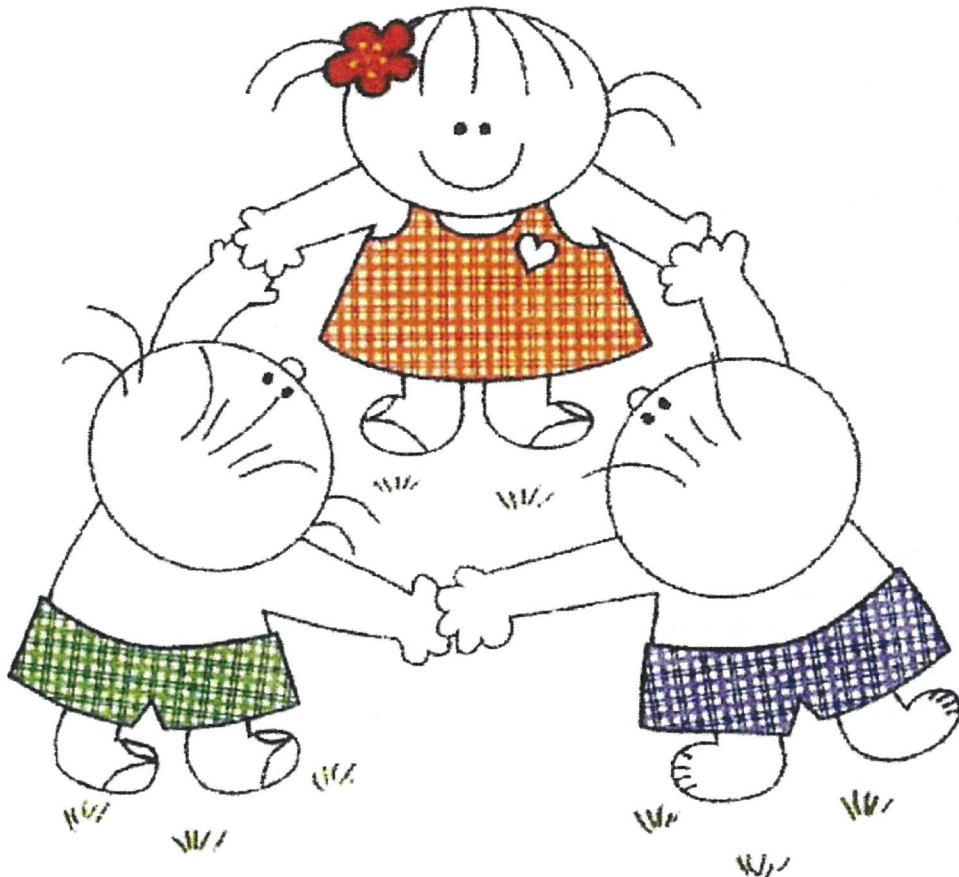


Waiokeola Church Preschool

Licensed for 120 Children
Ages 2 years to under 6 years old



Policies, Procedures & Calendar

2023 – 2024 School Year

Please sign and turn in the
ACCEPTANCE OF SCHOOL POLICIES
(Located in orientation packet)

*Dates may be subject to change

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I. Welcome to Waiokeola Church Preschool

Waiokeola Church Preschool is a non-profit, church-sponsored school.

We serve children from 2 years to under the age of 6 years.

Waiokeola Church Preschool Mission Statement

The mission of Waiokeola Church Preschool is to provide and foster an environment based on Christian Values where children will develop socially, emotionally, artistically, physically, intellectually and spiritually through hands-on and cooperative learning experiences.

The United Church of Christ Liability Insurance Policy covers Waiokeola Church Preschool and Little Keiki Learning Center.

Monday through Friday

August through May

Regular school hours 8:00 AM - 3:00 PM

Auto Line Arrival 8:00 AM - 8:25 AM

(Lunch provided by WPS)

Auto Line Pick Up 2:30 PM - 3:00 PM

Late Fee after 3:00 pm is \$1.00 per minute

Extended Morning Childcare

Extended Afternoon Childcare

7:15 AM - 8:00 AM *Monday through Friday*

3:00 PM to 5:30 PM *Monday through Friday*

Cost for Extended Morning Childcare \$5/day drop off

Payable through Brightwheel

Late Fee after 5:30 is \$1.00 per minute.

***Cost for Afternoon Childcare \$400 per month*

Payable through Brightwheel

****Afternoon Childcare is not available to the Little Keiki Learning Center - Busy Bee and Little Sprouts**

Summer Session: 8:00 AM - 3:00 PM six weeks from mid-June to mid-July (Afternoon Childcare is available)

PHILOSOPHY

Waiokeola Church Preschool, a Church sponsored school, has an atmosphere of trust and caring for one another, which we feel is the basis of a child's religious experience. We help each child to know the wonders and blessings of God through Bible stories and a curriculum that allows them to explore the world around them.

Our main objective at Waiokeola Church Preschool is to develop a sense of self-concept, self-confidence, and self-esteem in each child. Our goals are set within the child's reach so they can create a feeling of self-worth. We want each child to enjoy living in a group, tribute to the group, and make friends. We help each child accept the modifications of their behavior that a group requires without stifling the spontaneity and initiative that characterizes the growing child. We encourage each child to: become a good worker, be constructive, be thoughtful, be able to concentrate, and follow directions. We also encourage them to be respectful of the tools and equipment and their classroom and school environment and to be interested in and pleased with their creative effort.

A child can read with comprehension only what has been established in their experience. Only when a child has acquired a considerable background of concepts, mere verbal response to symbols has little value. We give the child a greater awareness and understanding of the surrounding world and encourage their natural curiosity to experience the excitement of discovery. Experiments with growing things, science materials, observation of life processes, and many sensory experiences are provided. Vocabulary development is stressed, and children are encouraged to speak freely, experiment with language, and to be good listeners. Visual skills are further emphasized by learning to observe and talk about the observations. We provide experiences with mathematical implications. The children learn about distance, direction, quantity, pattern, and order, which will provide a basis for their future understanding of mathematics. Creativity is further emphasized at Waiokeola through art, music, drama, and physical education. In art, the involvement rather than the finished product is stressed. Through the use of a variety of art materials, children are encouraged to express their feelings and interests. In music, we try to bring out the rhythm and musical abilities that each child naturally possesses. Through physical education classes, children have opportunities to develop their gross motor skills by participating in creative movement, exercise and group games.

II. ACCEPTANCE INFORMATION

Children must be two years old to be accepted into the Little Keiki Learning Center. To qualify entering the Preschool, children must be three years before December 31st of the year they want to enter the three-year-old program and four years of age before December 31st of the year if they're going to enter the four-year-old program. Junior Kindergarten children will be five years of age during the year they enter the class or with the Director's approval. All children entering the Preschool must be fully potty trained.

Priority of acceptance is as follows:

- 1) Children of active church members
- 2) Children who have had siblings that attended Waiokeola Church Preschool
- 3) Children of alumni
- 4) Children of church and Preschool employees
- 5) Children on the wait list subject to the needs of the school

An assessment day is held in January where staff evaluate the child's school readiness. If accepted, registration forms will be mailed and must be returned by a specified date. A non-refundable processing fee must be included.

III. TUITION INFORMATION

Rates are based on the various programs and related services you select. No discount is given for absences, holidays, or other days when school is scheduled to be closed. Tuition payments are due by the first working day of the month for that month's enrollment.

Families receiving tuition assistance will be required to direct deposit payments to Waiokeola Church Preschool on our Brightwheel app and pay the portion designated to their family by the first working day of the month. Other than reimbursement related to subsidy awards, all tuition is non-refundable. The payments made by the primary caregiver(s) will be reimbursed and credited towards your child's account.

The school reserves the right to drop from its enrollment any child delinquent in payment of fees. Tuition may be paid through an online service. New and returning students require a deposit to reserve a place for their child. Summer school tuition must be paid in full. A \$35.00 charge will be assessed for each returned check. Interest will be charged 1% per month on balances outstanding more than 30 days. Children are accepted with the understanding that they will remain throughout the school year.

In case of fire, explosion, the act of God, war, governmental action, acts of terrorism, epidemic, pandemic, and any other event beyond the school's control, tuition will not be refunded.

IV. OUR PROGRAM

Since each child is unique, there are no sure methods by which all children learn. We know that each child has their own learning rate; therefore, we avoid a competitive atmosphere and instead try to challenge each child individually, at their own pace. Children retain and understand concepts when they can actively participate; therefore, we believe in learning by doing and self-discovery. Children learn best in a comfortable, non-pressured atmosphere. Thus, much time and energy are put into creating a feeling of comfort and security for each child within their school environment.

We hope the children will learn many basic skills. However, more important than any single achievement, we hope to create a school and classroom environment that gives your child an enthusiasm and passion for learning, a prerequisite for success in future schooling. Questions and concerns about your child may be addressed with your child's lead teacher at any time.

IV.1 EXCURSIONS

As an addition to the program, excursions are scheduled to illustrate and give concrete experiences for preschool-aged children. Parents will be notified of excursions via email or message/notice. Covered shoes and Waiokeola T-shirts are required. A signed release form (provided in the school packet) must be on file in the office for children to go on excursions. Excursions for three-year-olds will be planned at the discretion of the teacher.

*Waiokeola Church Preschool may limit or replace excursions with on campus learning events and presentations.

IV.2 MUSIC

The introduction of rhythm, instruments, songs and movement is an integral part of this time. In addition, music is incorporated into daily routines.

IV.3 PHYSICAL EDUCATION (P.E.)

Once a week, all students participate in a physical education class. We believe that developing a child's gross motor skills regularly promotes good self-concept and confidence in their ability to use their body productively. Physical education classes may also enhance language and direction-following skills, strengthen social skills and encourage problem-solving. Children are required to wear covered shoes during P.E.

IV.4 CHAPEL

Services are conducted once a week on Thursday mornings at 8:40 AM in the Waiokeola Congregational Church. We know that your child's character development is very important to you; through traditional Bible stories, the children will learn about love, forgiveness, loyalty, responsibility, friendship, courage, obedience, sharing, patience, work, honesty, respect, and trust.

Teachers will hold lessons of faith formation in their classrooms when indoor school wide gathering is not possible.

V. ORIENTATION

Before starting school, you will be notified of your child's classroom assignment and their teacher's name. **The first day of the 2023-2024 school year will be August 14, 2023.**

We realize that it is often as hard for parents to separate from their children as it may be for the child, and we understand that. Help your child by being relaxed and supportive. The first separation should be short and matter of fact. Please take the time to say goodbye to your child and reassure them that you will be back soon. The child may cry as you leave but seldom for long. We are sensitive to your child's needs and will do everything we can to make them feel secure and happy during the first days of school. Be assured that if your child is unhappy throughout the morning and unable to function, we will contact you. Often any changes at home, dramatic or exciting experiences may also cause a temporary separation problem. It is essential that when you and your child have decided to go to school, you be supportive, calm, consistent, and matter of fact, especially through any insecure periods your child may go through. It is not unusual for a child to have toilet accidents on these first days at school, so please do not be alarmed if that occurs.

VI. ARRIVAL PROCEDURE

Children may be dropped off on Kilauea Avenue in front of the administrative office between 8:00 AM-8:25 AM. A teacher will be there to open your car door, greet your child, help them out of the car and direct them to the front gate, where another teacher will be standing to guide your child into school. Do not get out of your car when using the autoline. Please have your child's car seat closest to the side walk for the safety of both your child and the staff. If your child's car seat is closest to the road, we ask that the parent unbuckle themselves to help their child out of their car seat for the staff to retrieve them. We strongly urge parents to use this drop-off or park by Kahala Mall if they plan to walk their child to the gate. If parking by Kahala Mall, please be cautious; pay attention to stoplights and cars turning right into the mall parking lot. Always stay in the crosswalk. All parking spaces on the school property are reserved for staff. You may drive into the school parking lot to drop off heavy loads, but please make your stay brief. Please do not double park in the lot.

Early morning supervision is provided between 7:15 AM-8:00 AM. Please see page three of this policy and procedure manual for hours, fees, and scheduling. **All children must be here by 8:25 AM. After three tardies, a notice will be sent home from the Director to discuss the situation, as it may affect your child's enrollment at the school.** Children who arrive after 8:25 am must report to the office. The early morning group discussion and planning period is extremely important, and late arrivals are disruptive to the class and the student who arrives late. Please take your child to the OFFICE to check in. Do not take them to class if they are late. You may say your goodbyes at the office, and then a staff member will walk your child to their class. We understand that situations arise, and we know you will make every effort to bring your child to school on time. If your child is sick or not going to be in school, please call the office at (808) 734-4277 as soon as possible. If we do not hear from you, we may call to find out why your child is absent.

VII. ABSENCES

Reporting absences/Submitting doctor's certificates

Should your child be absent, please do one of the following:

- 1) Call the school/Leave a message
- 2) Email using this address: attendance@waiokeola.org

Submitting doctor's certificate clearing your child to return to school, please do one of the following:

- 1) Email certificate using this address: attendance@waiokeola.org
- 2) Bring a hard copy of the certificate to school upon arrival (may be placed in child's folder)

Tardies

Please walk your child to the office and fill out a tardy slip.

3 tardies- a notice will be sent home from the director

After 5 tardies- meet in person with the director to discuss the situation.

Continuous tardies may affect child's enrollment for that current year OR following year.

VIII. AFTERNOON DISMISSAL PROCEDURE

All children may be picked up from the auto line between 2:30 PM – 3:00 PM (see Arrival procedure for auto line directions on page 6). If there is a change in pick-up times or the person who will be picking up your child, please call the school by 11:00 AM so we may inform staff in the auto line.

A late fee of \$1.00 per minute will be charged starting at 3:01 PM for the full-day session. No child will be released from school to persons other than those listed on the information sheet without authorization from the parents. We must be notified (either by note or email) if there are any changes in the pick-up. No matter how reliable the child is, we will only change dismissal plans if we hear from the parents. If a child is in a carpool, the driver should also be notified so she will know the change of plans.

IX. BEFORE AND AFTER SCHOOL EXTENDED CARE

Please refer to page three of the Policies and Procedures manual.

X. BIRTHDAY PARTIES

We recognize each child's birthday in school. If you want to help celebrate this special day in the classroom, please discuss with the teacher what treats you might like to send in. Classroom parties require the permission of the teacher and the administration.

XI. CLASS PLACEMENT

Class placement is an administrative responsibility. We consider each child's needs and place them into classrooms accordingly. We, therefore, discourage parents from making requests for teachers. Changes may be made after summer school or within the first few weeks of school if needed. Parents will be consulted before any changes are made.

XII. CONFERENCES

The best results are attained only when parents and teachers are in close and friendly communication and work together on behalf of their child. We know parents can help us understand the child's behavior and feelings. Therefore, a day in October will be set aside for conferences, and the school will be closed.

An optional conference is held in April, and parents are encouraged to initiate additional conferences as deemed necessary. Should problems arise in the classroom, parents should first confer with the teacher, then the Director and a meeting may be set up with all three. **Teaching your child is a cooperative venture; we want parents to be integral to this process.**

XIII. DAILY SCHEDULE

The daily schedule is set up to give the children a routine, creating a feeling of security in knowing what comes next. The schedule creates a natural flow of active and quiet times, directed and self-directed activities, and allows each child to make choices. Schedules vary for each class and are posted in each classroom. Times for events/activities are flexible to meet the needs of the children.

XIV. DISCIPLINE

- A. Discipline is not a punishment or a means to restrict a child's behavior. Instead, it teaches a child to behave constructively (to be considerate of others' feelings, to be responsible, and to be able to express their feelings) and not engage in unacceptable behavior. The main principle of teaching children acceptable behavior is through "positive redirection" or "positive verbal rewards." By "positive redirection," we mean that with a "no," we counteract with a "yes." With "positive verbal rewards," we reinforce a child's good feelings about their behavior. Verbal rewards may also be an example to other children of how to act to receive this praise. The ultimate goal is to assist a child in the development of self-discipline.

For a child who might be out of control or in a situation where they cannot listen and respond to positive redirection, it may be necessary to separate them from the situation for a period of time. This time away is not a punishment but rather a time where the child can calm down, remember what behavior the teacher is asking for, and decide for themselves when he/she is ready to rejoin the group with appropriate behavior.

Each child has an inherent desire to be part of a group, to exercise their abilities and skills, and to further their physical and mental development. We strive to instill the love of Jesus in all our students. Children are expected to be courteous, honest, diligent, considerate of the welfare of others, and to engage in activities appropriate for their age. The classroom has developmentally appropriate toys to enhance their academic and social growth.

Both teachers and aides are responsible for providing and maintaining a productive and enjoyable classroom environment where children are actively engaged. In addition, the appropriate discipline of children is the responsibility of all employees.

When incidents arise where a student's behavior is inappropriate, our policy is to:

1. State the rule that is not being followed.
2. State the behavior expected from the child.
3. Give logical consequences for the behavior (e.g., not being able to continue using materials, being removed from the area or activity for a brief time)
4. Help a child talk about what happened.
5. Reaffirm the child's feelings.
6. Reenact the situation if it involved another child.
7. Help the child identify more appropriate choices.
8. Have the child engage in a calming activity (puzzle, coloring, etc.) away from other children.

For children with persistent, severe, challenging behaviors, teachers, families, and other professionals work as a team to develop and implement an individualized plan that supports the child's inclusion and success.

If disruptive behavior continues, parents will be consulted, and Waiiokeola will attempt to develop a behavior plan of action. If the child continues to have difficulty in the class after the parent consultation and implementation of the behavior plan, a possible suspension or expulsion will be discussed. While Waiiokeola will attempt to provide two weeks' notice to families, the safety and well-being of other students, families, or staff members will not be compromised to do so. In case of severe behavior concerns, Waiiokeola reserves the right to end enrollment immediately.

While many behaviors are developmental, excessive behaviors sometimes occur (continued biting, tantrums, screaming, hurting others, etc.) These behaviors will be looked at closely to determine the appropriateness of having the child remain at Waiiokeola.

B. Suspension

Although the staff at Waiiokeola makes every effort to meet the needs of the children, the Preschool Administration reserves the right to immediately suspend or terminate the enrollment of a child for any of the following reasons:

1. A child's repeated destructive or disruptive action, or any behavior that endangers the health and safety of the staff or children that cannot be resolved in a joint effort between staff and parents, or an action serious enough in nature that enrollment must be terminated with the collaborative effort being attempted.
2. Parents must be more supportive of or compliant with school policies in the Parent Handbook, including financial responsibilities. Threatening disruptive actions, language, or behavior towards staff, other parents, or children are reasons to suspend or terminate a child's enrollment.

The following forms of discipline are prohibited at all times and in all circumstances:

Physical punishment (e.g., shaking, hitting, spanking, slapping, jerking, squeezing, kicking, biting, pinching, tickling excessively, pulling arms, hair, or ears) or requiring a child to remain inactive for an extended period).

Psychological abuse (e.g., shame, name-calling, ridicule, humiliating, being sarcastic, cursing at, making threats towards, frightening, ostracizing, or without affection from a child).

Coercion (e.g., rough handling, shoving, pulling, pushing, grasping any body part, forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to eat or clean up).

Corporal punishment is not considered an acceptable method of dealing with young children's behavior. If behavior problems persist, parents will be asked to attend a conference to discuss what may help motivate the child to behave acceptably. It may be suggested that the child be involved in a behavior modification program, with the parent having the option of being involved in the process. Staff does not use any form of physical punishment, psychological abuse, or coercion when disciplining a child. Appropriate use of restraint for safety reasons is permissible.

WPS staff are mandated reporters. Any mandated reporter with reason to believe that child abuse or neglect has occurred or will occur in the reasonably foreseeable future must immediately report the matter to Child Welfare Services or the Police Department. This may be done without the parents' written consent. In addition, an accusation of child abuse and/or neglect made against a staff member will result in the immediate removal of the accused staff member. The administration will initiate a thorough investigation of the situation. The matter will remain confidential.

XV. EMERGENCY PROCEDURE

All staff members are trained and certified in First Aid and Cardiopulmonary Resuscitation (CPR) through an accredited course. For those injuries treated at school, parents will receive a note stating the nature of the injury, how it occurred, and the treatment given. A record will be kept on file at the school. In the event of a head injury, parents will be called immediately. * Fire drills are practiced monthly, and parents will receive a written disaster plan at the beginning of each school year. Please read this plan carefully so that you will know what the Preschool will do in the event of flooding, an earthquake, tsunami, or hurricane.

XVI. FULL DAY

The children will be provided with lunch daily. The lunch fee is included in the yearly tuition. The children wash their hands, gather in classrooms, and say grace. After lunch, they use the bathroom and wash their hands, then proceed to their classroom, where they rest. At the discretion of the lead teacher, the Junior Kindergarten class may have extended classroom time after lunch and a shorter rest period.

The school provides resting mats and mat covers. Parents are asked to wash the mat covers on the weekend and bring them back to the classroom the following school day. Children must be able to rest quietly for at least one hour. Children unable to sleep or rest quietly after the first three weeks of school may be asked to make alternative arrangements if the child is disruptive during nap time.. Rest time is very important for young children, and we do not offer alternative activities during this time.

XVII. FUNDRAISING

Because tuition does not cover all the expenses incurred in running the Preschool, a fundraiser may be planned every year. In the past, it has helped us fund a new playground, new kitchen and enlarge and renovate a classroom.

Children and staff shall not be exploited in fundraising activities, which would be detrimental to the children or the program.

XVIII. HEALTH AND SAFETY PRECAUTIONS

The State Health Department requires each child to have a Form 14 health card on file at the school. This form certifies that the child has had a physical within the past year before entering school and is up to date on their immunizations and TB test required by the State of Hawaii Health Department. **If a child's health care form is not complete or on file in the school office on the first day of school, the child shall not start school until the form is provided and may be excluded from the program.**

Hawaii State Law requires students to meet immunization requirements before attending school. If the appropriate documentation is presented to the school, exemptions from the immunization requirements may be allowed for medical or religious reasons. The State permits no other exemptions.

Students who have been exempted from immunization or have not completed the required immunizations shall be immunized or excluded from school during a potential outbreak as determined by the department. In other words, if your child is under-immunized for a vaccine-preventable disease, and an outbreak should occur, your child must be excluded from school for the length of time determined by the Hawaii Department of Health. Suppose a child or staff member contracts a communicable disease such as chicken pox, giardiasis, shigellosis, hepatitis, meningitis, shingles, or measles. In that case, WCP will notify families through posted notices and emails. If your child is under-immunized, they will need to be closely monitored, and you will be asked to keep them at home until cleared by a physician.

WCP staff is not allowed to administer medication to children unless required under life-threatening conditions, such as an Epi-pen for anaphylaxis. If Epi-pen or other emergency medication is needed, the child's physician, parent, or guardian must complete and sign an emergency health care form available in the office. Medication and form shall be kept in the classroom first aid container. If your child requires other medicine during the day, you must return to the school with the medication and administer it yourself. This rule includes all prescriptions, over-the-counter medication, ointments, and lotions, including sunscreen or repellents/oils. Responsibility for timely dispensing said medication rests solely on the parent or guardian. Please notify the administrator and classroom teacher in writing if and when such a situation arises. Our campus is fully gated, and only staff and parents are allowed on the campus. Any visitors need to check in with the front office. All medications (EPI-Pen) will be locked in the child's classroom. We do not administer

other medications. If your child is sick at school, we will contact the parent to pick them up. Your child may return to school with a doctor's note. If your child is sick at home, please keep them home till they are symptom-free with a doctor's note. In an emergency, the director/lead teacher will assess the situation and determine whether to call 911. We will contact the parents immediately. If we cannot contact the parent, we will contact the others listed on your emergency contact form. Please make sure all information is up to date. We do a courtesy call for all head bumps with a note sent home. For scrapes and bumps, we will send a note to have the parents re-check the area where the child got hurt.

If a child is out of school due to a communicable disease OR not feeling well, a doctor's certificate is necessary for readmission. Do not send a child to school who does not feel well. Keep in mind that medications given to a child with a fever before 8:00 AM wear off by 11:00 AM. Children should be "fever free" for 24 hours before returning to school, and a doctor's certificate is required. They should be kept home during a cold's contagious period (2-3 days). Children who become ill in school will be sent to the office until parents can be contacted to pick them up. In case of an emergency and we cannot reach either parent or the physician on file, The state of Hawaii nurse has agreed to provide consultation. If deemed necessary, the child will be taken to Kapiolani Children's Medical Center, 1319 Punahou Street, by the school director or by ambulance. All emergency release forms are located in the preschool office.

Please notify the teacher if your child is taking any medication for allergies, etc. Again, Waikeola Church Preschool staff is not allowed to administer medication to any child. We urge your cooperation in keeping your child at home when they are ill. Keep in mind, young children often pick up many new germs in group settings away from home.

Waikeola Church Preschool is covered under Waikeola Congregational Church's Insurance Policy.

XIX. PARENT PARTICIPATION

The Time and Talent form completed by the parent is used when special help is needed from parents. One indicator of a quality early childhood program is an active group of parent volunteers. The Room Parents of Waikeola is a wonderful example of why that is so. The group's mission is to support and assist Preschool teachers through various means. Parents have performed all sorts of activities, from helping with enhancing lessons, suggesting improvements, helping with fundraising, building furniture, teacher appreciation, and more. The Preschool staff appreciates our parents' great support and spirit of cooperation. Parents are welcome and enjoyed at Waikeola. Please let us know if you have time, skills, or interests, you would like to share with us. Room Parents (chosen by the teacher) assist the teacher in recruiting parents to help in various school activities, including cooking, special art projects, excursions, and class parties. In addition, room parents may be asked to oversee various functions throughout the year, such as fundraising, Open House, the Christmas Program, and Final Chapel.

XX. PARENT-SCHOOL COMMUNICATION

The school can be effective only through your mutual trust and support. Therefore, it is of utmost importance that we have open and honest communication. Your attitude reflects your child's feelings about school, and we encourage parents to communicate with the teacher or Director if they have concerns about school policies. The school is open to parents' suggestions and opinions. However, proper avenues for classroom concerns should be addressed with your teacher first, then with the Director.

All parents must immediately notify the office of any changes in their emergency and contact information (addresses, phone numbers, doctors, allergies). The emergency card we have on file for your child must

always have current information. Any changes in family relationships should also be communicated to the office. All emergency release forms are located in the preschool office.

A monthly newsletter, "Waiokeola News," is printed each month to inform you of school activities and events. Teachers often send home weekly or daily notes or emails to keep parents apprised of what is happening in the classroom. The office bulletin board holds information about community events, parents' needs, advertisements, and school and church notices.

"Open House" is an event held at the beginning of the school year. Important information is given to the parents during this time. Staff, policies, events, and curriculum are introduced.

Parents, children, and staff are expected to treat one another with courtesy and respect. Each member of the Waiokeola community has a right to feel safe, valued, and secure at Waiokeola. It is in everyone's best interest that all communication be clear, concise, and calm. Each member of the community has a right to be treated respectfully. When we model courtesy for our children, we model world-changing skills. If you are concerned about someone, please speak directly to that person. If the concern cannot be resolved and mediation is required, parents and staff are directed first to the administration and then to the Preschool Personnel Committee. Families unable to conduct their interactions civilly may jeopardize their child's continued enrollment at Waiokeola.

XXI. PERSONAL EQUIPMENT

Each child will be supplied with a Waiokeola tote bag and T-shirt. Please have your child bring their Waiokeola tote bag OR a backpack to school daily to carry home art projects and school notes. In addition, children will need an extra set of clothes in a plastic bag that can be sealed and labeled with their name in their cubby in case of accidents. During the cold and rainy season, we also suggest that children have a jacket or sweater in their cubby to wear. Please label your children's belongings, including footwear.

XXII. SCHOOL DRESS

Our goal of helping children become self-reliant is easier if they wear simple, self-managing attire (elastic waistbands rather than zippers, snaps, and belts). We also encourage self-expression through art media and find that children are more willing to try new materials if they aren't worried about getting dirty or messy. Please label your children's footwear and socks. Each child will be given a Waiokeola Church Preschool T-shirt that must be worn on excursions away from school. Children must also wear covered shoes (not slippers) on excursions. We strongly discourage children from wearing jewelry to school. The staff cannot be responsible for keeping track of a child's jewelry. It also may pose a safety hazard on certain pieces of playground equipment.

XXIII. SNACKS

The preschool provides snacks for the children each morning and afternoon, consisting of crackers and water. Fruit, cheese, and vegetables may be added weekly. The parents may also provide snacks in conjunction with a unit topic or as an experience in the tasting. Many classes do cooking and parents will be notified in advance when these days occur. Since children have snacks around 9:00 AM/10:00 AM, parents must provide them with a substantial breakfast before coming to school. Parents are welcome to bring a special treat to class for their child's birthday; however, we ask that you check with your child's teacher first to see what type of snack would be appropriate. We are a peanut/nut free school.

XXIV. TOILET TRAINING

All children must be toilet trained when they enter the Preschool. By toilet trained, we mean that children must be able to indicate to the Preschool staff that they need to use the bathroom and be able to undress and pull up their pants independently. Children should be wearing either regular panties or underwear. Pull-ups are NOT allowed.

We realize children may have accidents; however, when accidents occur daily or frequently, this may indicate your child needs toilet training. The Little Keiki Learning Center, "Busy Bees," and "Little Sprouts" maintain different toilet training procedures for each child. A Potty-Training Agreement between the parent and the teacher is signed when both parties feel the child is ready to begin the process.

XXV. TOYS FROM HOME

Children should only bring toys/stuffed animals from home if it is in conjunction with a special sharing day or activity. We do not allow war toys such as Power Rangers, play guns, plastic knives, etc. at school. Please check with your child's teacher for class rules. If parents and teachers decide together that the child would benefit from a transitional object, which is often helpful during the first few days of adjustment, exceptions can be made.

XXVI. VISITORS

We like people to know about our school and we enjoy having visitors. All visitors must check into the office and sign in. Prospective parents are encouraged to sign up for site tours. The Director must approve other visitations. Parents are encouraged to make appointments if they wish to observe their child's classroom. We encourage visitors and parents to be aware and respectful of school activities by speaking quietly around the classrooms.

XXVII. INFORMATION DISCLOSURE

Information about any individual child or parents will not be disclosed to anyone other than the staff unless the parents or guardians grant written permission or an emergency arises. A consent form for releasing the information is available for parents or guardians to sign. Parents applying their children to private schools must authorize and sign the release form the school provides before submitting it to our preschool office.

XXVIII. Supervision

Staff must be able to always see and hear children. Staff position themselves, so someone can always hear and see sleeping toddlers, or twos, including when staff is engaged with other children who are awake. Teachers supervise preschoolers, Jr. kindergarteners, and school-aged children by keeping them in sight most of the time. Supervision for short intervals by sound is permissible as long as teachers frequently check on children who are out of sight. No child will be left unattended in or outdoors at any time.

Transportation: We do not provide transportation to and from school

"I need to feel good about myself and to pray to God"



Magic Penny

*Love is something if you give it away, give it away, give it away -
 Give it away - Love is something if you give it away...
 You'll end up having more! - It's just like a Magic Penny!!
 Hold it tight, and you won't have any! Lend it, spend it, and you'll have so, man!!
 They'll roll all over the floor! Love is something if you give it away . . . You'll end up having more!*

August 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
		1	2	3	4	5
6	7 Staff Meeting Staff Return to School	8	9	10	11 Open House Jr. K Meet and Greet	12
13	14 Welcome First Day of School	15	16	17	18 No School Admissions Day 	19
20	21	22 P.E. 	23 Music 	24 Chapel 	25	26
27	28	29 P.E. 	30 Music 	31 Chapel 		

"I need to feel good about myself and be able to get along with others"

Jesus Loves the Little Children

Jesus loves the Little Children, all the children of the world,
Red and Yellow, Brown, and White, they are precious in His sight; Jesus loves the little children of the World.



September 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4 No School Labor Day 	5 Staff Meeting P.E. 	6 Staff Meeting Music 	7 Chapel 	8	9
10	11	12 P.E. 	13 Music 	14 Chapel 	15	16
17	18	19 P.E. 	20 Music 	21 Chapel 	22	23
24 Teacher Dedication 9:00 a.m.	25	26 P.E. 	27 Music 	28 Chapel 	29	30

"I need to be excited about learning"

Pumpkin Song

First, you take a pumpkin, big and round and fat, then you cut the top off, that makes the hat.
Then you cut a mouth, a nose, and two eyes. Now you have a jack-o-lantern; what a nice surprise!



October 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3 Staff Meeting P.E. 	4 Staff Meeting Music 	5 Kreative Kolors Picture Taking	6 Kreative Kolors Picture Taking	7
8	9 Fall Break No School	10 No School	11 No School	12 No School	13 No School	14
15	16	17 P.E. 	18 Music 	19 Chapel 	20	21
22 Spirit Week	23 Stripes Day	24 Sports Day P.E. 	25 Waikeola T-Shirt Day Music 	26 Orange Day  Harvest Fest 3:00 - 4:30	27 No School Parent Teacher Conference	28
29	30 Mix and Match Day	31 Staff Meeting  Trick or Treat				

"I need to be familiar with words, numbers, shapes and colors"



Hawaiian Thanksgiving Song

We Are Thankful !!..... We are Thankful in our Work and Play----We are Thankful on Thanksgiving Day!

November 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1 Staff Meeting Music 	2 Chapel 	3	4
5	6	7 P.E. 	8 Music 	9 Chapel 	10 No School Veteran's Day	11
12	13	14 P.E. 	15 Music 	16 Chapel 	17	18
19	20	21 P.E. 	22 Music 	23 No School Thanksgiving 	24 No School Thanksgiving Break	25
26  First Sunday of Advent	27	28 Staff Meeting P.E. 	29 Staff Meeting Music 	30		

"I need to be safe and feel safe"

Go Tell It on the Mountain

Go tell it on the mountain, Over the hills, and everywhere; go tell it on the mountain,
That Jesus Christ is born...



December 2023

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3  Second Sunday of Advent	4	5	6	7 Chapel 	8	9
10  Third Sunday of Advent	11	12 Christmas Program LKLC	13 Christmas Program 3's	14 Christmas Program 4's	15 Christmas Jr. K Early dismissal Pick up 1130am-12:00am	16
17  Fourth Sunday of Advent	18 No School Winter Break	19 No School Winter Break	20 No School Winter Break	21 No School Winter Break	22 No School Winter Break	23
24 31	25 No School Winter Break 	26 No School Winter Break	27 No School Winter Break	28 No School Winter Break	29 No School Winter Break	30

"I need to feel good about myself and be able to get along with others"

Snow Day Came to Waiiokeola! (Even at 75F!)



January 2024

Sun	Mon	Tue	Wed	Thurs	Fri	Sat
	1 No School Winter Break 	2 No School Staff Professional Development Day	3 School Resumes	4	5	6
7	8	9 P.E. 	10 Music 	11 Chapel 	12	13
14	15 No School Dr. Martin Luther King Jr. 	16 P.E. 	17 Music 	18 Chapel 	19	20
21	22	23 P.E. 	24 Music 	25 Chapel 	26	27
28	29	30 P.E. 	31 Music 			

"Learning and Growing at Waiokeola Church Preschool"



February 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1	2	3
4	5	6 Staff Meeting P.E. 	7 Staff Meeting Music 	8 Chapel 	9	10 Chinese New Year  Year of the dragon
11	12	13 P.E. 	14  Music 	15 Chapel 	16	17
18	19 No School President's Day 	20 P.E. 	21 Music 	22 Chapel 	23	24
25	26 P.E. 	27 Music 	28 Chapel 	29		

"I need to be safe and feel safe"



March 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3 Girl's Day 	4	5 Staff Meeting P.E. 	6 Staff Meeting Music 	7 Kite Day 3's 	8 Kite Day 4's 	9
10	11 No School Spring Break	12 No School Spring Break	13 No School Spring Break	14 No School Spring Break	15 No School Spring Break	16
17 St. Patrick Day 	18	19 P.E. 	20 Music 	21 Chapel 	22	23
24 Palm Sunday 	25	26 No School Kuhio Day 	27 Music 	28 Chapel 	29 No School Good Friday 	30
Easter Day  31						

"I need to be excited about learning"



April 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
		Staff Meeting P.E. 	Staff Meeting Music 	Chapel 		
7	8	9	10	11	12	13
	Celebrate Learning Week School Assembly	2's ART and MUSIC DAY	3's SPORTS and GAMES DAY	4's SCIENCE DAY	Jr.K MATH DAY	
14	15	16	17	18	19	20
		P.E. 	Music 	Chapel 	OPTIONAL Parent Teacher Conference School in session	
21	22	23	24	25	26	27
		P.E. 	Music 	Chapel 		
28	29	30				
		Staff Meeting 3'S LUAU				

"I need to feel good about myself and be able to get along with others"



May 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1 Staff Meeting	2 4'S LUAU	3 2'S/JK LUAU	4
5 Boys Day Cinco de Mayo 	6	7	8	9	10	11
12 Mother's Day 	13	14	15	16	17	18
19	20	21	22	23 Last day of School for LKLC, 3's and 4's	24 Graduation (No Autoline) Early Dismissal Pick up 10:30-11:00 a.m.	25
26	27 No School 	28 No School	29 No School	30 No School	31 No School	

"I need to know how to talk with others and to listen"



June 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3 FIRST DAY OF SUMMER PROGRAM	4 Staff Meeting	5 Staff Meeting	6	7	8
9	10	11 No School King Kamehameha Day 	12	13	14  FLAG DAY	15
16 Father's Day 	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

"I need to feel good about myself and to pray to God"



July 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3 Independence Day School Parade	4 No School Independence Day 	5	6
7	8	9	10	11	12 LAST DAY OF SUMMER PROGRAM	13
14	15 No School	16 No School	17 No School	18 No School	19 No School	20
21	22 No School	23 No School	24 No School	25 No School	26 No School	27
28	29 No School	30 No School	31 No School			



August 2024

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
				1 No School	2 No School	3
4	Staff Meeting STAFF RETURN TO SCHOOL	5	6	7	8	9
11	FIRST DAY OF SCHOOL	12	13	14	15	16 No School Admissions Day 
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Waiokeola Church Preschool

2023 -2024 School Year

(Dates may be subject to change)

<p><u>August 2023</u> 7- Staff returns to school/ Staff Meeting 11 - Open House 14 - First Day of School 18 - No School- Admissions Day</p> <p><u>September 2023</u> 4 - No School- Labor Day 5/6 -Staff Meeting 24 -WCC Waiokeola Teacher Dedication</p> <p><u>October 2023</u> 3/4 - Staff Meeting 5/6 - Picture Taking 9-13 - No School- Fall Break 23-26 Spirit Week 26 - Pumpkin Patch/Harvest Fest 27 -No School- Parent/Teacher Conference - No Children 30 - Mix Match Day 31 - Trick or Treat /Happy Halloween 31 - Staff Meeting</p> <p><u>November 2023</u> 1- Staff Meeting 10- No School- Veteran's Day 23- No School- Thanksgiving 24- No School- Thanksgiving Break 26- First Advent Sunday 28/29 - Staff Meeting</p>	<p><u>December 2023</u> 3 - Second Advent Sunday 10 -Third Advent Sunday 12-15 Grade level Christmas Program 15 -early dismissal - pick up 11:30am to 12:00am (no lunch) 18 - Fourth Advent Sunday 25 - Christmas Day No School- Christmas Break December 18 thru January 2, 2024</p> <p><u>January 2024</u> 1- No School- Happy New Year! 2 - No School- Staff In-Service 3 - School resumes 15 - No School- Dr. Martin Luther King Jr. Day</p> <p><u>February 2024</u> 6/7- Staff Meeting 10 - Chinese New Year: Year of the Dragon 14 - Valentine's Day/Ash Wednesday 19 - No School - President's Day</p> <p><u>March 2024</u> 3 - Girl's Day 5/6 - Staff Meeting 7/8 - Kite Day 11-15 - No School- Spring Break 17 - St. Patrick's Day 24 - Palm Sunday 26 - No School- Kuhio Day 29 - No School- Good Friday 31 - Easter Sunday</p>	<p><u>April 2024</u> 2/3 - Staff Meeting 8-12 Celebrate Learning Week 19 - Optional Parent/Teacher Conference (School in Session) 30 - Staff Meeting 30 - Grade level Luau</p> <p><u>May 2024</u> 1 - Staff Meeting 2-3 - Grade level Luau 5 - Boy's Day / Cinco de Mayo 12 - Mother's Day 23 - Last day of school 24 - GRADUATION DAY for graduates No Auto Line 27 - Memorial Day 27-31 No School</p> <p><u>June 2024</u> 3 - First Day of Summer Program 11 - No School- King Kamehameha Day 14 - Flag Day 16 - Father's Day</p> <p><u>July 2024</u> 3 - Independence Day Parade 4 - No School -Independence Day 12 - Last Day of Summer Program 15-31- No School</p> <p><u>August 2024</u> 1-2 - No School 5 - Staff returns to school 12 - First Day of School 16 - No School- Admissions Day</p>
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