

## **Daffodils Preschool**

Welcome to Daffodils Preschool. In order to establish a mutually beneficial relationship with you, your child & our staff and in order to enhance their growth and give you the peace of mind while you are at work, we require you read & initial each page of this handbook, then sign the last page of the handbook to acknowledge you have understood everything in this booklet and will abide by all our policies and regulations.

The following handbook should answer most of your questions pertaining to the policies and programs that make Daffodils Preschool valuable for the families and children. We want to ensure that you understand our unique philosophies and are happy with your decision to send your little genius to be under our care. If you have any questions, please do not hesitate to contact the Center Director via telephone or email.

## **Mission Statement**

Daffodils Preschool mission statement is to inspire every child to Think, Lead & Communicate with Tender, Loving Care, resulting in greater self-esteem, confidence and performance to learn, achieve and care. Our goal is to create a safe, loving environment where parents and families can trust their children are provided with fun, enjoyable opportunities to play grow and explore the world in an enriching, developmentally appropriate environment. We aim to provide convenience to the parent(s) and families by providing a convenient suitable location to drop in when needed and/or purchase memberships to our exciting classes. Our Toddler, Preschool, Pre-K, Kindergarten and After School Programs are academically based programs combined with fun learning. We encourage parents to tour our center, meet with Management understand what we do due to the strong focus on early education.

## **Our Philosophy**

Daffodils Preschool philosophy is “Never 2 Little 2 Learn” and is based on the simple belief that every child is a “genius” and as educators and parents, it is our responsibility to awaken the “inner genius” in each child. Every child comes into life with wonder, curiosity, awe, spontaneity, vitality, flexibility, and many other joyful characteristics. An infant has twice as many brain connections as an adult. The young child masters a complex symbol system (their own native language) without any formal instructions. Young children have vivid imaginations, creative minds, and sensitive personalities. It is imperative that we, as educators and parents, help preserve these genius characteristics of children as they mature into adulthood, so those capacities can be made available to the broader culture in these times of incredible change. It has been proven over and over again that the first 5 years of childhood are the most critical part of learning and development. Our staff is trained to work with children, creating fun, enjoyable classrooms. Each of our staff has undergone a Background Check, TB & medical clearances.

## **Hours of Operation**

Monday through Friday - 6:30am until 6:30pm

Early closure quarterly for planning - 4:30pm (last Friday of January, April, July and October)

## **Application, Admissions and Enrollment Process**

Application for enrollment is accepted without regard to race, religion, gender, or national origin. Priority is always given to returning members & their siblings. Only members whose accounts are in good standing will be considered for re enrollment memberships. The financial

application is completed and submitted with the one-time non-refundable application fee of \$100.00. All documents as required to be completed prior to commencement at the center. Students who have not completed their paperwork (even if the tuition has been paid) will not be permitted to begin class. In regards to future visits, Daffodils Preschool will keep all forms and paperwork on file at the facility and still continue to constitute binding obligations for any future visits the child will make to Daffodils Preschool however these agreements will not obligate Daffodils Preschool to continue to provide services and Daffodils Preschool reserves the right to refuse admission to any child for any reason without liability.

No religious doctrines are taught, although we do stress on accepted standards of personal integrity and ethical behavior. We honor the traditional values, customs and celebrations pertaining to the country and this center is located in e.g. we are located in the U.S.A, so Independence Day, Birthdays, Halloween, Christmas and Easter would be an example of a holiday we would celebrate & explain in class. These are celebrated with arts, crafts and music with no reference to religion whatsoever. Anyone not wishing to have their children participate in these activities must notify the Management. The child may not be isolated from the rest of the class during class activities since we adhere to class ratios as per the age groups. The parent has the option to NOT send their child to class however there is no prorated tuition for classes missed due to this reason.

At the time of enrollment, you will be required to fill out. These forms will be kept on file for 3 years. It is the parent's responsibility to ensure that records are updated and with changes in healthy history of the child, address & other pertinent information.

1. Registration form, which includes the date of the last physical
2. Emergency medical form
3. Signed fee and Payment plan
4. Immunization form
5. IEA
6. Acknowledgement of Receipt of Parent Hand Book

## **Signing In/Out Procedures**

Parents are required to sign their children in/out on a daily basis. Parents must sign their full signature. Children are not permitted to sign themselves in and out of the center. Children will only be released to adults authorized on the registration form, unless written permission to release that child to another adult is received from the parent or guardian enrolled. Staff members may ask for verification of identity before releasing a child. Staff members will not release a child to anyone who appears to be under the influence of drugs or alcohol.

## **Age/Groups**

Infant	4 weeks - 12 months
Waddles/Toddlers	12 months - 2.5 years
Preschool	2.5 years - 5 years
School Agers	5 years - 10 years

## **Your Child's Day**

1. Upon arrival at the center, please sign in your child with your full signature in the sign in book located near the front entry or lobby. PLEASE DONOT INITIAL.
2. Take your child to their classroom, help your child hang up their jacket and place any other items in their labeled cubby.
3. Spend a few minutes with your child in their class, this will help them start their day on a positive note and give you a chance to be a part of their morning activity.
4. When picking your child up for the day, please remember to sign them out.
5. At this center we maintain an "Open Door Policy" where parents are welcome and are encouraged to participate in their child's day.

## **Curriculum Development**

At Daffodils Preschool we use a Teaching Strategy called \*\*\*\*"Creative Curriculum". \*\*\*\*\* This strategy believes that children learn best when they are actively involved with materials and with others. "Creative Curriculum" is nationally known for its forward-thinking, comprehensive and rigorously researched model which assists in our content rich, developmentally appropriate program that supports active learning and promotes children's progress in all developmental areas. We at Daffodils Preschool strive to make an on-going effort to value children as individuals and embrace their unique contributions to set the success in school and in life.

## **Birthday Celebrations**

We love birthday celebrations! We ask parents to bring in whatever they desire, be it goodie bags, toys, etc. for the particular number of classmates in their child's class. That number can be provided to the parents during the month of the student's birthday. We ask that parents do not include any candy or foods that have not been prepackaged and that do not include nuts. Birthdays are celebrated in the last 20 minutes of class, with bringing the child on stage and singing to them as a class. We will not serve cake or goodies to the children. No candles will be lit or blown out in class due to safety purposes.

## **Videotaping & Recording**

The Responsible parties acknowledge and agree that students attending Daffodils Preschool programs & curriculums will be videotaped, recorded or audio taped, filmed, photographed and/or during classroom activities, and other school events. This is part of our Leadership Development and Drama Classes. The clips are generally edited and uploaded via You Tube, to our website, Facebook and other social media sites. The responsible parties hereby agree, acknowledge and authorize Daffodils Preschool to use any resultant of the student(s) in advertising, promotional materials, or otherwise without compensation. It is understood that no compensation or promise of compensation will be paid to any parties or the student by Daffodils Preschool or other third parties with respect to the use of such images or recordings.

## **Food**

All children are served breakfast, lunch, afternoon snack and a late PM snake. The food served is both nutritious and appealing. All meals conform to the USDA guidelines. Meals and snacks supplied by parents must meet the meal and snack pattern specified in the minimum licensing requirements. If your child has a food allergy, Daffodils Preschool requires a signed note from your healthcare provider along with the list of foods your child cannot consume. For dietary restrictions due to religion, it is the parent's responsibility to notify the appropriate staff members and provide an adequate meal replacement (fitting USDA guidelines). Weekly menus can be found posted in the lobby on the menu board. Upon request, Daffodils Preschool offers organic milk at an additional cost. Please inquire about the details of this with the Center's Director.

## **Infant Program**

Our infant program has a fluctuating schedule that is based on each individual infant's demand and need. We request that you provide the following items for your infant:

- Bottles with Lids(pre-made and labeled with the child's full name and date)
- Cereal and jar foods (if needed)
- Two changes of clothing
- Diapers and wipes

Your infant will be changed every one and half - two and half hours, so please plan to bring enough diapers and wipes either on a weekly or daily basis. At the time of registration, each parent will be given an infant information sheet, which will provide the caregiver with important information such as typical feeding and nap times and any other special requirements that they may have. Additionally, each infant will have a daily activity sheet that shows how long they slept, diapering times and feeding times including the amount of food consumed. There is also a space for comments noting events that happened throughout the day. Each infant has their own crib and their bedding is washed weekly or more if needed. Toys are disinfected daily and kept separated between babies to avoid cross contamination.

## **Waddler and Toddler Program**

Waddles and Toddlers have a schedule and planned activities throughout the day. These activities are focused around positive social interaction through play, learning shapes, colors, art, dramatic play, sensory, etc. There is a daily schedule posted in each room along with the weekly curriculum theme. The curriculum will detail the planned activities for the day and the week. Waddler and Toddler rooms are structured to focus on large and small motor activities, sensory, reading/language and dramatic play. Please dress your child appropriately for Northwest weather. Weather permitting: the classes try to go outside twice each day. During the colder months, please supply gloves and a warm jacket with a hood or a hat. Rubber boots are also usually a very good idea. During the warmer months, we will request that each parent complete a sun-block authorization form for those who want their child to have sun-block protection

Each classroom is organized by interest areas that include:

- "Constructive Building Center" containing various block sets, trucks and animals.
- "Living Experience Center" with dolls, dress-up clothing, play animals, baby props, a kitchen unit with play dishes, purses, hats, etc.
- "Reading and Group Sharing Center" with a comfortable area for the children to gather and have access to a variety of age appropriate books
- "Creative Arts Center" with a dedicated wall for weekly art projects to be displayed so your child can share their creativity.

Waddlers and Toddlers are served "family style" with table foods and whole milk.

We ask that you provide your child with the following items:

- Two Changes of Clothes
- Crib size sheet and blanket to place on their mats during rest time
- Diapers and wipes

Your child will have a diaper change every one and half - two and half hours, so please plan to bring enough diapers either on a weekly or daily basis. When your child is ready to start potty training, we will assist you in any way we can. For health reasons bottles are not given in the Waddler and Toddlers classrooms and pacifiers are used only at naptime.

## **Preschool Program**

The Preschool program focuses on a weekly theme and a daily schedule of activities. The curriculum is posted in the classroom. The activities include music, circle time, larger motor, sensory/science projects, art, etc. Each Teacher and child practices good hygiene by washing hands before meals, after using the restroom, after outside play and other projects.

Please dress your child appropriately for Northwest weather. Weather permitting: the classes try to go outside twice each day. During the colder months, please supply gloves and a warm jacket with a hood or a hat. Rubber boots are also usually a very good idea. During the warmer months, we will request that each parent complete a sun-block authorization form for those who want their child to have sun-block protection.

Please label all of your child's personal possessions in permanent black marker so that we may keep track of their belongings.

We ask that you provide the following items for your child:

- 1 Extra change of clothing
- Crib size sheet and blanket to place on their mat during rest time

Parents are responsible for taking their child's blanket and sheet home for laundering at the end of each week.

## **School Age Program**

Daffodils Preschool offers before and/or after school care for your school age child. We provide transportation to several local area elementary schools. Please ask the center if your child's school is included on our transportation route.

Each school age parent needs to sign their child in and out. The children are not allowed to sign themselves in/out per WAC guidelines. Before school, your child will be provided with a delicious and nutritious breakfast. Please bring your child to the center dressed and fully ready to attend school. After school, the children receive a snack and then have homework time if applicable. Our school age children are offered many age-appropriate activities. Meeting and making new friends help the children build the social skills that will help carry them successfully through adulthood. During the many school year breaks and summer break, Daffodils Preschool offers a multitude of organized well-staffed field trips.

## **Toys**

Toys can contribute to the spread of germs among children. This can lead to potential illness in any childcare center. At Daffodils Preschool, we wash all of our toys and disinfect them EVERY night to try to avoid the spread of germs and illness. Children are allowed to bring their favorite toys for show and tell one specified day each week, but we do not allow any armament toys (i.e. toy guns or knives). Toys can get lost very easily so please label them. Daffodils Preschool IS NOT RESPONSIBLE for any lost or damaged toys.

## **Medical Policy**

Staff will conduct a daily health check of the children when they arrive. It is required that we have documentation of appropriate immunizations for each child and any information regarding major health problems that the child may have. Each child entering the center will need to have had a physical examination sometime during the year prior to enrollment and every year thereafter. At all times, the parents and family physician will be the primary caretakers of your child's health. At the time of registration, each parent will review the Daffodils Preschool Health Policy.

## **Medical Emergencies**

If there is a life threatening emergency 911 will be called first and then the parent. If the parent cannot be reached the emergency contact will be reached. All illness and medical emergencies will be recorded in the child's file and a report filled out. For major emergencies a copy of the injury/incident report will be sent to the State Licensing Office.

Every staff member is certified in CPR/First Aid and HIV/BBP training. In the unlikely event your child is injured, through no fault of Daffodils Preschool, the parents/legal guardian's insurance will be primary. Daffodils Preschool insurance will be secondary.

For all minor injuries an accident/injury report will be filled out by a staff member, signed by the parent to acknowledge the incident and kept in the child's file.

## **Hospitals Used for emergencies:**

### Lynnwood

Stevens Memorial Hospital

21607 76th Ave. W.

Edmonds, WA 98026

425.640.4000

## **Illness**

Parents will be notified in the event of a serious illness or injury. If this attempt is unsuccessful, 911 will be called or the child will be transported to the emergency room.

If your child is feeling ill they will be isolated from the rest of the children, their temperature taken and parents notified. If your child exhibits any of the following symptoms you will be required to pick your child up; a fever of 100 F or higher, vomiting, drainage from the eye, a rash, is too sick or tired to participate in daily activities, has lice or nits or has had diarrhea twice. This is to ensure the other children's safety. If this does happen, children must be picked up



within 2 hours or a reasonably agreed upon amount of time. Children cannot be returned to our facility for 24 hours after the illness is no longer apparent. If you cannot be reached, we will call the alternative contact person listed on the registration form. Illnesses will be documented and kept on file.

All communicable disease will be reported to the local Health Department and the parents will be notified so that appropriate action can be taken. To ensure the safety of everyone at our center, Daffodils Preschool staff adheres to this same illness policy.

**Fever 100degrees and higher** ~ this includes the night before/morning of daycare ~ No fever for 24 hours without taking fever reducing medication. If you had to give your child medicine the night before then that still means they cannot come to daycare the next morning.

**Rash** ~ unexplained rash ~ Consult doctor. We require a note stating your child is not contagious before returning to school.

**Vomiting or/and Diarrhea** ~ All symptoms must be gone and child must have no Vomiting or Diarrhea for 48 hours before returning to school.

Strep Throat ~ Consult doctor/Need a note to return to school. Child must be on antibiotics for 48 hours and be fever free before returning to school.

**Flu/Bronchitis/Pneumonia** ~ Consult doctor/Need a note stating it is ok to come back to daycare. This usually takes about 2-3 days before they can come back. Must be on antibiotics and no fever for at least 48 hours without taking fever reducing medication.

**Ear Infection** ~ Consult doctor/Need a note. Child must be on antibiotics and no fever for 48 hours before returning.

**Conjunctivitis/Pink Eye (red eyes with yellow discharge)** ~ Consult doctor. Child will be required to stay home until the eyes are clear, free from discharge and dry. This may take 3-5 days while using Antibiotics.

**Head Lice** ~ usually takes 24 hours to treat head and house. When all nits and eggs have been removed and child is cleared by the center Director the child may return to school.

\*If a child is sick, unable to play outdoors, and/or unable to participate in regular daily activities, alternate arrangements for care must be made. Children with infectious illnesses cannot attend.

## **Child Abuse Reporting Requirement**

It is required by Washington State Law and Licensing requirements to report immediately to the Police or Child Protective Services any instance when there is reason to suspect the occurrence of physical or emotional abuse, child neglect or exploitation. We may notify the parent/s when police or CPS has been called, unless we are advised otherwise by CPS or the Police.

## **Procedures for Medication**

If your child requires medication administered to them while in our care, please notify the Director. All medications will be given to administrative staff with a doctor's note at the time your child is dropped off. Children may not give their medication to center staff, transfer of all medications must occur between a qualified staff member and guardian of the child. A daily record is kept that indicates all medication administration times, dosages and administering staff member's signature. Medication will be stored in either the center's refrigerator or the First Aid/Medication Box.

**Please provide:**

. A signed note from the doctor listing medication dosage and times to be given. A bottle from the pharmacy labeled with the child's name, dosage and time to be given may be substituted for the doctor's note. If you ask your pharmacist, they will usually provide a small bottle for school dosage.

- A signed note from the parent/guardian asking school staff to give the medication, stating the time of the in-school dose, name of medication and duration time to be administered.
- For non-prescription drug, (Tylenol, non-prescription pain reliever/fever reducers, etc.) we require a note from the physician if no written instructions for the child's age, weight or height are indicated. This rule also applies to sunscreen for children under 6 months of age. All medications must have its original box with complete instructions.

It is Daffodils Preschool policy not to administer or supervise the self-administration of medications to students under any circumstances and we recommend that parents and physicians schedule medications so students do not have to take medications during the school hours at our center. Parents must notify the school if they or their children contract a communicable disease such as chicken pox, hepatitis, measles, head lice, etc. The center will notify the parents if the child has been exposed to a communicable disease at the center. In the event that Daffodils Preschool and the parent of a child agree to administer medication, the parent/guardian must sign the Parent Consent for Administration of Medications and Medication Chart (LIC 9221) and/or the Nebulizer Care Consent/Verification for Child Care Facilities (LIC 9166). Thereafter, a qualified staff member must adhere to the medication administration requirements and schedule set forth by the parent/guardian and physician, and document each time that they administer medication to the child on the LIC 9221 form.

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Name of Parent/Guardian	Signature	Date
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Name of Parent/Guardian	Signature	Date
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**Fire Drills**

Monthly fire drills are held to acquaint your child with the emergency procedures. The center is equipped with a fire alarm system that is tested and serviced annually.

## **Crisis/Disaster Response**

In the event of an emergency, Daffodils Preschool and the employees have been trained on how to respond to disaster/crisis situations. Upon enrollment, you will be required to pay a \$10.00 fee for disaster supplies, which are kept onsite. A copy of the full handbook is available on our website at "DAFFODILS PRESCHOOL WEBSITE". Below is a brief description of the steps we take in common emergency situations.

**Storms and Snow:** Director will determine prior to opening hours, whether or not to open the center; families will be notified on the answering machine if the center will be open. If the childcare must close during hours of operation because of snow or storm the director will notify parents by telephone.

**Power Outage:** All parents will be notified by telephone if power outage is prolonged more than 3 hours. Center will not open if power is lost prior to opening.

**Evacuation Site:**The pre-designated location is Beverly Elementary Lynnwood.

**Out Of Area Contact:**Raj Subbu, 408.401.8171

## **Behavior Management Policy**

The staff at Daffodils Preschool have been trained to use a variety of indirect and direct positive guidance techniques. Teachers praise children's positive behavior and always suggest alternatives to unacceptable behavior. We focus on avoiding problems before they happen and strongly encourage problem solving techniques for children. However, once in a while a child has an over bearing sense of emotions. In these circumstances we will use a verbal redirection. This will be done in a positive manner supportive to the child's emotions. In the event that a child becomes physical (hitting, kicking) the child will be gently restrained (held back). Any form of corporal punishment is not permitted on the premises (shaking, spanking, etc..) by anyone, including the parents. In the event of an extreme behavior management problem the appropriate steps will be taken to work specifically on these problems. If a child's behavior appears excessively over-bearing, we may require the parent to pick up the child. This is only done after many attempts of re-direction and guiding the child in a positive and appropriate direction are unsuccessful.

## **Religion**

Daffodils Preschool is not affiliated with any religious organizations. Some of our monthly themes may be based around certain holidays. We only include the characters that are associated with these holidays and any and all religious aspects are not involved (i.e., we may color eggs and have an egg hunt during Easter week). We have absolute respect for each individual's religious preference.

## **Holidays/Early Closures**

There are no tuition deductions for the following holidays or early closures for planning. If one of the following holidays falls on a Saturday, we will be closed on Friday. If a holiday falls on a Sunday, we will be closed the following Monday. If an early closure for planning falls on a holiday it will be held on the Friday before.

President's Day            Christmas Eve

Labor Day                Christmas Day

Memorial Day            Independence Day

Thanksgiving & Day After    New Year's Day

Early Closure Quarterly at 4:30 pm (Last Friday of Jan Apr, Jul and Oct)

## **Extra-Curricular Activities/Field Trips**

Transportation for field trips will be provided by the Daffodils Preschool van, Children typically begin participation in field trip outings in the preschool classroom. Previous field trips have included visits to a local pumpkin patch, Park, Woodland Park Zoo, Wild Waves, Bailard Locks and the Seattle Aquarium. Every safety precaution is observed during any off-site trips. There is a first-aid kit available at all times along with emergency contact information. Each child is accounted for with an attendance list Off/On the bus and throughout the activity.

All of our drivers are current with CPR, First Aid, Washington State driver's licenses, medical and liability insurance. All children attending a field trip must have written parent permission on file. Parents are notified at least one week in advance of any upcoming field trip as well as any related additional costs. Daffodils Preschool also offers a variety of on-site-extra-curricular activities that may be an additional charge to the regularly scheduled tuition fees. Classes previously offered at the center have included computer lessons, pony portraits, exercise and swimming classes and a tumble gym

## **Non-Discrimination Policy**

Daffodils Preschool does not discriminate on the basis of race, color, sex, religion, nationality, creed, sexual orientation, marital status, age or the presence of any disability in the delivery of

service. We will assist children and parents who have limited English ability either with translation of written information or with an interpreter.

### **Transportation Policy and Rules**

This form is to be signed by parents and families who may or may not utilize the transportation pick up and drop off services offered by Daffodils Preschool at an additional price. If you are utilizing a private driver or person(s) not employed by Daffodils Preschool, then we take NO responsibility or liability for the services that they offer you.

It is mutually agreed that the following rules and policies will be adhered to at all times without exception. These rules maybe modified or changed with a 24 hour notice and by updating the parent handbook which is made available to all parents at the website and portals.

- The student will be instructed to come to a designated spot for pickup where the Daffodils Preschool Bus/Van Service will arrive. They must arrive at the designated spot within 5 minutes of the class release. Any delays in their class release will not be considered. The respective school office & parent(s) will take responsibility in such instances. Our Bus/Van service will not wait for later arrivals.
- The student will be required to report to the designated Daffodils Preschool staff member so that roll call is taken. Once the roll is taken, the student MAY NOT leave the designated area. In the event the student leaves or walks off for whatever reason, Daffodils Preschool staff will NOT look for the child. The child will be removed from roll call and the office notified. The office will then contact the parent(s) to advise them of the absence. 2 attempts to reach either/and or mother, father and/or guardian will be made. The parent is required to answer their phones. In the event no-one is reachable, Daffodils Preschool will send a documented email to the parent. We will assume no further liability on this matter thereafter.
- If the above incident happens more than once, the student will be removed and disenrolled from the pick-up/drop off service immediately with no refunds on the transportation fees or school tuition fees.
- The parents/guardians are to call the head office or the respective center if their child is going to be absent from class. It is important to notify us so that we can make the necessary arrangements. We also ask that parents be considerate and call us before 10:00 AM on the days that your child is NOT attending school so that we are not expecting them. If we are not notified our staff will assume that your child is NOT at school and you will be notified of the absence. We will NOT look for any missing children that do NOT report to the designated pick up space and policy (2) will apply.

- If a student persistently refuses to cooperate with the policies of pickup and misbehaves on the bus, not wearing their seat belts or disobeying the driver and staff, they will be dis-enrolled immediately with no refunds.
- If our bus/van is required to make a special trip back to pick up a child that did not follow regulations, a \$50.00 pickup fee will apply which is to be paid to the office within 24 hours of service.
- If a parent enrolls a child in additional classes at school and requires pick up at a later time than the usual pick up time, additional fees of \$10.00 - \$15.00 per pickup will apply without exception

The above stringent rules are being implemented to ensure the safety of all the students who utilize the service. Our service is a pick up and drop off service and these are the only services being provided.

Locating missing children and chasing after children who do NOT cooperate is clearly an endangerment to our other students who as a result of these actions arrive late to class and miss their schedule(s).

I, the parent, understand that the above have been clearly explained to me, and I fully comprehend these policies and will NOT engage in discussions or request any changes to the above.

**Undersigned**

Name of Child: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

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Parent/Legal Guardian Signature

Print Name

Date

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Parent/Legal Guardian Signature

Print Name

Date

**ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK AND POLICIES**

Center Location(s)

Daffodils Preschool, 5030 168th St. SW, Lynnwood, WA 98037

The parent of: \_\_\_\_\_  
Child's Name (Print)

On behalf of myself, my spouse and child designated, I enter into this Membership Agreement with Daffodils Preschool, regarding the provision by Daffodils Preschool, an Accelerated Learning center for my child. Subject to the agreements and terms as listed in the policies and financial agreement, as drop-in classes for my child on a flexible time basis which includes use of the facility and participation in all the activities. I understand that the care at the center will be limited to the hours. I understand each center works independently with specific hours of business, schedules and programs offered.

My child is in excellent health and physical condition and has no medical, psychological, physical or mental condition which has not been disclosed to Daffodils Preschool on the enclosed paperwork. My child does not have any infections, contagious or communicable diseases.

Although Daffodils Preschool tries to provide a safe environment, it is possible my child can get injured and in such an event, I authorize Daffodils Preschool to follow its internal procedures including simple First Aid, as reasonably appropriate, however, I understand that Daffodils Preschool shall not be required to strictly follow those guidelines. In Daffodils Preschool judgment, circumstances may require otherwise.

I agree that Daffodils Preschool may take action which it considers prudent to protect the safety of my child and other children visiting the center. I further agree to indemnify, defend and hold Daffodils Preschool and its officers, directors, agents and employees harmless from and against all actions, claims, or liability including attorney fees or court costs, directly or indirectly caused

by my child or resulting from any inaccuracy or omission by me in completing the registration forms.

I have read and understood the enrolment procedures, Daffodils Preschool Parent Hand Book School Year 2017, regulations & rules made available to me by Daffodils Preschool via these written forms and public information available at the website during the enrollment process. I understand that there are no exceptions made to the policies set by Daffodils Preschool.

As a condition to my use of Daffodils Preschool I have accurately completed and signed the financial agreement forms and other paperwork. I understand that Daffodils Preschool will rely on this information for my child. I agree to pay all costs in attorney fees arising out of any action relating to this agreement, registration and financial application forms, or release of collection purposes or otherwise.

All prices, class schedule & policies are subject to change without notice. Parents enrolled in a center will receive notification via email. The updated versions of the policies, tuition and procedures are always available on request and at the website on the website. I understand that I will be required to inform the center of my updated information, keeping all my records current on file and paying the tuition fees as per schedule.

Daffodils Preschool provides a safe, fun and loving learning environment, however in any child facility injuries may occur. In order for Daffodils Preschool to be able to provide drop in child care services to me, it is necessary that I will assume certain risk. Thus as a requirement for receipt of these services, Daffodils Preschool is requesting I sign this release as part of the registration forms.

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_____		
Name of Parent/Guardian	Signature	Date

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_____		
Name of Parent/Guardian	Signature	Date

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Name of Center Director	Signature	Date

This page must be turned in with your enrollment application in order to proceed to complete your child's enrollment at Daffodils Preschool. Your application will not be processed without the signed acceptance of this page. If the child does not live with both parents, then each parent must sign this acknowledgement and provide the center with the appropriate child custody papers signed by the court.



## **RELEASE AND AGREEMENT**

Parents and guardians of students: Please print your child's name and your name below. Read the following information carefully, initial provisions where indicated and sign and date the form and enclose in the application.

### **Agreement**

\*I agree it is important to Daffodils Preschool and students maintain good relationships with teachers and staff and acknowledge that Daffodils Preschool reserves the right to decline continued enrollment/services to parents who in Daffodils Preschool sole judgment are uncooperative or are abusive to school administrators or staff or who in Daffodils Preschool opinion will not be satisfied with Daffodils Preschool efforts, choices or services.

\*I agree to support the enforcement of Daffodils Preschool Parent-Student Code of Ethics.

\*I authorize Daffodils Preschool personnel to obtain emergency medical and/or dental care for the student named above and to transport the student to the same, both at my expense.

\*I grant Daffodils Preschool or its designated employees the right to administer reasonable and appropriate discipline (not involving corporal punishment) as the need for such discipline occurs.

\*I agree to support and protect the privacy and confidentiality Daffodils Preschool students, clientele and employee's by not discussing or revealing confidential records or information.

\*I acknowledge that Daffodils Preschool resources are best directed to the education and wellbeing of its students and agree not to unnecessarily involve Daffodils Preschool in domestic matters or courts cases involving student families.

\*I agree that if there is a legal or other claim against Daffodils Preschool or any of its officers or employees which has not been resolved through information discussion and negotiation, I am required to submit the claim for binding arbitration in accordance with the arbitration rules of the American Arbitration Association. The arbitration proceedings shall be conducted in the offices of the Association closes to the school that my child is enrolled in. If space is not available in the office of the association, then the arbitration will be held at offices in reasonable proximity of the Association's office.

\*I grant Daffodils Preschool and its successors or assignees the irrevocable right to use in any

format or media, the name, biographical information, photograph, likeness, image or voice of my enrolled child for any legal purpose including without limitation educational purposes, advertisement, entertainment, programs, parent or teacher training, and general public information without any obligation to pay any sum of money at any time for such use. Having read and understood the above, I give permission for the student named above to participate in all of the Daffodils Preschool Programs.

\_\_\_\_\_ I acknowledge that Daffodils Preschool is not an insurer against injury, and that the initial school offers its services at a cost which reflects the fact that the school will not and cannot be financially responsible for personal injuries which might occur anywhere on the Daffodils Preschool premises, including classrooms, lobby, playgrounds, common areas, hallways, administrative office or parking lots. Therefore, I agree to release and hold harmless Daffodils Preschool and its teachers, employees, agents, administrators, and insurers from and against any liability for damage or injury arising out of personal injuries sustained by my own child as a result of the acts or omissions to act of the school's employees, agents, students or any other individual for whose acts the school might otherwise be liable except through gross negligence or willful misconduct or the part of Daffodils Preschool or its agents. I understand it is the intent of Daffodils Preschool to limit its exposure of lawsuits and damages to the greatest extent allowed by law, and acknowledged that by signing this Release, I am giving up any right to sue Daffodils Preschool as specifically set forth above, if my child sustains any injury while at school. I accept this limitation with the knowledge that I am free to enroll my child at a different private school if I decline to accept the Release.

**Undersigned**

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Student's First Name	Student's Last Name
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Parent/Legal Guardian Signature	Print Name	Date
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