practices

Daily Life at Sarodgini

We love starting our days together! Sarodgini Children's Academy is open **Monday through Friday, from 8:00 AM to 6:00 PM.**

To help your child get the most out of our program, we ask that students arrive well-rested and ready for fun by **9:00 AM.**

- **Breakfast:** A nutritious breakfast is served between **8:45 AM and 9:15 AM.** To ensure every child is fueled for the day, please arrive before 9:15 AM if you'd like your little one to join us for the morning meal.
- **Learning Time:** Our educational journey begins promptly at **9:30 AM.**
- **Attendance:** To maintain our small group rhythms and quality of care, we are unable to offer make-up days for missed sessions.

Holidays

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

We are closed on the US Federal Holidays:

1. New Year's Eve and New Year Day

2. Martin Luther King Jr. Day
3. Presidents Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Veterans Day
9. Columbus Day – Parent/Teacher Conferences
10. Thanksgiving– 2 days
11. Christmas Eve and Christmas day

Vacations and Absences

We value the partnership we have with our families! To help us manage our classroom rhythms and staffing, please let us know **at the time of enrollment** if you have any planned long-term absences (such as summer breaks for schoolteachers or upcoming maternity leave).

Daily Absences & Health Notifications

We value open communication to ensure the health and safety of our entire school community. If your child will be absent due to illness or a personal event, please notify us as soon as possible through the following channels:

The Office: Please call us at **(425) 564-0375** or email **sarodgini@gmail.com**.

Your Teacher: Send a quick message via the **Brightwheel** app.

Why Notification Matters:
Your timely communication allows our teachers to adjust their daily lesson plans and activities. Furthermore, it enables our administration to implement the appropriate **health and safety**

protocols (such as enhanced sanitization or exposure notices) to keep our classrooms safe for everyone.

Snow/Severe Weather Policy

The safety of our students and staff is our top priority. To ensure everyone stays safe during inclement weather, we maintain the following procedures:

Decision Process: While we consult the **Bellevue School District** regarding closures and delays, Sarodgini Children's Academy makes independent operational decisions by **6:30 AM** on any day with questionable weather or road conditions.

How to Stay Informed:

Brightwheel Alerts: Emergency notifications regarding school closings or delays will be sent directly to parents and staff via the **Brightwheel** school-to-home messaging system.

Website & Social Media: Current status updates will be posted on our **homepage** and our **Facebook group page**.

Delayed Openings: In the event of a delayed opening, we will typically begin our day one or more hours later than the usual schedule, as specified in our alerts.

Attendance & Credits: Because we operate year-round to provide consistent care for our families, we are unable to provide make-up days or tuition credits for weather-related closures.

Tuition & Enrollment Commitment

At Sarodgini Children's Academy, we are dedicated to maintaining a premier learning environment for your child. To sustain our high standards—including faculty salaries, specialized curricula, and facility maintenance—our operational costs remain consistent regardless of individual attendance. Therefore, a full month's tuition is required if your child attends for any portion of a week. Please note that tuition is non-refundable and will not be pro-rated for absences that occur outside of the Academy's control, including illness, family events, or closures due to severe weather conditions. This policy ensures we can secure your child's dedicated placement and continue providing the exceptional care and educational excellence they deserve.

Admission Requirements and Enrollment Procedures

Getting Started: Enrollment & Orientation

We want your child's first day to be the start of a wonderful journey! To ensure a smooth transition:

- **Paperwork:** Please ensure the **Full Enrollment Package** is completed and on file on or before your child's first day.
- **Orientation Visit:** We encourage all families to schedule an orientation tour with our Administration. This is a wonderful opportunity to walk through the daily schedule together and help your child feel at home in their new environment.

The Transition Period

To ensure our academy is the perfect fit for your little one, we begin with a **two-week trial period**.

- **Gradual Entry:** During these two weeks, children may attend for a few hours a day, with or without parents, to get comfortable with their new teachers and peers.
- **Finalizing Enrollment:** After two weeks, we will meet to ensure our services meet your family's needs. If for any reason the placement is not the right fit, the contract may be terminated at this time. Detailed schedule for the transition period is attached below.

Tuition & Fees

Rates and Payment Plan.

The Tuition Agreement includes all the tuition and attendance policies of Sarodgini Children`s Academy.

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: $120. 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.)

To secure your child's place in our program, the following are due at the time of registration:

- **Security Deposit:** One month's tuition (applied to your child's final month of enrollment).
- **Registration Fee:** A non-refundable fee of **$500**.
- **Sibling Discount:** We love growing with families! We offer a **50% discount** on the registration fee for a second child.

Payment Policies:

- **Monthly Tuition:** Due on the **1st of each month**. Payments received after the 5th will incur a late fee of $20 per day. There is a $80 fee for any returned checks.
- **Absences:** To hold your child's dedicated space, tuition is not pro-rated for illness or travel.
- **Withdrawal:** We require **one month's written notice** prior to withdrawal to ensure your deposit is applied to your final month.

We believe early intervention is key to a child's success. Should a family choose not to pursue a recommended evaluation, we may request the child be dis-enrolled. In this specific case, your tuition deposit will be returned (first month's tuition and registration fees remain non-refundable).

Extra Charges and Program Policies

Field Trips & Special Events: To enrich our curriculum, we organize exciting field trips throughout the year. Fees for these outings are charged as needed to cover transportation and admission, with advance notice provided for every trip. While these are enriching experiences, participation is always optional.

Grand Holiday Celebration: One of the most cherished highlights of our year is the Sarodgini Grand Holiday Performance. To celebrate the season, we host a full-scale professional production in a large theater where our students take the stage as active participants. Led by Snegurochka and a cast of beloved fairytale characters through an enchanting story, the children also enjoy a magical visit from Ded Moroz (Santa), who presents each child with a special holiday gift. To bring this high-quality experience to life, we offer tickets for purchase to our families. These ticket sales are used exclusively to cover the essential costs of the celebration, including the professional theater rental, stage production, and holiday gifts for the children.

Payment Penalties:

Late Payments: A fee of **$20.00 per day** applies to any overdue tuition. If fees remain unpaid for more than three days, your child will be unable to attend the Academy until the balance is paid in full.

Returned Checks (NSF): A penalty of **$80.00**, plus any additional bank costs incurred by the Academy, will be applied to all checks returned for non-sufficient funds.

Arrival & Departure Policy:
To maintain safe staff-to-child ratios and respect our educators' schedules, we require all children to be dropped off and picked up promptly at their designated times. At the time of drop-off and pick-up, parents are required to check their child in and out using the Brighwheel app.

Extended Care Fees: An additional charge of **$30.00 per child for every 1-15-minute increment** will be applied for any drop-offs or pick-ups that occur outside of your child's scheduled hours.

Program Alignment: Timely transitions ensure a positive experience for your child and our staff. Please be advised that chronic late pick-ups may result in a request to withdraw your child from the program.

Field Trips

We love exploring the world around us!

Advance Notice: We will share all the fun details with you **2–3 weeks** before each trip so you can plan ahead. **Trip Coordination:** To help cover the costs of transportation (bus) and admission tickets, a small activity fee is collected for each trip. This ensures our students travel safely and enjoy full access to the venues we visit.

Permission Slips: To join the adventure, a signed permission slip and any associated trip fees must be submitted to your child's teacher at least **3 days** before the scheduled trip.

Receipts and Taxes

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

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 16 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.

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 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.

Parent Visitation.

Parents are welcome to visit Sarodgini at any time. You can schedule your visit at front desk. 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.

Napping

All children are offered naptime from 1:30pm – 4:00PM only and not at other times. Our preschoolers rest on comfortable cots. Sheets, bedding, comforters, pillows, and pajamas are provided by the parentsPlease make sure these items are labeled with your child's full name. Your child belongings will be given to you at the end of each week. They must be washed and returned Monday morning.

Illness Policy

When is a child too sick to go to daycare?

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. We have a written list of rules, designed to help parents and caregivers make the sometimes confusing decision about whether a child can stay at or return to daycare. These rules and regulations have been firmly established and will not be subject to change or negotiate.

Keep your child home if he has any of the following (You can come back to childcare after minimum 24 hours with no fever with no medicine.):
•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 an 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 or two 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 bring the note from the doctor that for sure it's not linked to an infection (for example, it's a reaction to eating strawberries).
•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 sometimes no longer contagious after 24 hours of antibiotics, but we not let children in with an eye discharge. Kids with red, watery eyes from allergies are not contagious and can be in childcare with a note from the doctor.
•Strep throat. Please, stay home for at least 48 hours of antibiotics. You can come back to childcare after minimum 24 hours with no fever with no medicine.
•Mouth sores that cause excessive drooling and foot, hand and mouth disease. Wait until your doctor says they're not infectious before returning your child to daycare. Stay home until all sores become dry.
•Head lice. Your child can return to daycare after he's been thoroughly treated, but not earlier than 48 hours of treatment. Please, check for nits before coming back to childcare, your teacher will also check the child at the morning. The child with nits cannot be accepted to the class.
In addition, keeping your child home when he's ill and good hygiene will go a long way toward preventing the spread of infection. Frequent, thorough hand washing is important for your child, the daycare's staff and the other children. This is especially important after blowing noses, and cleaning up any bodily fluids (urine, stool, phlegm).
You can come back to childcare after minimum 24 hours after last symptoms with no medicine use. It means if you pick up a sick child today she cant come back to the program the next day.

Covid-19 Rules and Regulations are subject to change. Current policies will be provided upon signing the agreement.

I/We have read and understood this policy and procedures. Parent Signature_____ Date _____

Medication Management

According to our school's policy we cannot give your child any medications. If you have a prescription from the doctor, you can come at the scheduled time and give him/her medications. You may also keep your child at home until medication treatment is finished.

Mandatory Child Abuse Reporting

Our Academy is required by Washington State Law and **the DEL 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.

Clothing

Children must come to school in clothes that are comfortable and easy for the child to manage by himself.

Children also need to bring indoor shoes to wear with socks and shoes with velcro 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. 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 outside play.

Children also need to wear full sleeved shirts and tops with an undershirt as the weather gets cooler. Please note, that our children regularly wash their hands and have to easily move up their sleeves to protect them from the water, so please check at home to make sure your child can do this independently.

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 for 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 lightly!

Please always have extra clothes for your child at the childcare.

Please be sure all items are labeled with your child's full name. Please note: Sarodgini teachers are not responsible for lost belongings.

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 between 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.

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

For communication with parents and for check-in/check- out we are using the BRIGHTWHEEL app. During the first trial week, please install the app to your device, fill out all information about your child and make sure it's working properly. You can address all questions to the Sarodgini administration.

When dropping off or picking up your child, please park in one of the designated parking spots. Please make sure **your child is holding your hand all the time while walking in the parking lot**. Children are not allowed to walk or run freely in the parking area. Please enter the building through the front door only. Please do not park in the fire lane.

Safely walk your child to his/her classroom. During drop off time please make sure that you leave your child with your teacher or teacher assistant and do not leave your child unattended. Please sign him/her in via the BRIGHTWHEEL app. 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 than 9:15AM, 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. A healthy snack will be provided between 10am-11am. We serve lunch around 12pm-1 PM

Parents are required to sign in their child via BRIGHTWHEEL app when arriving and sign out when departing daily. Children will be released only to adults 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 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 Academy.

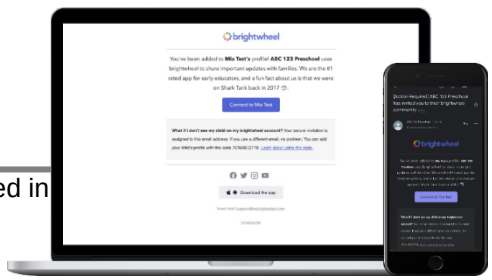
Anyone who appears to be under the influence of drugs or alcohol arriving at childcare to pick up a child will be asked to call someone else to pick up that child. If a person leaves with a child while they appear to be under the influence, we will call 911.

We also expect children to be dropped off and be picked up at the time agreed to in the tuition contract. Our staff works extremely hard providing you and your child with a quality program at Sarodgini Children`s Academy. Please arrange to arrive at the center early enough to allow yourself to gather your child’s things, to sign him/her out, and to leave the building by 6:00PM.

There will be an extra charge of $30/child for every 15 min for drop off before 8:00AM or pick up after 6:00PM.

Brightwheel check in/ check out procedure.

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

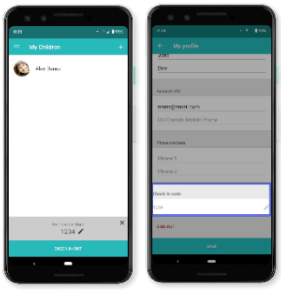


Please, read instruction to Sign up for Brightwheel as a Student Contact:

Sign-Up via Email or SMS Invite

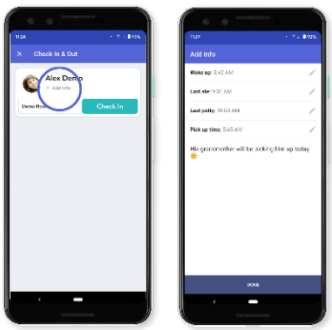
The most common way to be invited to join a center on Brightwheel is via email **or** text message. Once the center has invited a student contact, they will receive an email or text (*depending on which contact method is added*) with the subject: **[Action Required] [School Name] has invited you to their 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

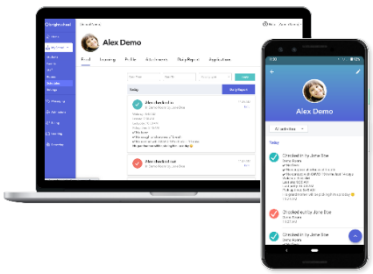
Any time a student is checked in or out by anyone other than a staff member, a check-in code will be required. Every user with a Brightwheel account has a check-in code assigned to them upon the account's creation. These codes can be modified by the user and should not be shared. Some states accept these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



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.

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.

Nutrition

Meals and Snacks

We serve homemade breakfast, lunch, dinner, two healthy fruit snacks and Vitamix daily. With every meal we serve fruits and vegetables. Milk is offered with every meal. All food is fresh and organic. Children will have a nutritious balanced meal (a source of protein, calcium, grains, fruit and/or vegetable.)

The academy asks that parents do not send food for their child or other children.

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

Allergies

Name	Class
Allergies:	
Parent`s Name	Parent`s phone number

You can find our usual menu at www.sarodgini.com, A printed version of the menu is on the wall in the lobby and current day-to-day meals are posted daily on our Facebook group SARODGINI Children`s Academy | Facebook. Please note that the menu is subject to change.

2 weeks meal planner

Week 1

Monday



Breakfast Semolina, butter, fruits, berries, milk
AM Snack Apples, bananas, water
Lunch Fresh salad, chicken soup with spinach and vegetables, milk, fruits, bread
PM Snack Fruit and veggie smoothie (Vitamix)
Dinner Fresh salad, baked salmon with veggies, rice, milk, fruits

Tuesday



Breakfast cottage cheese waffles, sour cream, honey, berries, milk
AM Snack grape, pear, strawberry water
Lunch Fresh salad, chicken rice vegetable soup, milk, fruits, bread
PM Snack Fresh fruits and yogurt
Dinner Fresh salad, chicken in creamy sauce, buckwheat with butter and dill, milk, fruits

Thursday



Breakfast cottage cheese pancakes with sour cream,
honey, berries, milk
AM Snack Apples, pear, melon, water
Lunch Fresh salad, beef soup with barley, sour cream, milk, fruits, bread
PM Snack Fresh fruits and cheese
Dinner Fresh salad, stewed cabbage with chicken,
potatoes and vegetables, milk, fruits

Friday

Breakfast buckwheat/rice/ millet porridge, honey, berries, milk
AM Snack Apples, strawberries, water
Lunch Fresh vegetables, beef borsch, sour cream, bread, milk, fruits, bread



PM Snack Fruit and veggie smoothie (Vitamix)
Dinner Fresh salad, beef stroganoff in creamy sauce, mashed potatoes with milk, butter and dill, milk, fruits



Wednesday

Breakfast Oatmeal with butter, berries, milk
AM Snack apricots, pear, water
Lunch Fresh salad, turkey meatball soup with vegetables, bread, milk, fruits, bread
PM Snack Fruit and veggie smoothie (Vitamix)
Dinner Fresh salad, pasta Bolognese, milk, fruits

Vitamix



Ingredients: 1 ½ cups Water, Romaine Lettuce, 1 ½ cups Baby Spinach, Celery Stalk, Apple (cored, halved), Pear (cored, halved), Banana (peeled), ½ Lemon (juiced)

Directions:



1. Place all ingredients into the Vitamix container in the order listed and secure the lid.
2. Start the blender at its lowest speed and quickly increase to its highest speed.
3. Blend for 35 to 40 seconds

Week 2

Monday



Breakfast milk noodles, berries, fruits milk
AM Snack Apples, bananas, water
Lunch Fresh salad, salmon potato soup with spinach and vegetables, milk, fruits, bread

PM Snack
Fruit and veggie smoothie (Vitamix)
Dinner
Fresh salad, beef and turkey lazy cabbage rolls, sour cream, milk, fruits.

Thursday



Breakfast Semolina pie, sour cream, honey, berries, milk
AM Snack Apples, pear, melon, water
Lunch Fresh salad, sorrel soup with spinach and sour cream, milk, fruits, bread
PM Snack Fresh fruits and cheese
Dinner Fresh salad, Beef with vegetables and spaghetti, milk, fruits

Tuesday



Breakfast cottage cheese casserole with sour cream, honey, berries, milk
AM Snack grape, pear, strawberry water
Lunch Fresh salad, chicken noodle soup, milk, fruits, bread
PM Snack Fresh fruits and yogurt
Dinner Fresh salad, buckwheat with beef gravy with spinach in tomato vegetable sauce, milk, fruits

Friday

Breakfast cottage cheese waffles, sour cream, honey, berries, milk
AM Snack Apples, strawberries, water
Lunch Fresh vegetables, turkey meatball soup, bread, milk, fruits, bread



PM Snack Fruit and veggie smoothie (Vitamix)
Dinner Fresh salad, Beef and turkey baked meatballs with rice, butter and dill, milk, fruits

Wednesday

Breakfast Rise\ millet porridge with butter, honey, berries, milk
AM Snack apricots, pear, water



Lunch Fresh salad, Borsh with sour cream and dill, milk, fruits, bread
PM Snack Fruit and veggie smoothie (Vitamix)
Dinner Fresh salad, chicken in cream sauce with boiled
potatoes, butter, dill, milk, fruits

Vitamix

Ingredients

1 cup Blueberries organic, 1/2 cup Mango, 2 cups Almond milk



Directions

1. Place all ingredients into the Vitamix container in the order listed and secure the lid.
2. Start the blender at its lowest speed and quickly increase to its highest speed.
3. Blend for 35 to 40 seconds or until desired

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. All parents have the right to have their child in a positive environment that allows kids the ability to grow socially and academically and be free from stress or bodily harm. 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 rules.

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/We have read and understood this policy and procedures.

Child's name _____

Parent signature_____ **Date** _____

PHOTO

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

		Work: Home:

Relationship:		
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	

Tuition Agreement

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

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	☐ Sunday	☐ Monday	☐ Tuesday	☐ Wednesday	☐ Thursday	☐ Friday	☐ Saturday
Arrival time							
Departure time							
Fee: $_____ per month.			Date payment due: 1th 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 5th day of the month

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? ❑ Yes ❑ 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:

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

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

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 ▶

#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**.

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

#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 (Twnrx)	Hep A + Hep B
Adacel	Tdap	FluMist	Flu	Infanrix	DTaP	Pentacel (Pntcl)	DTaP + Hib + IPV	Vaqta	Hep A
Afluria	Flu	Fluvirin	Flu	Kinrix (Knrx)	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)		
Fluarix	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	*Haemophilus influenzae* type b	MMR / MMRV	Measles, Mumps, Rubella / with Varicella	Td	Tetanus, Diphtheria
DTP	Diphtheria, Tetanus, Pertussis	HPV	Human Papillomavirus	OPV	Oral Poliovirus Vccine	Tdap	Tetanus, Diphtheria, acellular Pertussis
Flu (IIV 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 Date	
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

I hereby give permission that my child, _____
may be given emergency treatment by a qualified child care provider at Sarodgini Children`s Academy

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.

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.

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.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above information is true and correct.

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.....	☐	☐
2. To obtain medical care	☐	☐
3. On occasional errands.....	☐	☐
4. Other (specify below)	☐	☐

		YES	NO
1.	2. Take my child on walks	☐	☐
3.	4. Take photographs of my child to post to private Sarodgini classroom group on Facebook	☐	☐

		Take photographs of my child to post to open Sarodgini Children`s Academy page on Instagram and Facebook		
5.	6.	Give me telephone number to other parents		
7.	8.	Other (specify below)		

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, up on 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 parent 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).

Supporting Every Learner

Our goal is to provide a safe, positive environment for all students. During the initial two-week period, if our educators observe behaviors that are significantly inconsistent with developmental milestones, we may recommend a professional evaluation by a psychologist.

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:

1. 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.
2. Download the BRIGHTWEEL 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.
3. 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.

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.
- 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.

Here's to happy children and successful mornings at daycare! 🌟😊

What to Expect on the First Day of Daycare

First day at daycare: big step, emotions vary 😊 Excitement, nervousness. Reactions differ, some adapt seamlessly, and others need time.

Quick guide: what to expect. Every child's experience is unique, and that's okay! 🌟

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, I'm 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.

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.

Frequently Asked Questions

How do I help my child adjust to daycare?

The best way to help your child adjust to daycare is by ensuring they feel safe and secure in their new environment. Introduce them to their teachers and peers, and ensure that their basic needs, such as food, sleep and comfort, are taken care of.

How do I leave my toddler at daycare for the first time?

When dropping your toddler off at daycare for the first time, make sure that they bring along a few familiar and comforting items, like their beloved blanket or favorite stuffed animal.

Pamper your toddler with their beloved snack upon drop-off. Familiarize them to the caregiver and their peers. Lastly, give them a fond farewell while providing comfort and reassurance.

What to expect first days of daycare?

The first days of daycare can be an adjustment period for both you and your child. Emotions may fluctuate as your child gets used to the new environment and routines.

They might feel anxious during drop-offs or nap times due to separation anxiety or unfamiliar surroundings. It's normal for children to take time to interact with others.

Keep open communication with the daycare provider to monitor your child's transition. With time, most children become comfortable, make friends, and enjoy all the activities at daycare centers.

How do I prepare for my first day of daycare?

Preparing for your child's first day at daycare involves a few important steps. Adjust their sleep schedule, establish a drop-off routine, visit the daycare beforehand, pack comfort items, and maintain open communication with the provider.

With preparation and patience, you can help your child feel comfortable and happy in their new daycare setting.

How can I help my child on the first day of preschool?

Preparing your child for preschool involves discussing the new routine, rehearsing drop-offs, visiting the preschool, and encouraging open communication.

Remember, it's normal for both you and your child to feel anxious, but with patience and support, most children soon start to enjoy preschool.

How do I get my toddler to stop crying at daycare?

It's normal for toddlers to cry when starting daycare. To help them adjust, establish a consistent drop-off routine and let them bring a comfort item. Communicate with the childcare provider for additional strategies.

With patience and support, most children eventually 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.

Embrace the initial jitters, they're normal for both you and your child. With each passing day, it gets easier and soon your child will wave you off with a big smile.

I must say, you're doing an incredible job! Keep up the fantastic work, and let's raise not just happy children, but positively beaming parents too! 🎉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.

A Note Regarding Parent/Teacher Relationships

It is Sarodgini Children`s Academy. policy that teachers do not engage in personal friendships, social, or business relationships with parents of children who are currently enrolled in our program. This includes babysitting and personal phone number exchange. 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.

Disaster Plan

The Emergency Preparedness Plan

Sarodgini Children`s Academy

1919 152nd Pl.NE

Bellevue, WA 98007

(425)564-0375

Owner: Olga Gelfon (425)681-1954

In an emergency, the plan will be activated

by Office Manager

Date Policy and Procedures Established: August 20th, 2020

Date Policy and Procedures Updated: December 14, 2022

Purpose

The purpose of this policy is to provide clear direction for staff and licensees to follow to deal

with emergency situations. The procedures set out steps for staff to follow to support the safety

and well-being of everyone involved.

Clear policies and procedures will support all individuals to manage responses and

responsibilities during an emergency, resulting in the safest outcomes possible.

Definitions

All-Clear: A notification from an authority that a threat and/or disaster no longer poses a danger
and it is deemed safe to return to the child care premises and/or resume normal operations.
Authority: A person or entity responsible for providing direction during an emergency situation (e.g. emergency services personnel, the licensee).
Emergency: An urgent or pressing situation where immediate action is required to ensure the safety of children and adults in attendance. These include situations that may not affect the whole child care center (e.g. child-specific incidents) and where 911 is called.
Emergency Services Personnel: persons responsible for ensuring public safety and mitigating activities in an emergency (e.g. law enforcement, fire departments, emergency medical services, rescue services).
Evacuation Site: the designated off-site location where shelter is obtained during an emergency. The evacuation site is used when it is deemed unsafe to be at or return to the child care center.
Licensee: The individual or agency licensed by the Ministry of Education responsible for the operation and management of each child care center it operates (i.e. the operator).
Meeting Place: the designated safe place near the child care center where everyone is to initially gather before proceeding to the evacuation site, or returning to the child care center if evacuation is not necessary.
Staff: Individual employed by the licensee (e.g. program staff, supervisor).
Unsafe to Return: A notification from an authority that a threat and/or disaster continues to pose
a danger and it is unsafe to return to the child care premises.

Fire Drills and Disaster Preparedness

Fire drills will be conducted at Sarodgini Children`s Academy 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 escorts. No child will be dismissed on their own accord. In the event you are not able to return for your child, and you have no alternate person to send, please call our Academy so we can plan accordingly for those children who may require longer-term care. If you have any questions, please call the Director.

Minor Emergencies

In the care of minor injuries such as small cuts, bruises, strains, or bumps, a Sarodgini 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 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.

When possible Sarodgini Children`s Academy will use Overlake Hospital for emergencies. If you prefer another hospital, we will try to accommodate your wishes, if possible. EMT`s and Paramedics will determine a hospital.

Overlake Hospital

Phone: 425-688-5000

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

Policy

Staff will follow the emergency response procedures outlined in this document by following these three phases:

1. Immediate Emergency Response
2. Next Steps during an Emergency
3. Recovery

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency.

For situations that require evacuation of the child care center, the **meeting place** to gather
immediately will be located: area along playground fence outside of building
If it is deemed 'unsafe to return' to the child care center, the evacuation site to proceed to is
located at: At Work (next door)

If At Work is unsafe to relocate to, we will evacuate to Silver Glen.
**Note: all directions given by emergency services personnel will be followed under all
circumstances, including directions to evacuate to locations different than those listed
above.**

For any emergency situations involving a child with an individualized plan in place, the

procedures in the child's individualized plan will be followed.

If any emergency situations happen that are not described in this document, The Director or The
Office Manager will be in charge and provide direction to staff for the immediate response and next
steps. Staff will follow the direction given.
If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed.
All emergency situations will be documented in detail by the Director or Supervisor in the daily written record.

The following safety checklists are intended to mitigate possible emergency situations:

- Monthly fire drills
- Monthly fire system lighting inspected
- Monthly fire extinguishers inspected
- Annual Fire System inspection
- Emergency Evacuation Drill completed with all staff and children as needed
- Daily Water flushing
  Annual Water testing

First Aid Kits	Non adherent dressing
Thermometer	Gauze roll
Scissors	Triangular bandage
Tweezers	Non allergic tape
Safety pins	Splint materials
Disposable gloves	Antibiotic Ointment
First aid book	Insect repellent
Tylenol for Adults	Children's Tylenol
Band aids	Sterile Gauze

Evacuation Kit includes the following:

- Stored in a backpack in each classroom
- Stored in the hallway in the lobby by the wall

* Emergency supplies	
AM/FM radio and batteries	Duct tape
Copy of the Current License	Plastic sheeting and tarps
Flashlight and batteries	Copy of the Insurance Policy
Light sticks	Adjustable wrench
Blankets	Shovel
Dust masks	Lantern
Safety gloves	Garbage bags
Crowbar	First aid kit
Hard Hat	Food and water
Medication	Paper cups and plates
Children Medication	Toilet paper
Diapers and wipes	Paper towels
The Sarodgini Children`s Academy Keys	Children's books/paper/markers
Signage	Parent/Staff Call lists
Copy of the Emergency Plan	Children's emergency cards
Office USB key	Cell phone chargers

Staff Kits

Staff should keep their own personal emergency supplies in a backpack or in their vehicles. Consider including supplies for an overnight stay.

- Sturdy shoes
- Extra clothes- rain gear/warm clothing
- First aid kit
- Essential medication
- Water
- Facial tissue
- Flashlight and batteries
- Non-perishable food
- Waterproof matches/candles
- Solar blanket
- Whistle

Procedures

Phase 1: Immediate Emergency Response

Emergency Situation	Roles and Responsibilities
Lockdown When a threat is on, very near, or inside the child care center. E.g. a suspicious individual in the building who is posing a threat.	1) The staff member who becomes aware of the threat must inform all other staff of the threat as quickly and safely as possible. 2) Staff members who are outdoors must ensure everyone who is outdoors proceeds to a safe location. 3) Staff inside the child care centre must • remain calm • gather all children and move them away from doors and windows • take children's attendance to confirm all children are accounted for • take shelter in closets and/or under furniture with the children, if appropriate; • keep children calm • ensure children remain in the sheltered space • turn off/mute all cellular phones and • wait for further instructions. 4) If possible, staff inside the program room(s) should also: • close all window coverings and doors • barricade the room door • gather emergency medication • join the rest of the group for shelter. 5) The Director/Supervisor or Designate will immediately: • close and lock all child care center entrance/exit doors, if possible • take shelter. **Note: only emergency service personnel are allowed to enter or exit the child care center during a lockdown.**
Hold & Secure When a threat is in the general vicinity of the child	1) The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible. 2) Staff members who are outdoors must ensure everyone returns to their program room(s) immediately.

care center, but not on or inside the child care premises. E.g. a shooting at a nearby building.	3) Staff in the program room must immediately: • remain calm • take children's attendance to confirm all children are accounted for • close all window coverings and windows in the program room • continue normal operations of the program • wait for further instructions. 4) The Director/Supervisor or Designate must immediately: • close and lock all entrances/exits of the child care center; • close all blinds and windows outside of the program rooms • place a note on the external doors with instructions that no one may enter or exit the child care center. **Note: only emergency services personnel are allowed to enter or exit the center during a hold and secure.**
Bomb Threat A threat to detonate an explosive device to cause property damage, death, or injuries E.g. phone call bomb threat, receipt of a suspicious package.	1) The staff member who becomes aware of the threat must: • remain calm • call 911 if emergency services is not yet aware of the situation • follow the directions of emergency services personnel • take children's attendance to confirm all children are accounted for A. Where the threat is received by telephone, the person on the phone should try to keep the suspect on the line as long as possible while another individual calls 911 and communicates with emergency services personnel. B. Where the threat is received in the form of a suspicious package, staff must ensure that no one approaches or touches the package at any time.
Disaster Requiring Evacuation A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.	1) The staff member who becomes aware of the disaster must inform all other staff of the incident and that the center must be evacuated, as quickly and safely as possible. If the disaster is a fire, the fire alarm pulls station must be used and staff must follow the center's fire evacuation procedures. 2) Staff must immediately: • remain calm • gather all children, the attendance record, children's emergency contact information any emergency medication • exit the building with the children using the nearest safe exit, bringing children's outdoor clothing (if possible) according to weather conditions • escort children to the meeting place • take children's attendance to confirm all children are accounted for • keep children calm • wait for further instructions 3) If possible, staff should also: • take a first aid kit; and • gather all non-emergency medications. 4) Designated staff will: • help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan if the individual is a child); and • in doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation. • If individuals cannot be safely assisted to exit the building, the designated staff will assist them to Click here to enter text. and ensure their required medication is accessible, if applicable; and • wait for further instructions.

	5) If possible, the site designate must conduct a walk-through of the child care center to verify that everyone has exited the building and secured windows and doors, unless otherwise directed by emergency services personnel.

Disaster – External Environmental Threat An incident outside of the building that may have adverse effects on persons in the child care center. E.g. gas leak, oil spill, chemical release, forest fire, nuclear emergency.	1) The staff member who becomes aware of the external environmental threat must inform all other staff of the threat as quickly and safely as possible and, according to directions from emergency services personnel, advise whether to remain on site or evacuate the premises. If remaining on site: 1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately 2) Staff must immediately: • remain calm • take children's attendance to confirm all children are accounted for • close all program room windows and all doors that lead outside (where applicable) • seal off external air entryways located in the program rooms (where applicable) • continue with normal operations of the program • wait for further instructions. 3) The Director/Supervisor or Designate must: • seal off external air entryways not located in program rooms (where applicable); • place a note on all external doors with instructions that no one may enter or exit the child care center until further notice • turn off all air handling equipment (i.e. heating, ventilation and/or air conditioning, where applicable). If emergency services personnel otherwise direct the child care centr to evacuate, follow the procedures outlined in the "Disaster Requiring Evacuation" section of this policy.
Natural Disaster: Tornado / Tornado Warning	1) The staff member who becomes aware of the tornado or tornado warning must inform all other staff as quickly and safely as possible. 2) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room(s) immediately. 3) Staff must immediately: • remain calm • gather all children • go to the basement or take shelter in small interior ground floor rooms such as washrooms, closets, or hallways • take children's attendance to confirm all children are accounted for; • remain and keep children away from windows, doors and exterior walls • keep children calm • conduct ongoing visual checks of the children • wait for further instructions.
Natural Disaster: Major Earthquake	1) Staff in the program room must immediately: • remain calm • instruct children to find shelter under a sturdy desk or table and away from unstable structures • ensure that everyone is away from windows and outer walls • help children who require assistance to find shelter • for individuals in wheelchairs, lock the wheels and instruct the individual to duck as low as possible, and use a strong article (e.g.

	shelf, hard book, etc.) to protect their head and neck; • find safe shelter for themselves • visually assess the safety of all children • wait for the shaking to stop 2) Staff members who are outdoors with children must immediately ensure that everyone outdoors stays away from buildings, power lines, trees, and other tall structures that may collapse, and wait for the shaking to stop. 3) Once the shaking stops, staff must: • gather the children, their emergency cards and emergency medication • exit the building through the nearest safe exit, where possible, in case of aftershock or damage to the building. 4) If possible, prior to exiting the building, staff should also: • take a first aid kit • gather all non-emergency medications 5) Individuals who have exited the building must gather at the meeting place and wait for further instructions. 6) Designated staff will: • help any individuals with medical and/or special needs who need assistance to go to the meeting place (in accordance with the procedure in a child's individualized plan if the individual is a child) • In doing so, follow the instructions posted on special needs equipment or assistive devices during the evacuation. • If individuals cannot be safely assisted to exit the building, the designated staff will assist them to ensure their required medication is accessible.1 • wait for further instructions. 7) The site designate must conduct a walkthrough of the child care center to ensure all individuals have evacuated, where possible.

Immediate Emergency Response Procedures for Other Emergencies

Power Outage: Blackout	1. Check your circuit breaker panel 2. Check to see if the neighborhood has no power 3. Call Puget Sound Energy 4. Unplug all computers, electronic devices to reduce the initial demand when the power is reconnected 5. Turn off all lights except one, which will alert you when the power has been restored 6. Once the power is restored, plug in all electronic devices 7. If the temperature drops by 20 degrees in the winter- parents will be called to pick up their children and this is now a serious occurrence.

Phase 2: Next Steps during the Emergency

1) Where emergency services personnel are not already aware of the situation, The Executive Director/Director or Supervisor must notify emergency services personnel (911) of the emergency as soon as possible.

2) Where the childcare center has been evacuated, emergency services must be notified of individuals remaining inside the building, where applicable.

3) If the licensee is not already on site, the site designate must contact the licensee to inform them of the emergency and the current status, once it is possible and safe to do so.

List of Emergency Contacts

Fire, Ambulance, Police: 911

Site Supervisor:
Olga Gelfon 425-681-1954
Tamara Avakyan 425-223-8083
Office Manager 425-564-0375

Landlord:
Paul Lin 206-351-8682

Licensee Contact(s): Johnna Lehr 425-240-0900; 425-649-4066; 425-590-3100

First Evacuation Site: “At Work” 425-274-4000

Second Evacuation: “Silver Glen” Susan 1-650-464-0048

Repair Ruslan 206-407-7282

Uniplex construction Tim Elaka 509-768-64-03

4) Where any staff, students and/or volunteers are not on site, The Director/Supervisor or Designate must notify these individuals of the situation, and instruct them to proceed directly to the evacuation site if it is not safe or practical for them to return to the child care center.

5) The Director/Supervisor or Designate must wait for further instructions from emergency services personnel. Once instructions are received, they must communicate the instructions to staff and ensure they are followed.

6) Throughout the emergency, staff will:

• help keep children calm

• take attendance to ensure that all children are accounted for

• conduct ongoing visual checks and head counts of children

• maintain constant supervision of the children

• engage children in activities, where possible.

8a) Procedures to Follow When “All-Clear” Notification is Given	
Procedures guardians	1) The individual who receives the ‘all-clear’ from an authority must inform all staff that the ‘all-clear’ has been given and that it is safe to return to the child care center. 2) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals with returning to the child care center. 3) Staff must: • take attendance to ensure all children are accounted for • escort children back to their program room(s), where applicable • take attendance upon returning to the program room(s) to ensure that all children are

	accounted for; where applicable; and re-open closed/sealed blinds, windows, and doors. 4) The Director/Supervisor or Designate will determine if operations will resume and communicate this decision to staff.
Communication with parents/guardians	1) As soon as possible, The Director/Supervisor or Designate must notify parents/guardians of the emergency situation and that the all clear has been given. 2) Where disasters have occurred that did not require evacuation of the child care center, The Director/Supervisor or Designate must provide a notice of the incident to parents/guardians by the end of that day. 3) If normal operations do not resume the same day that an emergency situation has taken place, The Director/Supervisor or Designate must provide parents/guardians with information as to when and how normal operations will resume as soon as this is determined.
8b) Procedures to Follow When "Unsafe to Return" Notification is Given	
Procedures	1) The individual who receives the 'unsafe to return' notification from an authority must inform all staff of this direction and instruct them to proceed from the meeting place to the evacuation site, or the site determined by emergency services personnel. 2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site. 3) Designated staff who have assisted individuals with medical and/or special needs with exiting the building will assist and accompany these individuals to the evacuation site. 4)The Director/Supervisor or Designate will post a note for parents/guardians on the child care center entrance with information on the evacuation site, where it is possible and safe to do so. 5) Upon arrival at the evacuation site, staff must: • remain calm • take attendance to ensure all children are accounted for • help keep children calm • engage children in activities, where possible • conduct ongoing visual checks and head counts of children • maintain constant supervision of the children • keep attendance as children are picked up by their parents, guardians or authorized pick-up persons • remain at the evacuation site until all children have been picked up.
Communication with parents/ guardians	1) Upon arrival at the emergency evacuation site, The Director/Supervisor or Designate will notify parents/guardians of the emergency situation, evacuation and the location to pick up their children. 2) Where possible, The Director/Supervisor or Designate will update the child care center's voicemail box as soon as possible to inform parents/guardians that the child care center has been evacuated, and include the details of the evacuation site location and contact information in the message.

Phase 3: Recovery (After an Emergency Situation has ended)

Procedures for Resuming Normal Operations	The Director/Supervisor or Designate will contact our Program Advisor at the Ministry of Education to inform them of the evacuation. The Executive Director will contact the Insurance Company to inform them and set up insurance at another location if needed. The Executive Director/Director will respond to the media and community if needed.
Procedures for Providing Support to Children and Staff who Experience Distress	The Director will contact catering if needed. TSS Staff will provide support to children in their groups, if they need extra support and have experienced distress during the experience. The Director/Supervisor will provide support for Staff who have experienced distress during the experience. They will provide support in the group that this staff was in charge of, if the staff cannot assist with their group anymore.
Procedures for Debriefing Staff, Children and Parents/ Guardians	The Director/Supervisor or Designate must debrief staff, children and parents/guardians after the emergency. Once all staff and children are safe at the evacuation site the Director or designate will debrief everyone on what the next steps will be. For example: Shelter in place, wait for further instructions from emergency services etc. When further instructions have been given by emergency services (i.e. safe to return) the Director or designate will inform staff.

Procedures

Roles and Responsibilities of Staff During an Emergency	The Director/Supervisor will determine
Providing Additional Support for any Child or Adult who Needs it in Case of an Emergency (including the consideration of special medical needs)	Any additional staff in the building will assist Classrooms with any support during an Emergency.
Ensuring Children's Safety and Maintaining Appropriate Levels of Supervision During an Emergency	Each staff person will maintain appropriate levels of supervision within their own classroom. The Director or designate will provide supervision of the entire school during an emergency
Communication with Parents	The Assistant Director or The Office Manager will send out a message on Brightwheel to communicate where we have located to.
Contacting Appropriate Emergency Response Agencies	The Director or Designate
Addressing Recovery from an Emergency	The Executive Director and Director or Supervisor of the centers.
Debriefing Staff, Children and Parents After an Emergency	The Director/Supervisor will debrief staff and parents on what the plan is once they have reached the evacuation point. The Head Teacher in each classroom will then debrief children.
Resuming Normal Operations of the Child Care Centre	The Executive Director and Director/Supervisor of each center.
Supporting Children and Staff Who May Have Experienced Distress During an	Emergency Staff will support the children in their classroom who may have experienced distress during an emergency.

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*!*