



Welcome to Kind Start Preschool and After School Care

Please keep this handbook for future reference

About Me: My name is Sarah Pallat. I am a mom of three and an experienced BSD early elementary educator. I am a lifelong Washingtonian and feel so fortunate to call this beautiful place my home. I love being outdoors and spending time with my friends and family, especially while listening to live music! My husband Lee and our family have been Bellevue residents since 2008. We have two sons, Noah & Judah, and a daughter, Isabelle.

In all my years as a classroom teacher, I have cultivated a style of teaching that is centered on compassion, educating the whole child and valuing my student's family, culture and ethnicity. I believe it is important for even very young children to begin to learn empathy and to be accountable for their behavior (at a developmentally appropriate level). Kindness toward all is paramount in my learning environment! 😊 I am also on the board of a nonprofit called Camp Kindness Counts. We are a youth and family education organization aimed to empower youth to be kind, compassionate leaders in their community while also supporting parents to foster a strong character in their children. Check out our monthly family volunteering events.

Values & Philosophy: At Kind Start Preschool & After School Care in Bellevue, every child receives the care and support they need to thrive. I am committed to providing high-quality pre-school & childcare that promotes the physical, social emotional, and cognitive development of each child in my care. It's important to me that my students learn about social justice, global citizenship, respect for our planet and each other. I fully support Diversity, Equity & Inclusion and believe that celebrating differences and learning about each other's families and cultures is a strength and helps to foster acceptance, compassion and empathy in children. My focus for the school is social emotional and outdoor learning. These are two things I feel young learners need most as they grow. Social emotional skills help to build their character and to successfully manage their own emotions and interactions with others, in their families and in their future classroom environment. Outdoor time is important to me and research shows it is an important aspect of children's cognitive and physical development and their overall health. My students will be able to plant, care for, harvest & eat foods from our garden. I also believe that parents and caregivers need to work closely and have frequent communication and participation in their child's education. I look forward to working alongside you to help your child grow and thrive!

Behavior Management: I believe that all kids are good kids! As kids that are growing, learning and developing, they sometimes make choices and act in ways that are not appropriate, safe or kind. I address those as teachable moments and explain why the choice was not ok

and give them a replacement behavior/choice to use next time. I ask them to reflect on their choice and to see that it has an impact on others, property, etc. (building their empathy muscle). I will handle all misbehavior in the moment and will work with you if the behavior becomes a pattern despite reminders, coaching, reflection and natural consequences. I keep 'discipline' positive and feel it is an opportunity for a child's social emotional growth, not as a punitive measure. Having a connection between behavior with me (positive and otherwise) and home is important to me. I like to reward kids when they have worked hard to make good choices and having that rewarded at home as well is very helpful! When kids know their parents will hear about their day (positive or otherwise) it makes a difference. Thank you for your support and connection with me around your child's behavior.

Professional Licenses, Certifications & Permits: (printed copies posted in the classroom and will be provided upon request)

- National Background/Fingerprint/FBI Criminal Report
- Washington State Teaching License – Expires 2031
- City of Bellevue Business License UBI#6056116740010001
- State of Washington Business License – EIN 99-4948597
- Washington State Food Handler's Permit - Expires 2026
- National Safety Council Defensive Driving Course Certificate (2025)
- Red Cross First Aid/CPR Training Certificate (2025-27)

Important Information:

- Kind Start Preschool & After School Care is a registered Washington State & City of Bellevue Business. I am a sole proprietorship. My EIN is: 99-4948597.
- I am not state childcare licensed. Half-day programs (4 hours or less) in Washington do not require licensing. However, I have taken care to ensure the utmost safety for your child and happy to talk to you about any concerns.
- I have 20 years' experience as a BSD Early Elementary Teacher (K, 1st & 2nd Grades)
- I cannot accommodate students with **life-threatening** allergies (food or otherwise) at this time.
- Students should be potty trained or nearing end of training, with infrequent accidents.
- I will follow the Bellevue School District Calendar/Emergency Closure Schedule (with a couple of exceptions which I will share with you).
- I will follow all Washington State Department of Health rules regarding vaccines required for children in my care. You will need to provide vaccination record.
- **Staff:** I am the sole owner and teacher. At this time, I have no other paid staff. My husband works from home (in our backyard ADU) and is able to fill in in case of emergency. We are both background checked (can provide documentation). I have people with teaching and childcare experience that can be on-call subs for me if needed. Keeping sick kids at home will help me stay healthy and able to work :)

- We have a cat, Marley. He will not be allowed in the preschool space during school hours but want to make you aware in case of any allergies/fears.
- We have a trampoline in our backyard. It will **ONLY** be available to children with direct supervision, and **NO FLIPPING** will be allowed. Safety net will be zipped/locked when not in use, thus keeping kids from accessing it unsupervised.

Pricing and Payments:

Current tuition/pricing varies depending on your family's schedule. I can work with families if there is a financial hardship or need. Pricing is updated on my website. You can find the current information here:

Preschool Program: [Tuition & Schedules](#)

After School Care: [AFTER SCHOOL CARE](#)

***Late pickup fees** (pickups after preschool hours or 6pm for after school care): A 5-minute grace period will apply. Beyond that, there will be a \$15 per child flat rate charge. If the late pickup is due to an emergency situation, we can work out a rate depending how long your child/children are with me past pickup time. Please notify me if you are running late.

Invoicing: I will provide a monthly invoice for you. Invoices will be shared electronically (email/text) once a month, at the first of the month to reflect the charges for the previous month. Invoices should be paid within 1 week of receipt. I can provide printed copies upon request. If more than one invoice is needed (divorced families, etc.) please tell me in advance. Payments can be made via Zelle to my business account. Zelle account information will be provided to you. If you DO NOT need or want an invoice, please tell me. I will always make and keep invoices for my business files, and you can request one later if needed.

Communication:

I believe that parents and caregivers need to work together and have frequent communication. Parent/Guardian participation in their child's education is important to me and contributes to a successful experience for all. I request that parents/guardians of students in my care be collaborative, responsive and willing to call, text or email in a timely manner. The fastest way to get a hold of me is via call or text. **Cell # 206-778-0488**. Email is the next best option but will be checked less frequently as I am supervising/teaching and not always able to check for emails as quickly as I can with a text or call. My email is kindstartpreschool@outlook.com. I will answer emails, calls and texts during business hours (M-F 8:00am-6:00pm). I will do my best to respond to after-hours responses as time allows. **If there is an emergency, please call AND send a text.** I look forward to working alongside you to help your child grow and thrive!

Health & Safety

Illness: If your child is sick, please keep them home. It is very difficult to fully mitigate the spread of germs in a childcare/preschool environment! As this business is in my home, a sick child in my care can also possibly spread their illness to me & my entire family as well. If your child begins to develop symptoms of illness while in my care, I will ask them to wear a mask to help stop the spread of germs to others until they go home. For after school care students, if, upon pickup from school, it appears your child isn't feeling well, I will call/text you to discuss whether sending your child home is necessary. I will ask them to wear a mask until they go home.

Hygiene: We will practice proper handwashing after outdoor play & (washing or sanitizing hands) before eating. I will teach kids to properly use & dispose of a Kleenex as needed. I will remind kids to keep germs to themselves (e.g. no spitting, wiping bodily fluids/mucous on others or surfaces, refrain from picking nose, etc.) Help with these reminders at home is greatly appreciated! :)

Minor Injuries: Unfortunately, at times children will sustain minor injuries arising from play. I will do all I can to prevent your child from getting hurt while in my care. I will care for your child in the event that they are hurt and will provide basic first aid and TLC. I will call you if the issue is serious. If there is a head impact, I will evaluate whether a concussion is possible. If a concussion is suspected, I will call you. Otherwise, I will handle minor injuries here and provide you with an injury report at pickup time. I have a current (and will maintain a current) Red Cross Child First Aid/CPR Training Certificate.

Medications: Before any prescription medication is dispensed to a child, the parent/guardian must provide written authorization, which includes date, name of child, name of medication, prescription number, if any, dosage, and date and time medication is to be given. The medication must be in original container with your child's name marked on it. Ask for medication form if needed. Over the counter first aid medications (e.g. Neosporin) may be used with your permission (permission signed on the waiver/liability page).

Authorized Pickup: No adults, other than who is listed on your enrollment form, or who have been approved by you via text/email or a phone call are allowed to pick up your child. If an adult has been added and I have not yet met them in person, they will need to bring their ID. I will not release a student to anyone without this. You will be called to verify the person before your child will be allowed to go with them. **THIS WILL BE STRICTLY ENFORCED TO ENSURE YOUR CHILD'S SAFETY.**

Security Camera: I make use of a Blink security camera in the classroom space. You are welcome to access the video feed at any time during school hours via a login that I will provide upon request. This login will not be available to anyone other than the approved adults associated with the student and will be changed periodically for security reasons. The updated login will be shared with only you & approved adults. This video will not be recorded or shared in any way. It is for transparency and your peace of mind.

Open Door Policy: I want families to feel comfortable and welcome at my school. You and any APPROVED adults are always welcome to drop in anytime to see how your child is doing. I would love to have you join us for a part of the day and see our learning in action.

Questions, Concerns or Complaints: Please do not hesitate to let me know of any concerns you may have about your child while in my care. As I mentioned I feel strongly that good communication is important to the overall success for your child and our working relationship as well.

Custody, Court Orders, and Changes of Family Status: please provide me with updated information as it pertains to your child's care in my programs.

Parent Code of Conduct: Kind Start Preschool/After School Care does not discriminate against the parent or child's race, sex, gender identity, religion, ethnic background, national origin, immigration status or disability. **All are welcome here.** Disrespectful interactions with myself, other parents or children based on their race, sex, gender identity, religion, ethnic background, national origin, immigration status, or disability will not be tolerated and if not resolved, could lead to termination of care for your child.

Emergency and Natural Disaster Procedures

Your child's safety is always my top priority. I am prepared to respond quickly and calmly in the event of an emergency or natural disaster. I review and practice safety procedures to make sure every child knows what to do and feels safe during practice or real events.

Emergency Preparedness I have first aid supplies, food, water, flashlights, and blankets for use during an emergency/natural disaster. I will teach children how we will safely handle emergency/natural disaster situations. We will practice this once a month.

If an Emergency or Natural Disaster Occurs If something unexpected happens while your child is here:

- I will keep all children safe, calm, and together at all times.
- We will follow our practiced emergency procedures — either evacuating or staying indoors depending on the situation.
- I will make sure every child is accounted for.
- Children will stay with me until it is safe for them to be picked up.

Communication with Parents Once the children are safe, I will contact parents as soon as possible using the phone numbers listed on your child's forms.

- If we must leave the home, I will relocate us to a safe location & notify you where we are
- Please make sure your phone numbers and emergency contacts are always up to date.
- If phone lines are down, I will use text message / email / social media: Facebook & WhatsApp to try to provide updates. Please provide me with your Facebook user info/add as a friend.

Medical Emergencies If a child becomes seriously ill or seriously injured:

1. I will give first aid right away.
2. If needed, I will call 911 for emergency medical help.
3. Parents will be contacted immediately after emergency services are notified.
4. If a child needs to be transported to a hospital, I will stay with them until a parent or guardian arrives.

Parent Cooperation Please help me keep your child safe by:

- Keeping all emergency contact, medical, and pickup information current.
- Letting me know of any allergies or health conditions that could affect emergency care.
- Following instructions for pickup or communication during an emergency.

My goal is always to keep your child safe, comforted, and reunited with you as quickly as possible in any situation.

Thank you for reading. Please ask any questions you may have and let me know how I can best support your child while in my care.