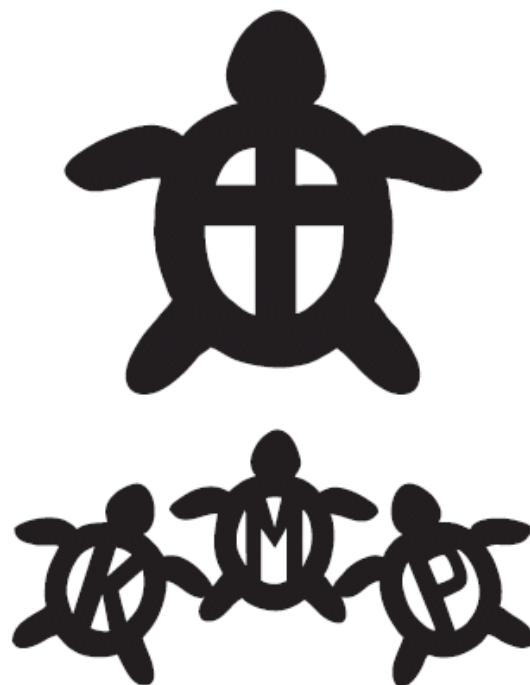


**KAILUA METHODIST
PRESCHOOL**

PARENT HANDBOOK



**SPONSORED BY
KAILUA UNITED METHODIST CHURCH
2008-2009 School Year**

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WELCOME FROM THE PASTOR

Welcome to the Kailua Methodist Preschool. Thank you for your participation and interest. A part of the overall program of Kailua Methodist Church, KMP has provided quality child care in the Kailua area since 1971. I will be serving as Chaplain of KMP and I will help our wonderful staff in teaching about God’s love and how we are to love one another through positive, life affirming teachings and values.

As the overall administrator of the church and preschool, I will also have oversight of the administration of the preschool along with the Director and staff.

As I can be helpful to you in any way, I look forward to doing so.

Blessing and peace to you!

Rev. Tom Choi
Senior Pastor
Kailua United Methodist Church

CONTACT INFORMATION

Mailing Address: Kailua Methodist Preschool
1110 Kailua Road
Kailua HI 96734

Telephone Nos.: 808-262-7674 (Voice)
808-262-2066 (Fax of the church – please note to the preschool’s attention)

Email: administration@kailuamethodistpreschool.com

Website: KailuaUMC.org – click on the Preschool link on the left side of the homepage.

MISSION STATEMENT

The Kailua Methodist Preschool (KMP) is a non-profit preschool sponsored by Kailua United Methodist Church (KUMC).

As a service to the community KMP nurtures children's development of "strong bodies, healthy minds, God's heart" within a Christian small-class setting. Our focus is on development of the whole child spiritually, socially, intellectually, physically and emotionally through hands on and cooperative learning experiences. KMP is dedicated to instilling in each child a love of God and a love of learning throughout his/her life.

OUR GOALS

KMP provides a loving Christian environment to aid each child in developing appropriate character and life skills to become healthy, responsible and contributory adults. With this in mind, in cooperation with parents, we offer:

- Small, well-supervised classes with a focus on engaging and growing in relationship with God;
- Opportunities for children to listen carefully and to obey the *first* time instructions are given, learning to be responsible and accountable for the consequences of their own actions;
- Materials and instruction that contribute to a child's academic readiness;
- An opportunity, outside the home, for a child to interact with children of the same age, while developing Biblically-based, congenial behavioral skills.
- Enrichment to the child's world through play, the creative arts, music, stories, books, nature and science.
- Appropriate activities and equipment for development of large and small muscle skills.

ORGANIZATION

KMP is licensed for forty-eight children a day by the State of Hawaii, Department of Human Services. KMP provides care for children between the ages of two years old and five years old, meeting the State of Hawaii requirements for staff qualifications and teacher-to-child ratios. The preschool is governed by a Board of Directors elected by KUMC members. The Board is composed of nine members, three of whom may be KMP parents with a child currently enrolled.

ADMISSION POLICY

Children are admitted on a space-available basis regardless of race, color, sex, national or ethnic origin. KMP operates within State and Federal law and follows the Americans with Disabilities Act (ADA) by accepting children with disabilities within reasonable boundaries. All children attending KMP must be fully toilet trained.

CHANGES IN SERVICE

When making a change in services KMP shall provide written notification to parents/guardians within thirty days prior to the change taking effect.

APPLICATION, TUITION AND FEES INFORMATION

Parents may select from programs of two, three, or five days a week. The following information must be on file and fees paid *prior* to the first day of attendance.

1. Completed application form and registration packet, containing:
2. A nonrefundable Application Fee is due when an application is submitted.
3. A nonrefundable Registration Fee is due upon acceptance in the preschool program
4. A non-refundable Tuition Deposit in the amount of one-half one month's tuition or \$100, whichever is higher, is due upon acceptance into the preschool program.
5. An annual Comprehensive Fee is due on the first day of school in August.
6. Children enrolling for the summer have a Comprehensive Fee due June 1 or upon enrollment date.
7. Form 14, obtained from your doctor certifying a physical examination within the year prior to admission, current TB clearance (within the year prior to admission), and required immunizations.

Tuition is determined on a calendar year basis and is due on the first day of each month. (See Appendix 1 for tuition and fee rates.)

- If a family has two or more children enrolled in the preschool during the same school year, the family will receive a 10% discount on the tuition for the additional child(ren). The discount does not apply to the child in the family with the highest tuition.
- There is no reduction or refund of tuition for holidays, absences, vacations, or early withdrawal.
- A late payment fee of \$25.00 is charged for tuition received after the tenth of the month, and a fee of \$35.00 is charged after the twentieth of the month.
- If no tuition payment has been received by the last day of the month your child will not be allowed to return until the tuition is paid.
- A fee of \$25.00 will be charged for each returned check.
- Please make all checks payable to KAILUA METHODIST PRESCHOOL or KMP.

***A 30-day notice, in writing, is required of parents who wish to withdraw their child from KMP. If 30-day notice is not given, full tuition for the 30 days immediately following the date on which withdrawal notice is given is due and charged.** If the requisite 30-day notice is given, the parents are responsible for tuition only through the date of actual withdrawal.

KMP reserves the right to terminate a child's enrollment without refund of fees for any of the following reasons:

1. Repeated disrespectful and rebellious behavior that has not abated after repeated correction;
2. The child has recurring toilet accidents.
3. Destructive or harmful behavior.
4. Tuition payments are delinquent.
5. There is noncompliance with other KMP policies.

HOURS OF OPERATION

KMP is open from 7:00 am to 3:30 pm Monday through Friday, year around, with the exception of holidays, Christmas and Easter breaks, and teacher in-service days. The school is pleased to offer two, three or five day per week programs to fit your needs. Please see the attached fee schedule for more information on tuition and other fees.

To eliminate distraction, please have your child at school no later than 8:30 am when regular classes begin. Please call the school if your child will be late or absent.

SCHOOL CALENDAR

KMP generally follows the calendar set by the Hawaii Department of Education, with a few exceptions. Parents will be informed of any changes in the calendar. Please see the last page at the back of the handbook for the current school calendar which shows when KMP will be closed for holidays, Christmas and Easter Breaks, and Teacher Workdays.

EARLY MORNING ROUTINE

When the preschool opens daily at 7:00 am the children are in one of two classrooms, one for three-year-olds and one for four-year-olds. Some children bring their breakfast to eat at school. Outside play time begins at 8:00 am.

At 8:30 am, we pledge Allegiance to the Flag and sing 2 songs, (see appendix IV) then each child follows his/her teacher into the classroom.

Please bring your child to school before 8:30 am so that your child is ready to start the day with his or her classmates and does not disrupt nor distract the class because of tardiness.

SIGN-IN/SIGN OUT PROCEDURES

Parents are responsible for transporting their children to and from the preschool. In accordance with Hawaii State Law, parents are then required to sign the child IN when coming to the preschool and sign the child OUT when leaving the preschool at the end of your child's session to assure the safety of the child. If your child is to be picked up early, late, or by a person different than usual, please write it in the "Parent Communication Book" found alongside the regular sign-in/sign out book in your child's classroom. Also, please remind anyone who is picking up your child to have an ID, because the staff will check identification.

HOW TO HANDLE MORNING DROP-OFF

Stay long enough to oversee your child's stowage of his/her belongings. Reassure your child that you will be back after lunch or after nap (depending on your scheduled pick-up time). Then, **go!** Your child needs to know that you trust this school in caring for him or her. The staff will hold and comfort your child, if necessary, or may redirect his/her attention. Experience has shown that tears do not last long. If you wish, you may call later and talk with the Director to find out how your child is doing.

LATE PICK-UP

Your child must be picked up *prior* to 12:30 or 3:30, depending on your child's schedule. If you collect your child later than his/her scheduled time, a late pick-up fee will be charged and is due on your child's next regularly scheduled school day. If you know you will be late, please call so the teacher may reassure your child that you will be coming. The late fee is charged regardless of the reason for the delay and whether or not you called. Please see Appendix I for the schedule of late pick-up fee charges.

EXTRA DAY CARE

Extra day care is available **ONLY** on the days your child is **regularly** scheduled, during normal hours of operation (7:00 a.m.-3:30 p.m.) and only on an occasional basis. Extra Care must be arranged with and approved by the Director at least one day prior to the day when extra care is needed. All extra care is recorded in the "Extra Care" log book and must be signed by the parent. Please see Appendix I for the schedule of Extra Care Fees.

No drop in care is available.

SNACKS

KMP provides a nutritious snack in the morning. Please see the section on snack and lunch for more details. Please see the snack menu posted on the refrigerators for specific items that are served. Grace will be either said or sung at lunch and snack time.

LUNCH

Children must bring their own lunches, including either milk or water. Some suggestions include leftovers from dinner, sandwiches (peanut butter, tuna, egg salad, cheese), carrot sticks, orange wedges, etc. **Candy, cookies, chips, sodas, sweetened drinks (including chocolate milk), etc. are not allowed.** In other words, no desserts/treats or unhealthful snack items (such as jello, pudding, fruit roll ups, etc.). If you desire to serve these to your child we ask that you please do so when your child is at home. Our desire is to support you in helping the children to have healthful eating habits.

A refrigerator is provided at the preschool for your child's lunch box. Microwaves are provided to heat up pre-cooked foods (for a 30 second *maximum* warm up time).

REST PERIODS

Children at KMP are involved in a busy schedule. KMP believes that **all** children enrolled in the full day program benefit from a nap. Our rest periods are daily from 12:30 pm – 2:30 pm. During this time, soft music is played and the children are encouraged to rest and relax. We do not offer an alternative for children during nap time.

These children will need a blanket, quilt or sheet and a pillow (if desired) with the child's name on them. The school provides a cot for each child. All covers are to be taken home at the end of each week for laundering and should be returned on your child's first day at school in the following week.

BIRTHDAY CELEBRATIONS

Birthdays are special days, and each child's birthday is recognized during the school day. The birthday child's parents may bring in a special treat such as cookies, cupcakes or cake. Please check with teachers first. Due to allergies we may have to restrict the flavors or types of items or at times the special item may have to be jello or popsicles to enable all children to participate in the celebration. We all sing "Happy Birthday." Please let your child's teacher know ahead so she can set aside extra time for the celebration.

If you choose to have an off-campus celebration, please be sensitive and discreet in distributing invitations. Children tend to see who gets invitations and overhear conversations that were not intended for their ears.

CHILD ASSESSMENTS

Children are assessed bi-annually. Copies of the assessment are put in the parent mail.

PERSONAL PROPERTY

KMP will not be financially responsible for the loss or damage of any personal property brought to the preschool. Each child has his/her own cubby space for personal belongings which should include a labeled change of clothing in a Ziploc bag for your child. For children staying for nap this also includes a small blanket and pillow.

Children may not bring toys, other personal items not listed immediately above, nor items that are small enough to fit through a paper towel tube to school. Also, inappropriate actions, vocabulary and attitudes are not allowed to be imitated. Please remember, KMP will not be responsible for any lost or broken items.

If you have an item (book, photo, postcard, music, etc.) that you would like to share with your child's class that *relates to the current monthly theme* please check with your child's teacher to determine the best way in which this item may be shared and talked about by the whole group. Again, no toys are allowed at school.

DISCIPLINE

The KMP staff does not use corporal punishment (spanking or hitting of any kind) or associate discipline with rest, food, or toilet habits. Certain behaviors will be limited by use of positive redirection or a time out (at the rate of one minute per year of the child's age).

One of our primary focuses at this time of early childhood education is to train children to obey the first time they are instructed to do something. That means there are no "second" chances; consequences are immediate and we are consistent in carrying through with consequences for willful disobedience and negligence. We choose our words carefully to indicate that it is not the teacher who is "making" the child undergo time out or missing outside play, but that it is the *child* who *chooses* a consequence when [s]he is disobedient.

One of the most effective disciplinary measures is to **practice** training at times when it is convenient and the disciplinarian is well-rested.

COMMUNICATION WITH PARENTS

Weekly and monthly announcements are posted on the bulletin board outside the multi-purpose room. Separate classroom activities and lesson plans are posted on the door of each classroom. Special events information, permission slips, newsletters, receipts, and other parent communications are put into each child's plastic page/sheet protector in the notebook in his or her classroom. A monthly newsletter is usually sent home the first week of the month to keep you informed of upcoming events. We welcome your input and will do our best to answer your questions and address your concerns. A parent communication book is located by the sign-in/sign-out log.

If you desire to have your child's teacher back you up on disciplinary action you are taking at home, please let the teacher know.

If you have questions concerning teaching methods and procedures, please speak directly and solely with the classroom teacher. If you are not able to resolve the issue by talking only with the teacher, then you may arrange a joint meeting among yourself, the teacher and the Director.

PARENT PARTICIPATION

KMP teachers recognize that parents are the first teachers and the most important people in their young children's lives. We desire to partner with you to reinforce principles and practices of social conduct. If you have questions regarding discipline methods or desire recommendations of other child-training materials, please ask your child's teacher or the Director. We honor confidentiality and appreciate your input.

Please know that you are invited to visit the school at any time. To eliminate classroom distraction, we ask that you refrain from interrupting early morning classroom activities and lunch time since children can be conflicted on whether to listen to the teacher or to solicit a parent's interaction. We want the children to recognize the teacher's responsibility and authority within the classroom so that they will honor your responsibility and authority at all other times.

If you choose, there are several ways for you to be involved personally.

Opportunities to participate include:

- Room Parent (generally includes assisting in cutting out patterns, etc. for art projects)
- Excursion Chaperone
- Parent Work Days
- Bringing food/supplies to parties and special events
- Fund Raising
- Sharing ideas or reading stories to the children
- Handy work around the school

FUND-RAISERS

Fund raisers may be planned during the year to purchase classroom and playground equipment. Fund raisers must be approved by the Board of Directors and are usually organized and run by Board members and parents working together.

PROGRAM OVERVIEW

Three Year Old Classrooms:

Since early three's are just beginning to relate to others in a school situation, the goals of this class are to develop a relationship with God, socialization, listening skills, language skills, attention to task; to teach simple safety rules, and to encourage good health. The three's teacher helps the children to achieve these goals through storytelling, music, learning centers, open-ended art projects, and cooperative play. Learning self-discipline and knowledge of moral values are emphasized. Outdoors, children are encouraged to run, jump and learn to pump on the swings.

Pre-Kindergarten Classrooms

The focus of this class is learning to hear and obey God's voice; refining listening and socialization skills, gaining confidence in academic readiness. Christian values and morals are also emphasized. The children work on self-esteem activities to build self-confidence and impulse control. They keep weekly journals in which they record their thoughts in art form. Other skills introduced in this class are: identification of, sounds (phonics) and writing practice of some lower case letters; identification, and comprehension of numerals 1 through 20; and recognition of colors and shapes. Outdoors, children are encouraged to run, jump, play cooperatively and to pedal tricycles.

Afternoon Program (No Age Separation)

The children are given opportunities to stretch and wake-up with story time, organized group activities and free play until the school closes at 3:30 pm.

Extra Activities

KMP holds weekly Chapel with the Pastor of Kailua United Methodist Church. Prime Time Movement, Worship Ballet and Hula may be offered through the preschool for an additional fee paid directly to the instructors. We try to provide monthly in-house activities or field trips. A parent may choose for his or her child not to attend a field trip; however, there is no school supervision for children who do not attend the field trip. On these days please have your child(ren) wear a KMP T-shirt which is supplied by the preschool. Fees for the in-house activities will vary and are charged separately from your tuition. If we do take a field trip requiring transportation, a professional bus service is used. KMP plans special student programs during the school year to which family and friends are invited. These programs are singing for Kailua United Methodist Church, Open House, the Christmas Program and the Aloha Ceremony.

HEALTH GUIDELINES

1. Please have your Physician write any special food or medical instructions on the Form 14. Also, please inform the KMP staff of any food allergies your child may have.
2. Any child with head lice (ukus) and/or nits must stay home until completion of treatment and removal of all nits and must be checked by staff for no nits prior to re-admittance. See Appendix II, "Head Lice (Ukus) Policy," for detailed information.
3. **Communicable disease must be reported to KMP immediately. A child absent due to a communicable disease may return only with a note from a physician.** See Appendix for the Communicable Disease Reference List for guidelines when your child has a communicable disease.
4. If your child does not feel well or has any of the following symptoms, please do *not* send him or her to school. *Should any of these symptoms develop while your child is at school, a parent or guardian will be notified and is expected to pick up the child promptly.*

An acute cold with yellow or green nasal discharge

Red/discharging eyes

Diarrhea

Earache

Nausea or vomiting

Hand, Foot, and Mouth Disease

Red or sore throat

Severe or persistent cough

Skin rashes or eruptions

Head lice (ukus)

*Fever

*Children running a fever will not be admitted to school the next day and must be free of fever **without** medication for 24 hours before returning to school.

The KMP staff are all trained and certified in First Aid and Cardiopulmonary Resuscitation (CPR) through accredited courses.

MEDICATIONS

If your child requires special medications during the day, our staff is allowed to administer prescribed medications only. **Mosquito repellants** and **sunscreen** are treated as medicine and require a doctor's note for teachers to apply such to any child. All medicines must be kept in the original container bearing the prescription label. Please be sure to leave a spoon or dropper for proper dosage. A parent must complete the required information on the Medication Form and leave the medication in the closed container in the refrigerator. **DO NOT LEAVE ANY MEDICINES IN YOUR CHILD'S CUBBY OR LUNCH BOX.**

EMERGENCY CARE

Should your child require immediate medical attention, a parent will be contacted. If a parent cannot be reached, the Director or a teacher will call one of the persons listed on your **EMERGENCY INFORMATION FORM**. If these people cannot be reached, the Director will contact your doctor. If the situation warrants, your child will be taken by car or ambulance to Castle Hospital for treatment. **Parents are responsible for updating KMP's records of emergency information and phone numbers for their children.**

Emergency procedures are in place to ensure the safety and well-being of children while at KMP. The children will be cared for by our trained staff at all times until parents are able to retrieve them. Specific details are found in Appendix VII.

DISCLOSURE POLICY

Information about an individual child or parents or guardians of the child is not disclosed to persons other than the **KMP** staff unless the parents or guardians of the child grant written permission for the disclosure.

SMOKING/ALCOHOLIC BEVERAGES

Smoking and consumption of alcoholic beverages or drugs are prohibited at all times within the preschool facilities, during all school-related activities, and on the preschool grounds. In the interest of safety, please send someone from your pick up list to collect your child if you have been drinking alcoholic beverages.

CHILD ABUSE AND NEGLECT

All suspected cases of child abuse or neglect will be reported to the appropriate State authorities immediately upon detection, accompanied by required documentation. Such reporting is required by State Law, Sec. 349, and Chapter 350.

APPENDIX I
Kailua Methodist Preschool Tuition and Fees Information Sheet
(Effective August 1, 2008)

M-T-W-Th-F		over 12 months	per year (Aug.-May)
5 days per week	7:00am-3:30pm	\$ 518 per month	\$ 5180 per year
5 days per week	8:00am-12:30pm	\$ 440 per month	\$ 4400 per year
M-W-F		over 12 months	per year (Aug.-May)
3 days per week	7:00am-3:30pm	\$ 394 per month	\$ 3940 per year
3 days per week	8:00am-12:30pm	\$ 325 per month	\$ 3250 per year
T-Th		over 12 months	per year (Aug.-May)
2 days per week	7:00am-3:30pm	\$ 320 per month	\$ 3200 per year
2 days per week	8:00am-12:30pm	\$ 274 per month	\$ 2740 per year

Note: a five (5) per cent discount is given for tuition paid in full for the school year (if paid by the end of August).

Required Fees and Late Fees

Application Fee:

An initial, non-refundable fee of **\$25.00** per child is due when application is turned in.

Registration Fee:

An initial, non-refundable fee of **\$100.00** per child is due upon acceptance in the preschool program and every February for re-registration.

Tuition Deposit Fee:

A non-refundable payment of **\$100.00** per child, to be applied to your first month's tuition, is due upon acceptance into KMP and for current students when they register for the following school year. This fee may be refundable for students enrolling in August of the upcoming school year, if and only if they are withdrawn before May 1st.

Comprehensive Fee:

An annual, non-refundable fee of **\$150.00** per child is due with tuition in August. This fee is pro-rated only if a child enrolls after December of the school year, at which time the fee will be \$75.

Children enrolled in the summer program (June and July) have a **\$50** summer comprehensive fee.

Extra Day Care Fee (only on an occasional basis and by approval of and arrangement with the Director):

For **\$5.00** per hour, with prior arrangement with the director and only on the child's regularly scheduled days you may request extra care. Arrangements must be made at least one day in advance.

Late Fee:

A fee of **\$1.00** for every minute is charged when a child is picked up after their scheduled pick up time.

Late Tuition Fee:

Tuition is due on the 1st of the month. A fee of **\$25.00** shall be charged for tuition received after the 10th of the month. A fee of **\$35.00** shall be charged after the 20th of the month.

Returned Check Fee:

A fee of **\$25.00** shall be charged for each check returned to the preschool by the bank.

APPENDIX II

COMMUNICABLE DISEASE REFERENCE LIST

(Adapted from the Department of Education policy)

DISEASE	TIME EXCLUDED FROM SCHOOL
Chicken Pox	One (1) week after eruptions first appear
Conjunctivitis, acute bacterial	as long as eyes are red and discharging
Influenza	During period of acute illness
Measles	Four (4) days after rash appears
Rubella (German Measles)	Four (4) days after rash appears
Mumps	Nine (9) days after onset of swelling; less if Swelling has subsided
Scabies	Until child and family have been treated
Scarlet Fever, Strep Throat And other Strep Infections	Return by a doctor's note
Active Tuberculosis (TB)	Until authorized to return by Dept. of Health

APPENDIX III

Head Lice (Ukus) Policy

Ukus can easily spread to others on combs, clothing, carpets, car seats, hats, etc.

Adult ukus are insects about 1/8 inch long that attach themselves to hair. Ukus live on the human scalp for about a month. They feed by biting the skin and sucking blood. Females lay as many as 10 eggs a day, usually at the base of hair shafts. The tiny eggs (called nits) are oval and can hatch in seven to ten days. It is hard to tell if nits are dead or alive.

It does not appear that ukus carry disease to humans. However, they are very irritating and can lead to scalp infections (Impetigo) if children scratch the bites repeatedly.

When ukus are discovered on someone during school, KMP will:

1. Immediately check all children and staff members.
2. Notify parents of the infested children so they can make arrangements to pick up their children as soon as possible, to minimize close contact with others to the school.
3. Remove and sterilize pillows, dress up clothes, and hats.
4. Inform all parents of the uku problem.
5. Vacuum all carpets carefully.
6. Screen all children and staff members daily for nits for at least two weeks.
7. Caution children not to share combs, hats, towels, etc. while the uku problem is going on.

When ukus are discovered on someone during school, parents will be asked to:

1. Take home all covers, pillows, and unbagged extra clothes to be washed in hot water. Extra clothes must be brought back in air tight plastic bags.
2. Carefully check all family members' heads and necks for any nits, sores, or crusting. Nits are easier to see outside in the sunlight. Also, please inform the parents of your child's playmates of the discovery of ukus.
3. Treat your child with "uku" products from the pharmacy. These strong medicines should kill all the ukus, but not necessarily all the nits. Carefully follow your pharmacist's instructions for using these products, overuse can be hazardous.
4. Remove all nits from the hair of family members (to prevent reinfestation) by using a fine tooth metal comb such as a flea comb in natural light. Rinsing the hair with a solution of equal parts of vinegar and water helps loosen the nits. This tedious task is effective in eliminating the uku problem.
5. Be aware that the use of insecticides on furniture, carpets, etc., is not necessary. In fact, insecticides are not recommended and may be dangerous. For sprays for furniture, carpets, etc. that are made specifically for use in the case of ukus (head lice) please read and carefully follow the instructions.
6. Vacuum carpets, mattresses, and upholstered furniture. Wash bedding, towels, and clothing often to remove nits and ukus. Put unwashable things in a hot dryer for 20 minutes; dry clean them or place in tightly sealed plastic bags for 30 days. Soak combs and brushes in medicated shampoo for an hour or in very hot water for 5-10 minutes.
7. Consult your physician, if desired.

To re-enter school the child must be examined by a teacher or the director and be determined to be "nit free."

APPENDIX IV

8:30am Rainbow Circle

I pledge allegiance to the flag of the United States of America,
And to the republic for which it stands, one nation, under God,
Indivisible, with liberty and justice for all.

Aloha Kakahiaka means good morning to you,
Aloha Kakahiaka means good morning to you,
Aloha

Wave our flag above Hawaii; wave our flag red, white and blue,
Freedom's flag flies o'er the city for the country and here at school.
From the mountains, to great valleys, eight islands with sandy shores,
Hawaii's children pledge allegiance, wave our flag forever more.

Snack and lunch Prayers

Johnny Apple seed:

Oh the Lord is good to me, and so I thank the Lord, for giving me the things I need, like the sun and the rain
and the apple seed, the Lord is good to me. Amen

God our Father (tune of Frere Jacques):

God our Father, God our Father, We thank you, We thank you,
For our many blessings, For our many blessings, Amen Amen.

Sugar Cane:

We are thankful for sunshine, for wind and for rain. We are thankful for taro and tall sugarcane. We are
thankful for rice, for fish and for poi, for all of our blessings and thanksgiving joy.

Chapel Prayer

A prayer done at chapel (adapted from BOZ videos):

"Thank you God, as this day begins [or ends]...for our families, our teachers, and our friends. Taking time to
sit and pray; thank you, God, for this great day! Amen."

Appendix V KMP Playground Rules

Side playground

Climbing structure:

- Children may go **up** the ladder only
- Children may go **down** the slides only
- Children may go up or down the steps
- No swinging on the bar over the double slide
- Children may use the ladder like monkey bars as long as no children are trying to climb up it.
- If children want to do sand play, go to the sand box

Grass area:

- No sticking arms through fence to get ladybugs

Main Playground

Track:

- Clockwise riding of bikes/cars only (as you face the marsh)
- Children need to ride or push themselves
- No climbing the fence
- Trucks may be on track – same clockwise direction driving
- Children may not take the flag from the plastic slow man
- Children may not enter the shed at any time.
- The shed is to remain locked at all times except when directly taking out or putting in bikes/cars

Swings:

- Children must sit on the swing, facing the playground and hold on with two hands
- No child may stand on the sand area

Hill:

- Children may run, walk, fly airplanes, play ball or other games on the hill
- No sticking arms through fence to get ladybugs

Sandbox:

- No leaves, sticks, flowers, water or rocks will be permitted
- Children may dig and build with toys inside of the sandbox
- No digging outside the cement perimeter

Water table:

- Children must wear an apron
- Children must leave the water in the water table
- Children may help empty the water table

Covered climber:

- Up the ladder, down the slides only
- Children may climb in through the doors and windows
- Children may not climb on top of the structure

Tunnel:

- Children may play inside the tunnel
- No balls or other toys are allowed inside the tunnel
- No climbing on top of the tunnel

Lanai:

- Walk on the sidewalk
- The lanai is a place for quiet activities ie.- puzzles, books, blocks, coloring
- No throwing airplanes on the lanai

General rules:

- Share
- Be nice to friends
- Walk on the sidewalks, run on the grass
- No sticking arms through fences
- Leave the bugs alone--we don't hurt God's creatures
- Have fun

**Appendix VI
Tuition Assistance**

Child Care Connection Hawaii Unit 1

Pohulani Elderly Housing
677 Queen St. Room 400A
Honolulu HI 96813
Phone: 587-5266

Pre-School Open Doors

Pohulani Elderly Housing
677 Queen St. Room 400A
Honolulu HI 96813
Phone: 587-5254

Child Care Connection Hawaii Unit 2

Waipahu Civic Center
94-275 Mokuola St. Room 203
Waipahu HI 96797
Phone: 675-0477

Maximus Child Care Connection

Aiea Shopping Center
99-115 Aiea Heights Dr. Suite 277
Aiea HI 96701
Phone: 483-7340

Alu Like, Inc. –Oahu

(Subsidy for Native Hawaiians)
458 Keawe St.
Honolulu HI 96813
Phone: 535-1300

APPENDIX VII EMERGENCY POLICIES

A. School Closures

If it is announced over the radio or on television that public schools are closing, **KMP** also will close. Under no circumstances, however, will **KMP** close until all children have been picked up by their parents or designee.

B. Fires

In case of fire in the preschool or adjoining buildings, teachers will use the posted escape routes to get the children well away from the fire. If the children are not able to return to their classrooms, they will be taken to a safe, comfortable place (the church sanctuary or in extreme cases the **Kailua Baptist Church** next door). The staff will call parents to inform them about the fire and where to pick up their children.

C. Traffic Accidents

Accidents may occur while on a bus or while walking. If necessary, first aid will be administered. An adult will call the preschool or **KUMC** office with information about the accident, including names of injured, where they are being taken, and the extent of injuries. The Director or a representative will notify the parents

D. Tsunami Warnings

KMP is not in a Tsunami inundation Zone as defined by the Civil Defense.

1. If a **WARNING** is issued while school is in session, our teachers will remain with the children, feed and take care of them until you can safely pick them up. You need not leave work or rush to the school. If you are in or can get to a safe area close to where you work, it is recommended that you remain there until the “all clear” is announced to avoid contributing to unnecessary traffic on roads and highways.
2. If a **WARNING** is issued before school begins, the school will be closed if it is announced that public schools will be closed.

E. Hurricanes/Tropical Storms

A hurricane or tropical storm **WATCH** is issued by the National Weather Service 36 hours prior to the arrival of storm effects. A **WARNING** is issued when a storm could reach Oahu in 24 hours or less. When a **WATCH** is issued, the Director will monitor storm advisories to decide if the school should be closed before the issuance of a **WARNING**. If possible, closure will coincide with the end of a normal school day so as not to inconvenience you if you are at work.

F. Earthquakes

If an earthquake of significant magnitude occurs on Oahu, considerable disruption to roads is likely. If children are at the preschool, parents may not be able to come for them, even though they live close by. Please be assured that children will be taken care of until they can be safely picked up.

G. Floods

KMP's facility is located in a flood zone. In the event **KMP** is advised to evacuate or should water begin to rise toward our building, teachers will immediately move the children to higher ground via **Kailua Road** and **Ulumanu Drive**. We will then proceed to shelter facilities at **Kailua High School**.

H. Family Plans during Natural Disasters

It is essential that families develop plans should natural disasters occur. These plans need to identify (1) preparatory actions to be taken, (2) where shelters are located and how to travel to them if evacuation advisories are issued, (3) what the family will do if separated, and (4) what type of survival supplies will be needed. Such information can be obtained from the Oahu Civil Defense Agency at 523-4121.