



# Megumi Pre-School Parent Handbook

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Megumi Preschool values and understands that each and every child is unique and therefore strives to provide the best individualized child care possible.

At Megumi Preschool, we realize that each and every child develops and learns at his/her own pace. By keeping an open line of communication with parents, we can better understand their child's feelings and needs. We view parents as partners in education. By working together, we can design a curriculum that is age appropriate, yet academically challenging. We view Megumi Preschool as a mini-society, where our children learn to be responsible, intelligent and creative citizens. Step by step they will gain the useful skills and knowledge to help them become successful and well rounded individuals. As a flower bud grows and blooms with the right care and nurturing, so do the hearts and minds of the children at Megumi Preschool.

#### Program Objectives

To provide positive social emotional experiences, enabling the child to interact properly with other children.

To provide structure and an educational environment geared to the child's educational level.

To provide a wide range of creative and recreational experiences.

#### Goals

Megumi Preschool strives to teach our students to become people who:

- \*empathize and sympathize with others
- \*are positive and optimistic
- \*are always healthy and happy
- \*are responsible for their own actions
- \*play safely and get along with their peers
- \*are creative and embrace their creativity
- \*practice good manners (i.e. greet, answer clearly)
- \*follow rules and directions
- \*are caring and compassionate

#### Megumi Preschool's Philosophy

Parents have entrusted their child's future and well-being with the Megumi Preschool. We believe it is important to maintain each child's identity, to strengthen their natural abilities and talents and to enjoy life.

### Non-discrimination

It is the policy of the Washington State Department of Social and Health Services that all programs and activities within the department, or any of its contractors, subcontractor, vendors, grantees, certified providers, or licensed entities, will be conducted without regards to :

(in services) Race, color, national origin, creed, religion, sex, sexual orientation, age (40+), marital status, disabled veteran status, Vietnam era veteran status, or disability.

### Enrollment Procedure

Before a child is enrolled at Megumi Preschool, parents are encouraged to visit and examine the facilities. During the visit, the progress schedules and fees will be explained. Parents will also receive a packet of information and forms, which include:

- Enrollment Data Form
- Emergency Card
- Health and Social Record
- American Disabilities Act/ Physicians Report form
- Certificate of Immunization Status
- Child Care Center Agreement
- Fee Schedule
- Permission Authorization
- Protecting the abused and neglected child
- Food Allergies in Child Care

You may find these information on our home page and accessible on our parent board.

- Health care Policy
- Crisis/ Disaster plan
- Medication policy
- Compliance guide for the Use of Pesticides at Megumi Pre-School
- Protecting the abused and neglected child
- Food Allergies in Child Care
- Blood borne Pathogens Exposure Control Plan

### How old child can enroll our center?

We accept children as young as 13 months old and as old as 5 years old. We do not discriminate based on race, creed, color or national origin.

We accept full and part time enrollment.

### Child Care Hours

Megumi Preschool will be open from 7:30am to 6:00pm, Monday through Friday. However, we do observe certain holidays. (Please see the holiday schedule below.) Upon enrollment of your child, a \$100.00 non-refundable registration fee is due. In addition, we require a \$50.00 deposit to reserve a space for your child. This deposit will go towards the first month's tuition.

### Tuition Information

\*Children 31 months and older

Full time: Every day, 8 hours or more Tuition: \$950/month

Part time: 2 or more days, 5 hours or more Tuition: \$6.25/hour

Extra care: \$6.75/hour

Class supply fee: \$0.75/day

Lunch/Snack fee: \$1.25/day

\*Children 13 months to 30 months

Full time: Every day, 8 hours or more Tuition: \$1000/month

Part time: 2 days a week or more Tuition: \$60/day

Class supply fee: \$0.75/month

Lunch/Snack fee: \$1.25/day

### What is the class supply fee used for?

Each month, the teachers plan fun and exciting crafts and games for the children. The money will go towards buying the necessary items for these activities. The teachers will be given \$5.00 for each child in their classroom.

### Pre-Enrollment Observation

Before parents commit their child to the program at Megumi Preschool, there is an opportunity to visit a classroom for one day.

We must communicate to parents on the pre-enrollment observation day.

- 1) Explained to the parents the centers policies and procedures;
- 2) Discussed the centers philosophy, program and facilities;
- 3) Advised the parents of the child's progress and issues relating to the child's care and individual practices concerning the child's special needs; and Encouraged parent participation in center activities
- 4) Enrollment and admission requirements; the fee and payment plan
- 5) A typical activity schedule, lunch, morning snack and afternoon snack served,

- including guidelines on food brought from the child's home;
- 6) Permission for free access by the child's parents to all center areas used by the child; Signing in and signing out requirements;
  - 7) Child abuse reporting law requirements;
  - 8) Behavior management and discipline;
  - 9) Nondiscrimination statement
  - 10) Religious and cultural activities;
  - 11) Transportation and filled trip arrangements;
  - 12) Practices concerning an ill child; Medication management;
  - 13) Medication management
  - 14) Disaster preparedness plan; and
  - 15) Diapering;
  - 16) Toilet training; and
  - 17) Feeding

#### Waiting List

If a class reaches its maximum enrollment limit, we will create a waiting list based on the order we received the registration documents. The waiting list is based on a first come, first serve basis and we do not give preferential treatment to families who may already have a child enrolled at Megumi Preschool or personally know the teachers and staff.

#### Absences

No tuition deductions will be made for any absent days. An absence of more than 5 days without contacting the Director will result in a loss of your child's reserved space at Megumi Preschool.

#### Holiday Schedule

Labor Day	Veterans' day	Thanksgiving	Winter Break
Martin Luther King, Jr. Day		Memorial Day	
Independence Day			

#### Meals and Snacks

You may find our menu on our home page and hard copies are available at Megumi. Please provide own breakfast when children arriving before 8:00a.m. We will serve milk every morning. When you arrived to school in the morning, please let your child to

wash their hands and sit at the food table. Please help your child to serve the breakfast that parents provided. Here is the example for the breakfast that you can prepare. :

Food groups	Mon	Tues	Wed	Thurs	Fri
Breakfast ● Grain ● Fruit /Veg ● Dairy	● Cheerios ● Banana ● Milk	● Waffle ● Strawberries ● Milk	● Cinnamon toast ● Slice peaches ● Milk	*Enriched or whole grain hot cereal Melon slices Milk	● Corn chex ● Sliced oranges ● Milk

The children have to have breakfast at home if they are arriving after 8:30a.m.

We will serve morning snack (two items) if the children wanted

Lunch will be served daily between at 11:30a.m.

Afternoon snack will be served at 3:00p.m.

Late afternoon snack (two items) will be served at 5:30p.m.

Here are examples of what a lunch and two snacks we are serving.

Food groups	Mon	Tues	Wed	Thurs	Fri
AM snack Choose from 2 food groups	● Wheat Thins ● Green Grapes ● Water	● Animal crackers ● Tropical fruits juice	● Banana Bread ● Orange Juice	● Chex Mix ● Pineapple rings water	* Whole wheat torilla/w cream cheese & jam * Grape juice
Lunch * Grain Meat/meat alternate * Fruit and vegetable (or 2 of one) * Dairy	* Whole grain roll * Chicken teriyaki * Fruits salad * Baked potato * Milk	Pizza ● English muffins ● Ground beef topping/cheese ● Vegie topping w/tomato sauce ● Lettuce salad ● Milk	● Corn tortillas ● Refried beans ● Melted cheese ● Tomato slices ● Red grapes ● Milk	* Rice Stir fry chicken w/broccoli, carrots, snow peas * Applesauce * Milk	* Grilled tuna and cheese Sandwich ● Carrots and celery sticks ● Tomato soup ● Milk
PM Snack Choose from 2	● Soft pretzel/	● Hummus ● Pita bread	● graham crackers	● meat and cheese	● Fruit smoothies

food groups (1 from dairy or meat group)	w cheese sauce ● Apple juice	● Carrot/cucumber chips) ● water	● string cheese ● apple slices ● water	sticks ● Wheatable crackers ● Tomato juice or water	or yogurt w/mixed berries ● Bread stix ● Water
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The child who has allergies and not able to eat school lunch, please provide your own child's lunch and snack.

Type of meals Breakfast	Portion size (Age 1-3)	Portion Size (Age 3-6)
1. Fruit or juice/Vegetable	1/4 cup	1/4 cup
2. Grain: Bread *Cereal, Hot or cold * pancakes, waffles, tortillas	1/2 slice 1/4 cup 1, 3 inch diameter	1/2 cup 1/2 cup 3/4 oz
3. Dairy: Milk * yogurt * Cheese slice	1/2 cup 1/2 cup 3/4 oz	1/2 cup 1/2 cup 3/4 oz
Lunch		
1. Meat: beef, Poultry, Fish, Pork Meat Alternates: ● Beans, cooked (pinto, white, red etc) ● Tofu ● Egg ● Cheese, Cottage cheese	1 oz  1/4 cup  2 oz 1 1oz, 1/4 cup	1 1/2 oz  3/8 cup 3/4 oz 3 oz 1 1 1/2 oz, 1/2 cup
Vegetable and /or Fruit ● Fruit (2 or more) ● Vegetable (2 or more) ● Vegetable and fruit (One each)	1/4 cup 1/4 cup 1/8 cup of each	1/2 cup 1/2 cup 1/4 cup of each
Grain: Bread ● Cooked pasta/ rice/ noodle ● Corn torilla (6" diameter) ● Flour Tortilla or pita bread	1/2 slice 1/4 cup 1/2 tortilla 1/3 piece	1/2 slice 1/4 cup 1/2 tortilla 1/3 piece
Dairy Products: Milk ● Yogurt	1/2 cup 1/2 cup	1/2 cup 1/2 cup

● Cheese	3/4 oz	3/4 oz
Snacks ( Choose from 2 of the 4 food groups		
1. Meat: Beef, Poultry, Fish, Pork Meat Alternates:	1/2 oz	1/2 oz
● Beans, cooked (pinto, white, red )	1/8 cup or 2 Tbsp	1/8 cup or 2 Tbsp
● Tofu	1 oz	1.5 oz
● Egg	1/2	1/2
● Cheese, Cottage cheese	1/2 oz, 1/8 cup	1/2 oz, 1/8 cup
2. Vegetable and/ or Fruit	1/2 cup total	1/2 cup total
3 Grain: Bread	1/2 slice	1/2 slice
● Crackers	2 large, 4 small	2 large, 4 small
● Tortilla's/ pita bread	1/2 -1/3	1/2 -1/3
4. dairy Products: Milk	1/2 cup	1/2 cup
* Yogurt	1/2 cup	1/2 cup
* Cheese Slice	3/4 oz	3/4 oz

### Birthday Celebrations

We will be celebrating birthdays each month. Birthday parties will begin at 10:30am and last for about half an hour. Parents are more than welcome to come to their child's class to celebrate his/her birthday. We allow photography and video taping as long as we obtain written permission from the other parents in the class. Please sign a permission slip (available in the office) if you would like to give your consent. We have children who has food allergies. We can not accept any home made snacks or treat bags with snacks. Instead bring stickers, or other prizes for the kids.

### Personal Items

Please clearly label all clothing, coats, blankets and other personal items so they will not be misplaced. Please check to make sure that all items that you take home belong to you. If you are unsure about an item, please check with a teacher.

Please dress your child in play clothes because they may get their clothes dirty when they go outside to play. Rubber boots, hats and mittens are needed for cold, rainy weather. Please also be sure that your child has at least 2 complete sets of extra clothing.

### Indoor Shoes

Please provide indoor shoes for your child. We suggest slip-on shoes that your child can put on and take off by him/herself. Please label your child's shoes.

### Staff to child ratios and maximum group sizes for our center.

If the age of the children is:	Then the staff to Child ratio is:	Maximum group size is:
a) twelve months through 29 months (toddler)	1:7	14
b) Thirty months through 5 years (Pre-school)	1:10	20

### Drinking water accessible

We always has pitcher of drinking water for the kids. They can drink anytime they are thirsty. The children will use paper cups and throw it away every time they use. Toddlers, please provide at least 4 tippy cups and bring them home at end of the day. Please be sure to use dishwasher to clean and sanitize tippy cups.

### クラススケジュール      Class Schedule

7:30 a.m.	School opens
7:30a.m.-8:30a.m.	breakfast (this is provided by parents, when your child arrived to school, please let your child to eat the breakfast before play)
Between 8:30~10:00	free time choices play of art activity, sensory, dramatic play, big motor play, table toys, science activity)
10:00	clean up
10:10-10:30	music time/story time
10:30-11:15	outside play time
11:15-11:30	wash hands/ lunch preparation
11:30-12:00	lunch time
12:00-12:30	toileting
12:30-1:00	Story time/circle time
1:00-2:30	outside play time
1:00-2:45	nap time
2:30-2:45	wash hands/ preparation for snack
2:45-3:00	story time
3:00-3:15	snack time

3:15-5:15	free play time
5:15-5:30	wash hands/ preparation for snack
5:30-5:45	snack
5:45-6:00	free play time/ready to go home
6:00	School closes

On the days that music and P.E. are taught, the class schedule will be a little different. Please confirm your child's schedule with the homeroom teacher.

#### Available Classes

Panda:	3 and 4 year olds preparing to enter kindergarten in 2 years
Rabbit:	2 and 3 year olds preparing to enter kindergarten in 3 years
Squirrel:	1 and 2 year olds preparing to enter kindergarten in 4 years

#### Arrivals and Departures

Please make sure to check in/out with your full legal signature in the office. Then please dropped off your child in his/her classroom. This is extremely important if we are to maintain the safety of your child. Our staff will not release a child to anyone other than a parent, unless consent has been given by written. We also check their photo Id and make it hard copy. We will post items on the bulletin board from time to time for your review. Personal correspondence and your child's projects will be placed in your child's mailbox.

If someone other than a child's parent is picking up a child, Megumi Preschool requires a permission slip indicating the names of adults who are allowed to pick up a child. This document is available in the office.

When is a child or staff member too ill to be at Megumi?

- 1) Our staff must check all children for signs of illness when they arrive at the center at throughout the day.
- 2) We must exclude children and staff with the following symptoms from care;
- 3) Diarrhea (Three or more watery stools or one bloody stool within twenty-four hours);
- 4) Vomiting (two or more times within twenty-four hours);
- 5) Open or oozing sores, unless properly covered with clothes or with bandages;
- 6) For suspected communicable skin infections such as impetigo, pinkeye and scabies; The child may return twenty-four hours after starting antibiotic treatment;

- 7) Lice or nits; and
- 8) Fever of 100 degrees Fahrenheit or higher and who also have one more of the following;
  - a) Earache;
  - b) Headache
  - c) Sore throat
  - d) Rash; or
  - e) Fatigue that prevents participation in regular activities;
- 9) Children and staff who have reportable disease may not be in attendance at the child care center unless approved by the local health authority.
- 10) We must not take ear or rectal temperatures. Oral temperatures can be taken for preschool through school age if single use disposable covers are used over the thermometer.
- 11) When a child becomes ill or injured while in our care, we will ;
- 12) Keep a confidential, individualized, written record in the child's file that includes the;
  - a) Date of and illness or injury;
  - b) Treatment provided while in care; and
  - c) Names of the staff providing the treatment
  - d) Provide a copy of the illness or injury report to the parent; and
  - e) Keeps a current, written incident log listing date of illness or injury, the child's name, names of staff involved, and a brief description of the incident for tracking and analysis?
- 13) We must notify parents in writing when their children have been exposed to infectious diseases or parasites. The notification may consist of either a letter to parents or posting a notification for parents in a visible location.
- 14) We are a mandated disease reporter to the health department per WAC 246-101-415. We can obtain a list of reportable diseases, time frames for reporting and reporting phone numbers from our local health department.

The time of begin toilet training a child.

- Using positive reinforcement; Cultural sensitivity; not using food as reinforcement; and Following a routine established between the parents and Center.

### Transportation Policy

\*Megumi Preschool does not provide public school bus transportation.

- \* We do not take children on the field trip.
- \*If your child has an allergy, we will request a written description of the allergy when your child enrolls with Doctor's approval before start.
- \*Please do not leave your child alone in the car by him/herself. If we witness this situation, we must report it to the police.

### First Day Requirements

- \*Prior to your child's first day, please try to bring him/her to the school for a visit. During this visit, we will show your child his/her cubby, the layout of the classroom and introduce him/her to his/her new teacher.
- \*Without written instructions and your authorized signature, we will not be able to administer any medication for your child.
- \*Please bring at least 2 complete sets of clothing.
- \*If a reward incentive is implemented, we will use stickers and an incentive chart, not candy or food.
- \*We require all children under the age of 5 to nap or rest. Please bring a blanket. Megumi Preschool will provide the mat and the sheets.
- \* We must provide a separate, firm and waterproof mat or mattress, cot or bed for each child or have a system for cleaning the equipment between children;
- \* Place mats or cots at least thirty inches apart at the sides and arrange children head to toe or toe to toe;
- \* Be sure that the bedding consists of a clean sheet or cover for the sleeping surface and a clean blanket or suitable cover for the child;  
Launder the bedding weekly or more often if necessary and between uses by different children;
- \* Store each child's bedding separately from bedding used by other children. Once the bedding has been used, it is considered dirty. One child's bedding cannot touch another child's bedding during storage;
- \* Keep mats clean and in good repair. Once a mat is torn it is not cleanable. We will not use duct tape or fabric to repair sleeping mats or mattresses; and  
Use only cots with a surface that can be cleaned with a detergent solution, disinfected and allowed to air dry.
- \*Due to the limited size of the cubbies, please only bring items that are absolutely necessary.
- \* Please label all your child's name on their belongings.

### Homepage

In order to log on to the member's page, you must set up a user name and password. This password will be e-mailed to your email address. Please visit [www.megumipreschool.com](http://www.megumipreschool.com) to view pictures, events, school schedules, PTA information, etc. School Newsletter, Class news, menu and PTA announcements are continue sending by e-mail. Please check the website for important updates.

Labor Day

Veterans' Day

Thanksgiving

Winter Break

Martin Luther King, Jr. Day

Memorial day

Independence Day

### Holiday Schedule

You can view holiday dates as well as other events on our homepage. Please understand that we do not refund tuition for the winter break for students who are enrolled full time.

### School Closure Information

In case of inclement weather, we will follow the Seattle School District closure policy. If there is a 1 or 2 hour delay, the preschool will also follow the Seattle School District decision.

We will try to leave a recording on the answering machine advising you of delays or closings. You may call the school after 6:00am to check the answering machine. Please understand that we do not refund tuition due to closures caused by inclement weather.

### Megumi Preschool Events

We organize birthday parties every month. We not only sing and read with the child on his/her special day, we plan a lot of other fun activities like finger plays and puppet plays.

Other important and fun events include: Valentine's Day, Tanabata, Otsukimi, Halloween, Thanksgiving, Shichigosan, etc. If your child is enrolled part time and you would like your child to be a part of these occasions, you may sign up for additional child care. Tuition for that day will be added to the next month's tuition.

Graduation is the biggest event of the year. Graduation is held in the Highland Middle School gymnasium. We will immediately inform you if the location should change.

### Emergency Box Contents

*Emergency contact information	*Water	*First aid kit
*Tissue	*Toilet paper	*Canned food
*Paper cups, paper plates, spoons, napkins	*Flashlight	*Dry food
*Can opener	*Extra clothes	*Scissors
	*Blanket	*Vinyl sheet

### Toilet Training

We will potty train in the Usagi Class. We will try to make potty training fun. We will show the children how to flush the toilet and make sure they wash their hands.

#### \*Hand washing procedure

1. Wet hands
2. Get soap
3. Scrub hands together
4. Rinse
5. Dry hands with a paper towel
6. Turn off the water using a paper towel

#### \*Diaper Changing Procedure

1. Wash hands with soap and water.

(GLOVES NEVER REPLACE THE REQUIREMENT TO WASH HANDS!)

1. Supplies must be ready and within reach. Never leave a child unattended on the diaper changing table.
2. Remove the diaper and clean the child's bottom with wet wipes.
3. Throw away or bag the dirty items. Always use a properly labeled, covered container that meets health regulations.
4. Wash hands with soap and water
5. Diaper and dress the child.
6. Wash the child's hands with soap and water.
7. Place the child in a safe place.
8. Clean and disinfect the diaper changing area and any supplies that were used. Always use an approved cleaning solution that is mixed daily.
9. Wash hands with soap and water. Turn off faucet with a paper towel.

### Health Care Policy

\*Each child must have a complete physical. All immunizations must be up-to-date.

\*Each child will be observed for signs of illness every day. Illness constitutes a temperature, cold symptoms, upset stomach or headache. If your child appears ill, tired, or upset, we have the right to refuse child care for your child on that day. If your child is ill, please call us to inform us of the illness. We request your cooperation if your child ever contracts a communicable disease. We must notify you and the Health Department.

\*Your child may not attend the preschool if:

S/he has a fever over 100

Within 24 hours, your child has vomited twice

Your child is contagious (i.e. Chicken pox)

S/he has diarrhea

S/he has a contagious rash

\*Children who become ill while attending day care will be required to go home. It is your responsibility to make sure that your child is picked up within one hour from the time we notify you. This is for the well-being of all the children. All children who become ill will be isolated from the other students.

\*The staff at Megumi Preschool may only administer medication if we have written approval. Any medication will be given back to the parents after the treatment is done followed the instruction on the medication authorization form. However, we will grant an exception for a child who has a note from a physician indicating the dosage and the length of time the medicine must be taken. All medication must be stored in its original container. The container must be labeled with the child's name, dosage and the date of purchase.

\*All accidents are logged and stored in our files. If you should have any questions regarding your child, please feel free to ask. If your child is injured at home, we would appreciate a note from you for our files. Please indicate the date, the type of accident and follow up treatment recommended by your physician or yourself.

\*At the time of enrollment, you will be required to complete and sign an emergency medical treatment consent form. This form will be used by the Megumi Preschool staff if and when a medical emergency occurs. The consent form will allow us to take appropriate action concerning a medical emergency.

\*We will supply a sheet for each child's sleeping mat. We wash the sheets every day.

\*All toys and materials that come into contact with the children will be cleaned and sanitized on a regular basis.

## Discipline Policy

\*Behaviors that endanger the health and safety of the children will not be tolerated. These behaviors include: pushing, hitting, biting, and leaving the building, throwing objects, destruction of property and stealing. In addition, verbal abuse is not tolerated.

\*Discipline will be fair, reasonable, and consistent and age appropriate. No cruel, hazardous, frightening or humiliating discipline (i.e. spanking, corporal punishment) will be used. Examples of discipline techniques that may be used are as follows:

- 1) Positive Reinforcement - Positive statements and attitude, alternative activities
- 2) Diplomacy - Discuss the reason(s) for the negative behavior and work out a solution with the child
- 3) Thinking time - If after 3 warnings, a child still does not listen, s/he will be separated from the group, but by no means will s/he be completely isolated.

\*Behaviors that are infrequent or are not hazardous to the other children (is. Temper tantrums) will be redirected into another activity.

\*If a child's negative behavior cannot be controlled by any of the above discipline techniques and s/he endangers the safety of him/herself, other children or property, the child will not be allowed to attend for a period of one week, or as deemed appropriate and necessary by the Director.

\*Megumi Preschool will make reasonable accommodations for physically or mentally limited children in care or seeking care.

\*Megumi Preschool will make reasonable accommodations for physically or mentally limited and qualified job applicants or employees.

\*Megumi Preschool strictly prohibits sexual harassment. There is a policy for submitting and resolving sexual harassment complaints.

## Protecting the Abused and Neglected Child

\*All staff members must report suspected child abuse or neglect.

## Allergies

The number of children with various allergies is gradually increasing. Children who have allergies need to have following documents; Health Care Provider's Report of Food Allergies, Food Allergy/Intolerance Statement, Child Care Emergency Plan for Food Allergic Reactions, Medication Authorization Form. Please be sure to fill out any allergy INDIVIDUAL PLAN OF CARE information on the registration form under

Health Information with Doctor's and parents signature. On the form, please also indicate treatment for your child if s/he should accidentally eat or come into contact with something s/he is allergic to. Please turn in this form to the office along with the required forms. We do not accept your child until you have completed required forms with you and Doctor's signature.

### Chronic Illness

Please inform us if your child has a chronic disease (i.e. asthma) and let us know how we can best help your child. All the children need an Individual medical care plan and health care provider needs to go over the form.

### Accidents and Injuries

The Megumi Staff will do their best to prevent any accidents and injuries by making the classroom environment as safe as possible.

In regards to the three sections above (Allergies, Chronic Illness & Accident and Injuries), the staff will do their best to prevent accidents and injuries. However, sometimes accidents and injuries are not preventable and parents may not sue the school or teachers.

Staff will make record of Accident and Injuries report. A copy will be giving to parent, a copy will be file in the child's file and other copy will be filed in the Accident and Injuries file.

## 同意書 Agreement



I, \_\_\_\_\_ (parent/Guardian) have discussed with the director, received and reviewed the Parent/child Handbook from Megumi Pre-School on \_\_\_\_\_. I understand that if I have any questions/concerns regarding any of the Policies and Procedures at any time I can speak with the director.

All the information, policies and procedures are available for your review and are located in the Megumi's office and in each classroom. Also can be found in the Megumi Pre-School Home Page ([www.megumipreschool.com](http://www.megumipreschool.com))

- Enrollment Data Form
- Emergency Card
- Health and Social Record
- American Disabilities Act/ Physicians Report form
- Certificate of Immunization Status
- Child Care Center Agreement
- Fee Schedule
- Permission Authorization
- Protecting the abused and neglected child
- Food Allergies in Child Care

I have also received and/or reviewed the following Handbooks and plan.

- Disaster Plan
- Employee Handbook
- Health care Policy
- Pesticide Policy
- Medication policy
- Blood borne Pathogens Exposure Control Plan

Signature: \_\_\_\_\_ Date: \_\_\_\_\_