



## **THE PRESCHOOL AT KAPALUA POLICY MANUAL**

The Preschool at Kapalua is sponsored by Harvest at Kumulani Chapel, a Christian church, and is served by a director and teaching staff. We are licensed for this purpose by the State of Hawaii's Department of Human Services, with a maximum number of students set at 30 per day.

### **PHILOSOPHY**

We believe that each child is made in the image of the infinitely loving and creative God. To this end we are here to help children develop their full physical, emotional, social, intellectual and spiritual potentials.

### **GOALS**

- To instill a lifelong love of learning through a broad-based curriculum.
- To encourage in each child a sense of self-worth and value based on their God-given abilities.
- To help children develop the social and emotional skills necessary for a healthy group experience.
- To provide children with a base of security and wisdom with which to approach their world.
- To help each child feel unique and able to affect the world around them.
- To encourage each child to receive peace and happiness from Jesus, their best Friend.

### **NON-DISCRIMINATION**

Our Preschool is operated on a non-discriminatory basis, according equal treatment and services without regard to race, color, religion, national origin or ancestry.

### **ADMISSION**

Children must be three years of age by July 31<sup>st</sup> of the registered year to under 6 years old. They must be toilet trained and must receive immunization, including TB skin test or chest x-ray and a physical report by a licensed physician. All must be on file before a child enters school.

### **FEES AND TUITION**

Fees must be paid before entrance to school. Fees are non-refundable.

Tuition is due on the 1<sup>st</sup> of each month and considered late after the 10<sup>th</sup>. A late fee of \$25 will be charged if received after this date. Please speak with the director if there are concerns about this deadline.

Contracts are signed for the school year (August-June) before entrance to school. You are responsible for tuition for every month, even if you are on vacation. A month's notice is required before ending your child's enrollment.

### **SCHOOL HOURS**

8am to 4pm, Monday through Friday (August- June)

### **LATE CHARGES**

We have the option of charging a late parent \$25 for the first 15 minutes and \$25 for each additional 15 minutes that they arrive after closing time.

## **EMERGENCY PROCEDURES**

In the event that we must evacuate due to civil emergency (tsunami, flood, etc.) the children will be taken to the Kapalua Village Tennis Facility parking lot to await pick up, or through Honolulu Field to Highway for Fire.

## **CLOTHING**

Please dress your child in clothing, including underwear, that easily allows him/her to help himself/herself grow in independence. Items should be clearly marked with the child's name. We recommend that children wear shoes to school to avoid foot injuries. A complete change of clothing must be provided and on hand in case of an accident. All long hair must be pulled back and extra hair bands in their cubbies is greatly appreciated.

## **BRINGING ITEMS TO SCHOOL**

Please do not allow your child to bring toys, games, money etc. to school except on designated 'show and tell' days. We avoid numerous distractions and problems by leaving these items at home. Also, please minimize the amount of jewelry your child wears, as it can be a hazard on the playground and cause grief if lost.

## **REST TIME**

Please provide a small blanket or towel for your child to lay on during rest time. Include a small pillow and a small stuffed animal if needed for comfort.

## **BIRTHDAYS and HOLIDAYS**

Birthdays are special days for the children, and parents may bring popsicles to celebrate. Our time for celebrations is during the morning snack time at 10am. Parents, family and friends are welcome to join us for the celebration. If you would like to bring birthday/holiday treats to put in each child's puka, we ask that you label them with your child's name so kids know who the gifts/treats are from.

## **OBSERVATIONS AND CONFERENCES**

Parent observations are encouraged and welcomed. Please make arrangements with the director after October 1<sup>st</sup>. If parents or families have gifts, talents, interests they would like to share with our students please let us know, we would love to include you. We will have 1-2 scheduled parent conferences during the course of the year, but at any time during the year you may make an appointment for an additional conference. It is our intention to keep the lines of communication open between the staff and parents, and speak with you on a regular basis about strengths and weaknesses observed in your child.

## **EVALUATIONS**

Periodic academic and behavioral evaluations will be done during the school year to help the staff determine how best to work with each individual child. If you do not want your child to participate in the evaluation process please provide a written signed statement.

## **FOOD**

Parents will provide a lunch in a container with the child's name on it. If the food needs to be kept cool, please include some sort of cooling pack. We have extremely limited refrigerator space and do not have enough room for lunches. Please do not send sweets such as cookies, candy, cakes etc.

A healthy morning and afternoon snack will be provided by the Preschool. Occasionally, a special snack or treat such as birthday popsicles will be offered. Please inform us if this rare treat would be a problem as we will always have the usual snack available instead.

## **CONFIDENTIAL INFORMATION**

All information concerning children will be held confidential and will not be released without permission of the parents or legal guardian.

## **DAILY ADMISSION OF CHILD**

It is the responsibility of the parent to know if their child is feeling well before bringing the child to school. Any child who develops a fever or shows signs of oncoming illness will be isolated immediately from other children and the parent will be notified to come for the child. Please have back-up care arrangements in case of such an event. When a child will be absent from school, please notify us that day by 8:00am.

Because it is a priority at The Preschool at Kapalua to promote a love for God and others in a healthy and safe environment, we ask each parent to come into agreement with us about the types of symptoms that would prevent a child from safely interacting with others.

- Fever above 100.4 degrees F in past 24 hours
- Difficulty breathing or persistent, barking cough
- Rash that has any discharge, looks like an irritated pimple, is accompanied by a fever, or has an unknown cause (other than diaper rash)
- Diarrhea that contains blood or mucus or has occurred more than three times in the past 24 hours
- Vomiting two or more times during the previous 24 hours
- Frequent, colored eye discharge with pink coloring to the white part of the eye
- Strep throat (Streptococcal pharyngitis), until 24 hours after treatment has been initiated
- Flu-like symptoms such as fever, lethargy and a frequent hacking cough
- Head lice, until 24 hours after treatment, and head will be checked prior to returning to school

For any contagious health issues that require doctor care, please bring a signed doctors note stating that students are healthy and able to return to school.

## **CURRICULUM**

Each child will be prepared for a smooth transition from home to school and for success in school by receiving instruction in:

**CHRISTIAN VALUES:** a strong sense of Jesus' loving care is taught through daily prayer, Bible stories, songs, memorization of Bible verses, and character-building stories. A knowledge of the wonder of Jesus as God is interwoven through all subjects and daily routines. Art and craft projects are tied in to this subject.

**LANGUAGE ARTS:** emphasizing alphabet recognition, beginning phonics, and listening skills. Excellent children's literature and relevant adult books are used to instill a love and appreciation of the usefulness of good books. Appropriate verbalization skills are learned through group discussions and one-on-one time with the staff.

**MATHEMATICS:** focusing on number and shape recognition, sequencing, and simple computational skills. As each child shows and interest, additional skills are taught.

**SCIENCE:** Developing analytical skills through simple experiments, observation during outdoor play time, nature walks in the Kapalua area, and the use of quality books and videos to clarify and broaden the children's concepts of the world around them. Art and craft projects are tied in to this subject.

**SOCIAL STUDIES AND GEOGRAPHY:** introducing other cultures, including those of Hawaii, mainland USA, North America, Mexico, Europe, Japan, Africa, Philippines and Indonesia, Asia, China, South America, Australia and New Zealand. Beginning vocabulary in Hawaiian and Spanish is also taught on alternating years. Art and craft projects are tied in to this subject.

**MUSIC:** through music lessons offering singing and rhythm skills, introduction to musical instruments, the works and lives of famous composers, and recognition of basic musical notation. Music appreciation is also interwoven in relaxation music played at rest time.

**ART:** developing fine motor skills and each child's confidence in his/her God-given artistic ability. Daily opportunities to paint and draw along with a teacher help to instill a refined sense of color, beauty, and order. The classroom books and environment reflect these objectives.

**PHYSICAL EDUCATION:** developing fine and gross motor skills through organized individual and group activities.

**HEALTH:** emphasizing cleanliness, daily routine, healthy choices for food, appropriate rest and sleep, and respecting their own body and the privacy of others.

## **BEYOND THE CURRICULUM**

During the course of the day the children have many opportunities to speak one-on-one with their teachers. Because of the Preschool's academic and reality-based curriculum, the children are encouraged to talk about the new things they are learning, such as Maui's wildlife, etc. However, the children bring up other topics of conversation, which we address as described below:

- Characters from holidays, folklore, mythology and fantasy, such as Santa Claus, the Easter Bunny and the tooth fairy, are not encouraged as part of the child's experience at The Preschool. When a child asks questions about these make-believe characters, they will be referred back to their parents for an explanation.
- Conversations about popular video games, movies, and television programs are redirected.

## **DAILY SCHEDULE**

8-9am	Students Arrive
8-9:30	Indoor Activities
9:30	Class Time: prayer, worship, Bible Story, science/social studies video & questions
10:00	Snack, followed by Outdoor Play
10:45	Class Time: calendar, language/music/social studies/nature walk, art projects
11:00	Outdoor Play
11:30	Lunch, followed by Outdoor Play
12:30	Story Time: songs, story, show and tell, devotions and prayer
1:00-2:15	Rest Time
2:15-3:15	Snack, followed by Outdoor Play
3:15	Wash Hands and Indoor/Outdoor Play
4:00pm	School Closes

Please bring your children to school by 9am for our morning class time to help with transition and eliminate distractions from late arrivers. Please call and alert staff if children will arrive after 9am, we will check your child in as soon as we are able. Mahalo!



## **THE PRESCHOOL AT KAPALUA POLICY MANUAL AGREEMENT**

I have read, understand and will abide by the procedures, requirements and health guidelines outlined in The Preschool at Kapalua Policy Manual. I agree to disclose any above symptoms and any illness my child may develop that may be contagious, in the interest of maintaining a safe and healthy environment for the children at The Preschool at Kapalua. I authorize the staff to apply bug repellent that I supply marked with my child's name as needed.

\_\_\_\_\_

please print name here

\_\_\_\_\_

child's name

\_\_\_\_\_

signature

\_\_\_\_\_

date

## **MEDIA RELEASE FORM**

I authorize The Preschool at Kapalua the right to use stories, photographs, and any creations of my child, alone or with others for publication in books, magazines, newspapers, journals or otherwise, without remuneration. Any photographic or electronic reproductions of my child may be used for any purpose, including but not limited to educational and other public media as may be deemed appropriate by The Preschool at Kapalua. (I understand that my child may be identifiable from such photographic or electronic reproduction.)

\_\_\_\_\_

signature

\_\_\_\_\_

date

## **EXCURSION PERMIT**

I hereby allow my child to attend all excursions of the school year. The Preschool at Kapalua will be responsible for the safety and guidance of my child while on these excursions.

\_\_\_\_\_

signature

\_\_\_\_\_

date

## **READINESS AGREEMENT**

Regardless of age, all children are not ready emotionally, physically or socially to participate in group activity. I understand when I enroll my child in The Preschool at Kapalua that he/she will be in a probationary position for the first few weeks. If for any of the above reasons my child does not adjust to the group situation, I agree to withdraw him/her from the program until such time he/she may benefit from the experience.

\_\_\_\_\_

signature

\_\_\_\_\_

date