



Parent Handbook

Guidelines and Policies

We serve children Grade K-5

Our website: sarodginielementary.org

(425)305-4606

**Address: 1919 152nd PI NE
Bellevue, WA 98007**

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Welcome to Sarodgini Private Elementary School!

Mission Statement

Philosophy and Program Description

Sarodgini school provides a warm and inviting atmosphere and lessons that help develop the whole child-physically, intellectually, emotionally, and socially.

Full day program designed for Elementary school for classes K-5th Grade.

Children develop “age appropriate” learning skills, including reading, language development, art and crafts, music/movement, math, science, STEM, gymnastic and of course PLAY is one of the most important parts of our day. During play the children learn not only play skills, but also life skills.

Our goal at Sarodgini school is to ensure a successful educational experience for each student.

Our aim is to create an environment where we can provide high quality learning opportunities for all children.

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

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

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

Business Practices

Sarodgini Elementary School is open Monday to Friday 9AM-3:30PM. The After School program is open 3:30AM-6AM and school CLASS 3:30PM-8PM Monday and Friday and Saturday 10AM-5PM.

Elementary School starts at 9:00 AM. But we have a before school program that starts at 8 AM for an additional price .

We expect all children to be at school well-rested and ready to participate by 9 AM. Optionally we have free breakfast between 8:30 AM-8:45 AM.No breakfast is served after 8:35 AM, so please plan accordingly. The educational program starts at 9:00 AM.



Sarodgini Private Elementary School

School Year: 2025 - 2026

Program Hours 9:00 am - 3:30 pm

Please mark one V

Kindergarden Class	
1st Grade	
2nd Grade	
3rd Grade	
4th Grade	
5th Grade	

Child's Name

Last name

First name

Child's Date of Birth

Month

Day

Year

Address:

Mother's Name

Mother's contact information

Phone number

Email

Father's Name

Father's contact information

Phone number

Email

Monthly Tuition

\$2,150.00

Meals

\$0.00

Yearly Materials Fee

\$500.00

Required Deposit:

\$2,150.00

***Before School (8:00am-9:00am) and After School programs (3:30 pm - 6:00 pm) are available**

***There is a Separate Before and After School Registration Form and Agreement that needs to be signed**

Parent Signature: _____

Date: _____

Extra Charges and Payment Penalties

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

1. The fee for late payment is \$10 per day. If fees remain unpaid after a period of three days, your child will not be admitted until ALL fees are paid in full.
2. The penalty for NSF checks is \$50 plus any bank costs incurred by us.
3. There will be an extra charge of \$30/child every 15 minutes if children get dropped off or picked up earlier or later than scheduled times. We request that you pick up your child promptly at the time designated for your child. Parents who are chronically using late pick up may be asked to withdraw their child from the program.

Before and After school program.

(Please see Payment Schedule attachment)

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. Washington's Birthday (commonly known as 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 *Please see attachment School Breaks Calendar

Field trip

Our main field trips are in the fall and spring. We inform the parents 2-3 weeks before the field trip day. To be able to participate in the field trip a parent of each child must fill out the permission slip and submit it to their teacher no later than 3 days before the field trip.

Receipts and Taxes

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

Absences

Please inform the administrator and your teacher when your child will not attend school due to illness or some other event.

Snow/Severe Weather Policy

It is our policy to consult Bellevue School District for school closures and/or delays. We will, however, make our decisions independently by 6:30am on any questionable weather day. Please, visit Brightwheel or our website www.sarodgini.com or our Facebook group page for current status. We will report emergency School Closings/Delays school due to weather or other conditions to parents and staff via the BRIGHTWHEEL Alerts school-to-home messaging system in the following text. In addition, information is posted on the homepage of Sarodgini.com website, and our Facebook page. Since we are open all year round, we do not provide make-up days.

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.

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.

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.

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 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 by scheduled appointment. You can schedule your visit at the 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.

Clothing

Sarodgini Private Elementary School Guidelines

Allowed Colors for School Clothing:

Navy Blue/ Light Blue/ Beige/ White/Khaki

On Fridays students are allowed free choice of colors

Clothing **Not** Approved

- Coats are not allowed in the classroom
- Hats and scarves in the classroom
- Shoes with wheels /lights

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 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. Also, candy, gum, money, guns, weapons, noisy/musical toys or action 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 8:30 AM, please be sure your child has eaten breakfast. Your cooperation is greatly appreciated. A healthy snack will be provided between 10am-11am. We serve lunch around 12pm-1pm.

If you are dropping off later than 9:00 AM, you need to fill out the tardy slip with reason.

Parents are required to sign in their child via the 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.

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 contract. 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 3:30PM.

There will be an extra charge of \$30/child for every 15 min for pick up after 3:30 PM.

A Note Regarding Parent/Teacher Relationships

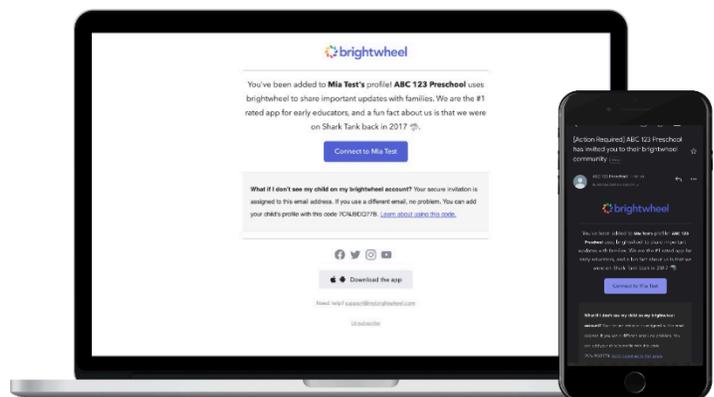
It is our policy that teachers do not engage in personal friendships, social, or business relationships with parents of children who are currently enrolled in our program. This includes babysitting and personal phone number exchange. We also have a strict confidentiality policy, and it is not appropriate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

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:

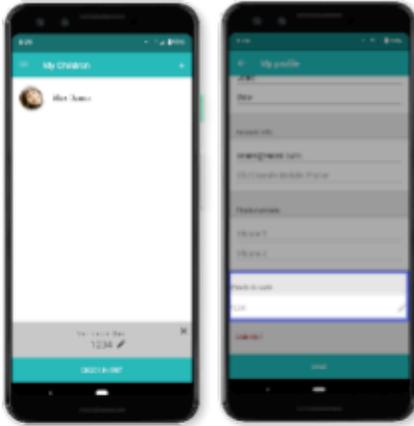
Sign-Up via Email or SMS Invite

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

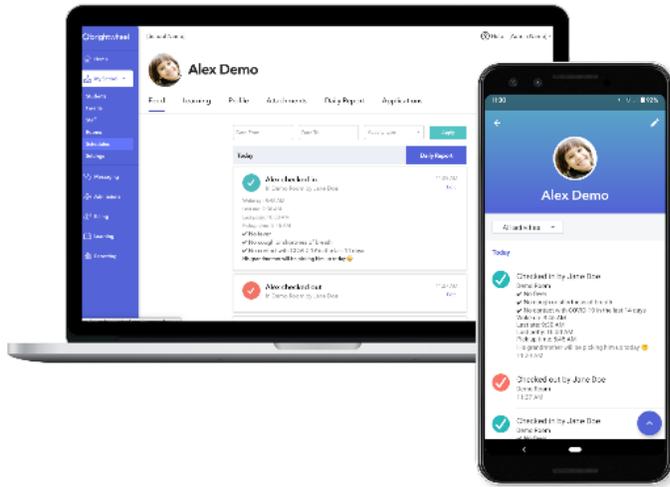
Any time a student is checked in or out by anyone other than a staff member, a [check-in code](#) will be required. Every user with a Brightwheel account has a check-in code assigned to them upon the account's creation. These codes can be [modified by the user](#) and should not be shared. Some states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

Drop-off 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.

Drop Off Form



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 the Brightwheel app, please, call the front desk at (425)564-0375 or just stop by the childcare lobby and ask for help.

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. Sounds 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 negotiation.

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 37 C 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 stop.**
- 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 the 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 do 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 a 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 in 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 a minimum 24 hours after last symptoms with no medicine use. It means if you pick up a sick child today she can't 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 _____

Communication with Parents

Parent Bulletin Boards are in a lobby on the 1st floor, in the elevator and in the administrator office.

We have updates on the Facebook group pages and via Brightwheel messages weekly.

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 school.

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

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



Allergy Form

Child's Name: _____

Date of Birth: _____

Please list any of your child's allergies and any medical conditions that your child may

have. Allergy: _____

Medications:

Any other substance that may cause an allergic reaction:

If my child has an allergy, I authorize that my child's name may be posted in the classroom as a reminder to staff to prevent allergic reactions.

This is very important to keep your child as safe as possible and involved in a healthy

environment. Parent's Signature: _____ Date:

Director's Signature: _____ Date:

MEALS

Meals (Week 1) *

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Oatmeal with butter, berries, milk	Waffles, sour cream, honey, berries, milk	Semolina with butter, berries, milk	Banana pancakes with sour cream, honey, berries, milk	Oatmeal with butter, berries, milk
AM Snack	Apples, bananas, water	Blueberries, strawberries, water	Grapes, pears, water	Apples, bananas, water	Blackberries, strawberries, water
Lunch	Fresh veggies, salmon cream soup with vegetables, milk, fruits, bread	Fresh veggies, chicken quinoa spinach vegetable soup, milk, fruits, bread	Fresh veggies, turkey meatball noodle soup with vegetables, bread, milk, fruits	Fresh veggies, beef soup with barley, sour cream, milk, fruits, bread	Fresh veggies, beef borscht, sour cream, bread, milk, fruits
PM Snack	Fruit and veggie smoothie (Vitamix)	Fresh fruits and yogurt	Fruit and veggie smoothie (Vitamix)	Fresh fruits and yogurt	Fresh fruits and veggies
VITAMIX	<p>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)</p> <p>Directions: 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</p>				

*The menu may change depending on product availability.

Meals (Week 2) *

	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Oatmeal with butter, berries, milk	Cottage cheese casserole with sour cream, honey, berries, milk	Semolina with butter, berries, milk	Cottage cheese pancakes, sour cream, honey, berries, milk	Oatmeal with butter, berries, milk
AM Snack	Apples, bananas, water	Grapes, pears, water	Strawberries, blueberries, water	Apples, pears, water	Blackberries, strawberries, water
Lunch	Fresh veggies, chicken quinoa soup with spinach and vegetables, milk, fruits, bread	Fresh veggies, cream soup with chicken and potatoes, milk, fruits, bread	Fresh veggies, beef borscht with sour cream and dill, milk, fruits, bread	Fresh veggies, turkey meatball noodle soup with vegetables, bread, milk, fruits	Fresh veggies, chicken rice soup with vegetables, bread, milk, fruits
PM Snack	Fruit and veggie smoothie (Vitamix)	Fresh fruits and yogurt	Fruit and veggie smoothie (Vitamix)	Fresh fruits and yogurt	Fresh fruit and veggie
VITAMIX	<p>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)</p> <p>Directions: 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</p>				

*The menu may change depending on product availability.

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:

Work on being good role models

1. 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
2. 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 pediatrician. A qualified aide such as a certified behavioral therapist (at parents' expense) may also be requested to accompany the child at school, provided this arrangement is not disruptive to the routines in the classroom. Unfortunately, there may be situations where certain behaviors do not improve or may need resources outside the scope of what the school can offer, or in cases where the parent(s) may not be willing to cooperate with the teachers.

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

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

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

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

Student's name: _____

Parent's Signature _____ Date _____

Sarodgini private Elementary school 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.

In cases of repeated or systematic violations of the Elementary School's policies, if after the administration has reminded the parents of the school's rules the situation does not improve, the school reserves the right to review the student's enrollment status, which may result in discontinuation of services and withdrawal from the school.

Certificate of immunization



Certificate of Immunization Status (CIS)

DOH 348-013 January 2015

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

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

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

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

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

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

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

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

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

Printed Name: _____

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

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

Documentation of Disease Immunity

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

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

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

Printed Name: _____

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

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

EXAMPLE

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

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

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

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

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

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

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

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

Reference Guide

Vaccine Trade Names in alphabetical order (For updated lists, visit <https://fortress.wa.gov/doh/cpir/tweb/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 (Twinx)	Hep A + Hep B
Adacel	Tdap	FluMist	Flu	Infanrix	DTaP	Pentacel (Pntcl)	DTaP + Hib + IPV	Vaqa	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/tweb/homepage/completelistofvaccinenames.pdf>)

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

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

DOH 348-013 January 2015

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

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

CHILD'S HEALTH INFORMATION

Date of Child's Last Physical Examination:	Child's Health Care Provider's Name	10 Digit Telephone Number (work)
Street Address		City State Zip Code
Special Health Problems	Allergies, Including Drug Reactions	
Regular Medications	Other Pertinent 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		
<p>I hereby give permission that my child, _____ may be given emergency treatment by a qualified child care provider</p> <p>When I cannot be contacted, I authorize and consent to medical, surgical and hospital care, treatment and procedures to be performed for my child by a licensed physician, health care provider, hospital or aid car attendant when deemed necessary or advisable by the physician or aid care attendant to safeguard my child's health. I waive my right of informed consent to such treatment.</p>		

Date of Child's Last Physical Examination:	Child's Health Care Provider's Name	10 Digit Telephone Number (work)	
Street Address		City	State Zip Code
Special Health Problems		Allergies, Including Drug Reactions	
Regular Medications		Other Pertinent Data	
<p>I also give my permission for my child to be transported by ambulance or an emergency center for treatment.</p> <p>I authorize Sarodgini School to administer the medication as specified above.</p> <p>I agree to make Sarodgini School aware of any changes in my child's medical/health condition, and of any new developments in my child's life that may affect his/her educational experience at the school.</p> <p>I certify (or declare) under penalty of perjury under the laws of the State of Washington that the above information is true and correct.</p>			
Parent/ Guardian Signature	Date	Parent/ Guardian Signature	Date

PERMISSION AUTHORIZATION

Photo permission form



I,

_____, the parent or legal guardian of _____ give my permission to take pictures of my child,

and use it on Sarodgini social media platforms, as follows: any photos on Facebook groups or any replacement group there of, and group photos wearing clothes on any other Sarodgini social media like Instagram, Sarodgini Elementary School Facebook page or website other than individuals photos or photo without fully dressed.

Parent/Guardian's Signature: _____

Date: _____

Parent/Guardian's Name:

Child's Name: _____

Phone Number: _____

Contact us

Office Phone: 425-305-4606

E-mail: sarodgini.elementary@gmail.com

Our website: sarodginielementary.org

Address: 1919 152nd PI NE

Bellevue, WA 98007

Disaster Plan

The Emergency Preparedness Plan

Sarodgini Private Elementary School

1919 152nd Pl.NE

Bellevue, WA 98007

(425) 305-4606

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 School 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 has 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 School 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 School 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	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 <ul style="list-style-type: none">• remain calm• gather all children and move them away from doors and windows• take children's attendance to confirm all children are accounted for

<p>posing a threat.</p>	<ul style="list-style-type: none"> • 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. <p>4) If possible, staff inside the program room(s) should also:</p> <ul style="list-style-type: none"> • close all window coverings and doors • barricade the room door • gather emergency medication • join the rest of the group for shelter. <p>5) The Director/Supervisor or Designate will immediately:</p> <ul style="list-style-type: none"> • close and lock all child care center entrance/exit doors, if possible • take shelter. <p>Note: only emergency service personnel are allowed to enter or exit the child care center during a lockdown.</p>
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<p>Hold & Secure</p> <p>When a threat is in the general vicinity of the child care center, but not on or inside the child care premises. E.g. a shooting at a nearby building.</p>	<ul style="list-style-type: none"> • The staff member who becomes aware of the external threat must inform all other staff of the threat as quickly and safely as possible. • Staff members who are outdoors must ensure everyone returns to their program room(s) immediately. • Staff in the program room must immediately: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • close and lock all entrances/exits of the child care center.
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- 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.**

<p>Bomb Threat</p> <p>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.</p>	<p>1) The staff member who becomes aware of the threat must:</p> <ul style="list-style-type: none"> • 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 <p>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.</p> <p>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.</p>
<p>Disaster Requiring Evacuation</p> <p>A serious incident that affects the physical building and requires everyone to leave the premises. E.g. fire, flood, power failure.</p>	<p>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.</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none"> • 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 <p>3) If possible, staff should also:</p> <ul style="list-style-type: none"> • take a first aid kit; and • gather all non-emergency medications. <p>4) Designated staff will:</p> <ul style="list-style-type: none"> • 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. <p>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</p>

	windows and doors, unless otherwise directed by emergency services personnel.
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<p>Disaster – External Environmental Threat</p> <p>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.</p>	<p>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.</p> <p>If remaining on site:</p> <p>1) Staff members who are outdoors with children must ensure everyone who is outdoors returns to their program room immediately</p> <p>2) Staff must immediately:</p> <ul style="list-style-type: none"> • 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. <p>3) The Director/Supervisor or Designate must:</p> <ul style="list-style-type: none"> • 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). <p>If emergency services personnel otherwise direct the child care center to evacuate, follow the procedures outlined in the “Disaster Requiring Evacuation” section of this policy.</p>
<p>Natural Disaster: Tornado / Tornado Warning</p>	<p>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.</p> <p>3) Staff must immediately:</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Check your circuit breaker panel • Check to see if the neighborhood has no power • Call Puget Sound Energy • Unplug all computers, electronic devices to reduce the initial demand when the power is reconnected • Turn off all lights except one, which will alert you when the power has been restored • Once the power is restored, plug in all electronic devices
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	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.
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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

<p>Procedures with guardians</p>	<p>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.</p> <p>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.</p> <p>3) Staff must:</p> <ul style="list-style-type: none"> • 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. <p>4) The Director/Supervisor or Designate will determine if operations will resume and communicate this decision to staff.</p>
<p>Communication with parents/guardians</p>	<p>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.</p> <p>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.</p> <p>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.</p>

8b) Procedures to Follow When “Unsafe to Return” Notification is Given

<p>Procedures</p>	<p>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.</p> <p>2) Staff must take attendance to confirm that all children are accounted for, and escort children to the evacuation site.</p> <p>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.</p> <p>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.</p> <p>5) Upon arrival at the evacuation site, staff must:</p> <ul style="list-style-type: none"> • 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.
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Communication with parents/guardians	<p>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.</p> <p>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.</p>
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Phase 3: Recovery (After an Emergency Situation has ended)

Procedures for Resuming Normal Operations	<p>The Director/Supervisor or Designate will contact our Program Advisor at the Ministry of Education to inform them of the evacuation.</p> <p>The Executive Director will contact the Insurance Company to inform them and set up insurance at another location if needed.</p> <p>The Executive Director/Director will respond to the media and community if needed.</p>
Procedures for Providing Support to Children and Staff who Experience Distress	<p>The Director will contact catering if needed.</p> <p>TSS Staff will provide support to children in their groups, if they need extra support and have experienced distress during the experience.</p> <p>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.</p>
Procedures for Debriefing Staff, Children and Parents/Guardians	<p>The Director/Supervisor or Designate must debrief staff, children and parents/guardians after the emergency.</p> <p>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.</p> <p>When further instructions have been given by emergency services (i.e. safe to return) the Director or designate will inform staff.</p>

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 voicemail 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

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 inform [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. ing 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

_____ Disaster Plan

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) 305-4606 , email sarodgini.elementary@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
Elementary School***

Attachment 1.

Before School Program	Price per month/day
5 days a week 8:00-8:30	\$ 175.00
8:00-8:30 Price per Day	\$ 15.00
8:30-8:45 Breakfast Free	\$ -

After School Program Price	Per Month
5 days a week 3:30-6:00	\$ 750.00
4 days a week 3:30-6:00	\$ 675.00
3 days a week 3:30-6:00	\$ 625.00
Price per Day	\$ 75.00
Price Per Hour	\$ 25.00

Attachment 2.

Sarodgini Private Elementary School

Harassment, Intimidation, and Bullying (HIB) Policy

2025 Edition

Our Commitment

At Sarodgini Private Elementary School, we believe that every child has the right to a safe, respectful, and inclusive learning environment. Harassment, intimidation, and bullying (HIB) will not be tolerated. We are committed to promoting kindness, empathy, and positive interactions among all members of our school community.

Conflict vs. Bullying

It is important to understand the difference between normal conflict and bullying. - Conflict is a disagreement between students with equal power. It is a natural part of development and can often be resolved with adult guidance.

- Bullying is one-sided and involves an imbalance of power. It is intentional, repeated behavior meant to harm, intimidate, or exclude another student emotionally, physically, or socially.

Types of Bullying

Bullying can take several forms, including:

- Verbal: Name-calling, teasing, threatening, or making hurtful comments.
- Psychological/Social: Spreading rumors, excluding others on purpose, or manipulating friendships.
- Physical: Hitting, pushing, kicking, spitting, or stealing belongings.

- Cyberbullying: Sending hurtful messages or sharing harmful content through digital devices, including phones, tablets, or computers.

The Impact of Bullying

Bullying can have long-lasting effects on children, such as:

- Lower self-esteem and confidence
- Anxiety, sadness, or depression
- Difficulty concentrating and poor academic performance
- Physical symptoms like headaches or stomach aches
- Withdrawal from school activities or social settings

Expectations for Behavior

All students are expected to:

- Treat others with kindness and respect
- Speak up if they see or experience bullying
- Ask for help from a teacher or trusted adult if they feel unsafe

All staff members are expected to:

- Model respectful behavior at all times
- Take all reports of bullying seriously
- Intervene promptly and report incidents following school procedures

Reporting and Investigation

If a student, parent, or staff member witnesses or experiences bullying, they should report it to the school administrator or teacher. We have a simple and age-appropriate Incident Report Form available in the school office and on our school website.

- All reports will be taken seriously and investigated promptly.
- We will notify the families of the students involved within two school days.
- Investigations will typically be completed within five school days.
- Outcomes will be communicated to families in writing or in person, along with any steps taken to ensure student safety and well-being.

Interventions and Consequences

Intervention strategies may include:

- Discussions and restorative conversations
- Counseling or emotional support
- Parent meetings
- Behavior support plans
- Age-appropriate consequences or disciplinary actions

Our goal is not only to stop the harmful behavior but also to teach better choices and promote a safe and welcoming school culture.

Support for Students with IEPs or 504 Plans

If a student with an Individualized Education Plan (IEP) or 504 Plan is involved in a bullying incident, we will hold a team meeting to evaluate whether the bullying affected the student's access to education and determine additional support as needed.

Retaliation and False Reports

- Retaliation against anyone who reports bullying or participates in an investigation is strictly prohibited and will result in appropriate action.
- Knowingly making a false report is also prohibited and may lead to consequences, but students who report in good faith will always be supported.

Compliance and Training

Our school administrator serves as the HIB Compliance Officer. This person is responsible for ensuring that this policy is followed and that training is provided for all staff and volunteers annually.

We provide students with regular social-emotional learning activities, discussions, and resources to help them develop kindness, empathy, and conflict-resolution skills.

Let's Work Together

Preventing bullying is a shared responsibility. We encourage parents to talk regularly with their children about kindness, standing up for others, and speaking to trusted adults if they feel uncomfortable. Together, we can ensure Sarodgini Private Elementary School remains a joyful, respectful, and safe place to learn and grow.