

Parents Handbook



CHILDREN WITH ALOHA ACADEMY
2018-2019

550 Halekauwila St, #102

Honolulu, HI, 96813

(808) 388-8677

www.childrenwithalohahaacademy.com



Program Information

MISSION STATEMENT

Children with Aloha Academy's (CWAA) mission is to provide exceptional care while nurturing your child's intellectual, social, physical and moral development in a secure and caring environment. Your child will have creative experiences that will encourage personal growth and high self-esteem.

PHILOSOPHY

CWAA believes the core skills needed for a successful, productive life are learned and developed during the formative first five years of age. These core skills are adaptability, learning, communication, emotional and interpersonal skills.

CWAA's philosophy is to provide a safe, nurturing, and learning environment. Which encourages your child to reach their full creative, intellectual and social potential. CWAA recognizes the extraordinary development that occurs during these early years and focuses on stimulating your child's instinctive desire for knowledge by introducing and reinforcing fundamental learning capabilities which promotes accelerated growth. The values of honesty, respect, self-reliance, self-discipline, caring, empathy, kindness, friendliness, and fairness are the inspiration at CWAA.

CURRICULUM

All CWAA classes use The Creative Curriculum® by Teaching Strategies, accessed to be a comprehensive research-based curriculum that features exploration and discovery. Through this a rich learning environment is developed as children and teachers engage in meaningful interactions, conversations, stories, singing, creative activities and play that engage your child. Each day is specifically balanced to provide teacher and child-centered experiences that lead to group and individual tactile exploration.

MILESTONES

Vocabulary: Theme topics such as The Five Senses, A Look at Hawaii, Prehistoric Animals, Air and Sea Transportation, and Around the Neighborhood provide a topic base in which your child will be taught new vocabulary and concepts.

Physical Health: Daily activities with emphasis on personal hygiene and healthy habits, including toilet training and washing hands, education on nutrition through the provision of healthy foods, and dance and exercise.

Intellectual Development: Daily activities in art, music, reading, blocks, puzzles, and interactive games, finger/brush painting and playing with play-dough, etc.

Written and Numeracy Skills: Through exposure to sight words in a variety of activities your child will be able to use this knowledge to further develop their writing skills as the year progresses. Basic numeracy skills will also be expanded upon and include concepts such as basic measurement and complex pattern building.

Gross Motor Skills: Staff will provide your infant or toddler with ample, independent opportunities to practice tummy-time, crawling, creeping, standing and walking. Staff will also provide physical assistance, support and



encouragement for your mobile infant or toddler when walking, climbing, abseiling, descending, ascending stairs, jungle gym apparatuses, and performing other gross motor movements.

ACREDITATION

CWAA is in the certification process by The National Association for the Education of Young Children (NAEYC). NAEYC is a professional membership organization that works to promote high-quality, early learning for all young children from birth through age 8. By connecting early childhood practice, policy and research NAEYC advances a diverse, dynamic early childhood profession and supports all who care to educate working on behalf of young children.

The accreditation process identifies high-quality early childhood programs and schools. Visit <http://www.naeyc.org/content/about-naeyc> to learn more about this National Recognition.

DAILY SCHEDULE

Your child’s daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide routine and predictability. Many of CWAA schedules are adjusted to meet your child’s age group. Please remember this is a quick overview. Schedules of actual curriculums can be found on the teacher information board below. A typical day includes:

Infant / Toddler Schedule	
Time	Activity
7:00 a.m. – 8:30 a.m.	Morning arrival
8:30 a.m. – 9:00 a.m.	Indoor Playground
9:00 a.m. – 9:30 a.m.	Morning Snack
9:30 a.m. – 10:30 a.m.	Free choice time / Nap Time
10:30 a.m. – 11:00 a.m.	Discovery Time
11:00 a.m. – 11:15 a.m.	Circle Time
11:15 a.m. – 11:45 a.m.	Lunch
11:45 a.m. – 12:00 Noon	Story Time and Clean up / Prepare for nap
12:00 p.m. – 2:00 p.m.	Nap Time
2:00 p.m. – 2:30 p.m.	Rise and Shine / Afternoon Snack
2:30 p.m. – 3:00 p.m.	Gross Motor Activities
3:00 p.m. – 3:30 p.m.	Discovery Time
3:30 p.m. – 4:00 p.m.	Fine Motor Activities
4:00 p.m. – 5:30 p.m.	Story Time, Discovery Time, Creative Activities, Departure

Preschool Schedule	
Time	Activity
7:00 – 8:20 a.m.	Arrival/ Independent Choice Time
8:20 – 8:30 a.m.	Morning Group Time; Welcome & Greeting; Introduction to Day’s Activity
8:50 – 9:00 a.m.	Bathroom & Morning Snack Time
9:00 – 10:20 a.m.	Independent Choice Time / Small Group Time
10:20 – 10:30 a.m.	Transition (Clean-up & Bathroom)
10:30 – 11:00 a.m.	Group Time / Story / Discussion / Creative Activities / Music
11:00 – 11:30 a.m.	Playground
11:30 – 11:40 a.m.	Bathroom / Prepare for lunch
11:40 – 12:10 noon	Lunch / Clean-Up/ Prepare for Nap
12:11 – 2:30 p.m.	Nap Time
2:30 – 3:00 p.m.	Bathroom / Afternoon Snack
3:00 – 4:00 p.m.	Individual Free Play Time
4:00 – 4:30 p.m.	Outdoor Playground / Bathroom
4:30 – 5:30 p.m.	Indoor Activity Time / Departure



Operations and Procedures

CWAA accepts children from 6 weeks to 5 years old with license maximum of 57 children.

HOURS OF OPERATION

CWAA operates Monday through Friday from 7:00AM to 5:30 PM. State and Federal Holidays are scheduled in advance and are listed in this handbook under the section: General Program Policies.

SIGNING IN AND OUT

As a parent/guardian you are responsible for signing your child in and out daily. This procedure is mandatory by The State of Hawaii. CWAA uses a fingerprint reader that consists of a Biometric ID PAD. As a parent/guardian CWAA requires you to sign-in and out using the Biometric ID PAD. This is extremely important for attendance records, safety measures and in case of an emergency. If the system becomes inactive a manual log will be provided and must be signed with time notation.

DROP OFF AND PICK UP

As parent/guardian, dropping off and picking up your child, there is a 10-15-minute loading zone at Lot A Parking, and a 3-space loading zone at the preschool.

Your child will ONLY be released to a parent/guardian or authorized person specifically designated by full legal name on the “Authorized Pick Up” form. CWAA reserves the right to NOT release your child in the following scenarios:

- Parent/guardian or authorized person arrives for pick up with visible signs of intoxication or under the influence of substances.
- Parent/guardian or authorized person shows for pick up without the proper car seat and safety standards in the vehicle.
- An authorized person who does not present required photo identification.

If someone who is not named in the Authorized Pick Up form arrives to pick your child, a parent/guardian will be contacted immediately to inform you that your child will not be released until a written (e-mail) release authorization form is provided.

TARDINESS AND ABSENCE

Please inform CWAA for any tardiness or if your child will not be attending class, please call before 8:00 A.M.

EARLY PICK UPS

When in attendance, your child is expected to stay the entire day. If unexpected circumstances, and a parent/guardian needs to pick up the child before the school day is over, must inform the teaching staff ahead of time and sign out accordingly.



FAILURE TO PICK UP A CHILD

CWAA staff will stay and will make every effort to contact you, parent/guardian or authorized person to pick up your child. Within an hour after closing (6:30PM) and after being unable to make contact with you, parent/guardian or authorized person, by law CWAA will report your child as “abandoned” to The Honolulu Police Department (HPD). HPD will take your child under their care and will start a search for you, parent/guardian or authorized person in hospitals to determine if the absence of you, parent/guardian or authorized person has been involved in an accident or incident. Your child will remain in protective care until the authorities can confirm the status of you, parent/guardian or authorized person. Late Pick Up Fess will apply unless medical emergency, or catastrophe is demonstrated.

TRANSPORTATION

CWAA does not provide transportation to and from the facility. CWAA will hire a ground transportation company for field trips as part of the logistics of the event, as needed.

PRESCHOOL FIELD TRIPS

During the school year CWAA will organize and conduct periodic field trips for the children to visit attractions and parks near the school. To participate of the field trip parent/guardian must fill out and sign the Field Trips Authorization form. Infants and toddlers are not included in off campus events.

To ensure appropriate and reasonable field trip attire, please check with your teaching staff. For example, children may be asked to wear shorts for picnics, long pants for hikes, etc. Any child who arrives to the preschool without the field trip t-shirt will not be able to attend. Students are required to wear covered athletic shoes. Due to health and safety concerns, slippers are not allowed on field trips. CWAA policies do not allow siblings, unauthorized adults or chaperones other than the registered parent/guardian to join the class at the field trip site.

ENROLLMENT PROCESS

CWAA teaching staff schedule tours to parents/guardians desiring enrollment. CWAA encourages parents/guardians to visit and fill out a Student Registration Form. After which CWAA will make contact with interested applicants and schedule an Enrollment Interview with the Director. During the Enrollment Interview, parents/guardians will become familiar with policies and procedures, complete enrollment forms and have an opportunity to share information regarding their child and family.

After Enrollment Interview, a time will be scheduled for you and your child to come and visit their classroom. During time, parents will have an opportunity to see the classroom environment in action while your child enjoy activities with teaching staff.

ADMISSION AND ENROLLMENT DOCUMENTATION

At registration please provide the following information and submit the documents necessary for enrollment:

- 1) General Family Student Registration and Enrollment Form
- 2) Submit a photocopy of Birth Certificate
- 3) Your child must be at least 2 years of age (24 months) and not more than 6 years of age by December 31st of the school session they are entering
- 4) Permission to Photograph and Videotape Waiver form



- 5) Emergency Contact Information form
- 6) Field Trips Authorization form
- 7) Student's Health Record Original Health Form 14 completed by a licensed medical physician. The following information must be on the Health Form 14:
 - i) Updated Immunization Record to verify that the child has met all the State required immunizations
 - ii) Children one year and older need TB Clearance Documentation prior to admission to CWAA
 - iii) The child(ren) must be current on immunizations to enroll at CWAA Preschool. Required immunizations include DTAP, Polio, Hib, Hepatitis B, MMR and Varicella. Your doctor must properly document personal, medical or religious exemption for immunizations and provide a copy for CWAA records. Any registered child, for whom the parent(s)/guardian(s) did not submit the Health Form 14 to CWAA's school office as required by the State of Hawaii Law, cannot and will not be admitted in school on the first day until the Health Form is completed and signed by a licensed medical pediatrician
- 8) Written record of any allergies and/or medical restriction that the child may have by a licensed medical physician. Upon and thereafter the child's enrollment, parents are responsible to provide CWAA with their child's updated immunizations

PROVISIONS/NEEDS OF INDIVIDUAL CHILDREN

CWAA is a Group Child Care Center that is licensed by The State of Hawaii Department of Human Services who on bases of 'disability' does not discriminate against persons with disabilities and offers an equal opportunity to enroll and participate of CWAA Infant, Toddlers and Preschool Programs in compliance with the State and Federal Americans with Disabilities Act (ADA).

CWAA will make provisions and accommodate the needs of individual children. Children with special needs will need a medical clearance from their child's physician.

REQUIRED SUPPLIES

All supplies must be labeled with your child's name. Parent/guardian will need to provide the following to remain at CWAA:

- Minimum one complete change of clothing (more if toilet training). This includes shirts, pants, socks, and underwear
- One favorite toy and a blanket for nap time

DIAPER CHANGING POLICY GUIDELINES & PROCEDURE

Employees will maintain a pleasant attitude while changing children's diapers and taking the time to talk/sing to the child, describing what they are doing, smiling and making eye contact. Instructions to staff during diaper changing include:

- Wash your hands.
- Place a disposable covering (roll paper) on the portion of the diapering table where you will place the child.
- Organize needed supplies within reach:
- Fresh diaper and clean clothes (if necessary)
- Diaper wipes for cleaning child's bottom



- Child's personal, labeled, ointment (with current consent form) from parents/legal guardian
- Trash disposal bag/s
- Put gloves on both hands.
- Using only your hands, pick up and hold the child away from your body. Don't cradle the child in your arms and risk soiling your clothing.
- Lay the child on the paper.
- Remove soiled diaper (and soiled clothes if necessary).
- Put soiled diaper in plastic bag.
- Put soiled clothes (and cloth diapers as applicable) WITHOUT RINSING in a plastic bag to give to parents.
- Clean child's bottom with disposable diaper wipes. Wipe from front to back and use a fresh wipe each time.
- Place the used disposable diaper wipes in the plastic bag.
- Remove gloves and dispose of them now in a plastic-lined receptacle.
- Diaper and dress the child.
- Wash the child's hands
- Return the child to the activity area.
- Remove the disposable covering and place it in the plastic bag, tie the plastic bag up and discard it in the plastic-lined receptacle.
- Sanitize diapering table
- Wash your hands.

Children will never be alone on the diapering table.

GLASS INFANT FORMULA BOTTLES

All glass infant formula bottles must have a silicone sleeve and will be provided by families. Families will provide enough bottles for the hours that their child is in care. All bottles and silicone sleeves will be sent home with children at the end of each day.

CWAA Fees

TUITION

CWAA offers full-time preschool, infant and toddler program in a year-round schedule. Since full and timely payment of tuition is critical to our ability to maintain our operations, we would like to outline our policies and procedures regarding the payment of fees to CWAA as follows:

Tuition is due monthly and should be placed in the tuition box when your child is dropped off on the first day of the month. Tuition may be sent to the Preschool by mail, but must be received by the due date (Monday morning).

Tuition is due on the day your child first attends school, if your child started on the 17th of that month; tuition is due on the 16th of the following month. This amount must be paid in full. In case of a Holiday, any account that has a balance after tuition is due will be charged a late fee of \$25 dollars.



CWAA uses Tuition Express, and Automatic Payment Processing System, to facilitate payment of tuition with credit card. Also, payment can be scheduled for Direct Deposit from the parent(s)/guardian(s) bank account. The price list includes Hawaii tax. Credit cards are welcome; a 2.75% transaction fee will be added to credit card payments.

LATE FEE

Parents will be charged \$25 late fee payment after the 5th of each month.

RETURNED CHECK FEE

In addition to returned check fee a \$25 late payment fee will apply. Account(s) with returned checks will be assessed a \$25 fee. Returned checks will be re deposited after three days and new returned check fee will apply. After third attempt and check payment returned this method of payment will no longer be accepted and child's tuition will be suspended until a new method of payment is received.

MEALS FEE

CWAA provides meals who participate of the meal plan. Children out of the meal plan must bring lunch daily; in an eventuality that parents are not able to provide lunch, CWAA will make all possible to feed the child, the cost of \$10 per child per meal will be added to the parent's account to be paid with the monthly tuition fee.

IN-SCHOOL ACTIVITIES FEE

We schedule special in-school activities each quarter such as puppet shows, musical performers, and more. If the child member attends CWAA during the special in-school activity day an admission fee of \$10 dollars will be added to the account, parents will be notified in advance and given the opportunity to opt-out.

ANNUAL COMPREHENSIVE FEE

\$170 Annual comprehensive fee is charged upon enrollment and helps to offset the following expenses:

- Field Trips transportation, reservations and consumables
- School's administrative and supply cost
- Prints used during the scholar year
- Special art projects materials

This fee is not refundable

ENROLLMENT FEE

An \$80 enrollment fee is due when parents receive The CWAA Enrollment Packet, including processing cost and field trip t-shirt. This fee is per child and is non-refundable.

NON-REFUNDABLE SECURITY FEE

CWAA holds a non-refundable security fee of \$600 applied to your child's last two weeks of tuition. This fee is due when parents receive The CWAA Enrollment Packet.



TARDINESS FEE

Parents have a GRACE PERIOD of 15 minutes after 5:30PM, once the grace period ends a late Pick Up Fee of \$15 dollars for the first 15 minutes will apply, after 15 minutes \$2 dollars per minute/child will be charged to the parent's account and must be paid directly to the teacher taking care of the child in cash or check at the end of the day.

If any family has an excessive amount of late departures, the Director is entitled to raise the late Pick Up Fee to \$5 per minute/child or consider dis-enrollment. Please keep in mind that CWAA teaching staff work very hard taking care of the children and deserve to go home on time.

Special Hours are available upon request from 6:00 AM to 6:00 PM at extra cost, for more information contact the Director.

REFUNDS

There will be no refund for days missed while the child is enrolled. Tuition will not be prorated or discounted due to any absences or scheduled holidays/closures. If parent(s) are planning to take an extended vacation, a letter is required prior to your trip.

Nutrition and Food Policy

MEALS AND SNACK

CWAA will provide healthy morning and afternoon provisions. Catering is provided by The Keiki Lunch Box company specializing in menus for kids. Snacks and lunch are provided for children over the age of 1.

Parents will have the option to reduce their tuition cost by providing their own lunch. Children not enrolled in the meal program cannot be dropped off without food. Food for infants is provided by parents, such as formula, baby food and starter food. CWAA does not provide a separate menu for infants.

WARMING UP BOTTLES

Per safety regulations, staff labels and stores all children's food, formula and breast milk

- Check the temperature of food. Make sure that bottles and food are not too hot for the child
- Do not prop bottles. Infant staff will always hold the bottle when feeding an infant, until the baby is physically ready to safely hold it on their own
- When bottle feeding, staff will hold bottles as a 45-degree angle
- Staff will remind parents to send enough bottles for the time that baby is in care. Bottles will not be washed at the center for re use
- For safety purposes, parents who send glass infant bottles must provide a silicone sleeve for the bottle(s)

BREAST MILK STORAGE SAFETY MILK

When storing freshly expressed breast milk in the refrigerator, infant staff will:

- Will check to assure that all containers of breast milk are labeled with the child's name and date



- Place containers of breast milk in the center of the refrigerator, and not on the refrigerator door
- Breast milk is provided daily
- Breast milk defrosted at room temperature needs to be used within 1 hour
- Do not re freeze defrosted breast milk
- Silicone sleeves must be used for glass bottles

FINGER FOOD

Infants and toddlers are offered finger foods when it is developmentally appropriate, and preschoolers are encouraged to feed themselves. Finger foods will be diced into smaller pieces before serving them to young children.

The following foods are potentially harmful, and therefore inaccessible to infants and toddlers:

- Hot dogs, sausages, peanuts or nuts
- Grapes, raisins
- Chunks of meat, cheese, and apples
- Watermelon seeds
- Raw carrots, and other vegetables.
- Hard or sticky candy or popcorn.
- Chewing gum, chunks of peanut butter

HIGH CHAIR

Children are placed in high chairs for feeding times only, and not for containment. Minimal use, limited to 30 minutes, and always with staff supervision, high chairs will be cleaned and sanitized after each use.

BURB CLOTHS/SMOCKS

Burp cloths or smocks will be worn by infant staff and changed daily or sooner if they become soiled. Children's personal burp cloths/smocks will be labeled, bagged and sent home at the end of the day for parents to launder.

MICROWAVE

Children's food may be warmed in the microwave prior to eating, ONLY at the parent's request. Serving food at room temperature is preferred. If children's food is sent in glass containers from home, staff will warm the food in the glass container, and serve it in a Styrofoam bowl/plate before serving it to the child. Staff to check the temperature of microwave warmed food before serving it to children.

DRINKING WATER

CWAA will provide filtered water in the classroom.

General Program Policies

LIABILITY INSURANCE

CWAA provides General Liability Insurance with Philadelphia Insurance Co. For additional information about the policy please contact the Director.



DISCLOSURE OF INFORMATION

Information regarding a child, parent/guardian will not be disclosed to anyone outside of CWAA other than staff without written consent of parent/guardian or in an emergency.

PERMISSION TO PHOTOGRAPH

CWAA eventually will record or photograph various activities during the year of enrollment. These photographs or videos become a part of a picture book for the parents at the end of the year, for your child's portfolio, graduation slideshows, and craft purpose only.

A request for permission to videotape/photograph the children participating in the program will be provided in a waiver form to be completed and submitted with the enrollment package. Please know that if you do not wish your child to be filmed or photographed, he/she will not be. You are welcome to discuss this policy at any time with CWAA Director.

GRIEVANCES POLICY

Good relationships between Family and preschool give our children a better chance of success. This policy provides information about avenues of communication, which strengthens the partnership between parents and the preschool. It acknowledges the importance of the relationship between caregivers/parents and the teachers and other staff and provides the steps to follow in the event of a concern.

CONCERNS OR COMPLAINTS

CWAA understands that family engagement at preschool improves student achievement, reduces absenteeism, and restores parent confidence in their children's education. Students with involved parents or other caregivers earn higher grades and test scores, have better social skills, and show improved behavior.

We value the feedback of the parents that trust us the education and care of their children, sometimes regardless our best efforts, situations may occur to give you cause for concern. CWAA encourage parent/guardian to communicate openly and inform any concerns related to the well-being, education and safety of their child.

A person can raise a concern or complaint if they think that the preschool or a preschool staff member has:

- Done something wrong or acted unfairly or impolitely
- Failed to address your concern or complaint related to the type, level or quality of service
- Other child's behavior
- Another preschool related issue – such as behavior or decisions of staff

RAISING CONCERNS OR COMPLAINTS

All concerns or complaints should be addressed directly with CWAA through the staff and director with the following guidelines:

Address any concern with the child's caregiver. Staff will open a report regarding your concern and direct it to the Lead Teacher and CWAA Director. In case there is a concern regarding the performance of a teacher or caregiver contact the Director immediately.



If your complaint is about the Director of CWAA, or if you are not comfortable reporting to CWAA regarding the person involved, contact CWAA Founder Vanessa Diruggiero at (808) 388-8677. CWAA will review your concern and address it with you as soon as possible. CWAA will aim to keep you informed and resolve the concern within 72 hours (3 days).

PERSONAL BELONGINGS

CWAA does not accept any items that has worldly connotations or promotes a negative influence on our students and should not be brought to school. These items will not be allowed on campus or at any preschool-related activity. These include items such as and no limited to CD's, iPad, tablets, phones, magazines, playing cards, video games, jewelry, weapons, and any toys that can harm him / herself or others. In case of an unauthorized item is brought to the preschool it will be confiscated and returned to the parent/guardian at the end of the day.

FUNDRAISING

CWAA invites all families to participate in two fundraising events a year to support Winter with Aloha Week and Summer Festival. A detailed program will be presented to families of Children with Aloha Academy. The Children and staff will not be mandated to participate in activities that would be negative to the children or to CWAA integrity.

UNEXPECTED CLOSINGS

CWAA on rare occasions may be forced to close due to a situation beyond our control (e.g., storm, electrical outage, no water service). Every attempt will be made to inform parents of an emergency closing as soon as possible. It is the parent's responsibility to find alternate childcare tuition is no refundable.

LEAVE OF ABSENCE

Students who need furlough to address special needs or concerns may be granted a leave of absence. Examples of such leave include those to address: learning difficulties for which a student might benefit from enrolling in an alternative school or therapeutic program; medical conditions including serious illness (e.g., cancer, major surgery, etc.); physical or mental health conditions for which a change in school is recommended to support a student's progress in therapy; and family relocation for military or employment reasons on a limited time basis.

OPEN DOOR POLICY

Parents or governing officials may visit CWAA at any time. Please be mindful of when children are napping to be as quiet as possible announcing yourself (upon arrival and entering CWAA's premises).

SPIRITUALITY AND RELIGIOUS BELIEVES

CWAA is a non-denominational institution, the Academy and its teaching staff do not promote any set doctrine or pursue conversion to a faith. CWAA and its teaching staff welcome families and children from all religious or non-religious backgrounds. Spiritual faith is viewed as an important component to healthy human development.



GROSS MISCONDUCT

Parent/guardian will be informed immediately if your child is frequently and deliberately causing harm to others and/or is frequently and deliberately destructive. This behavior is unsafe and will not be allowed – immediate termination will ensue if the behavior persists.

SMOKING/ALCOHOL/DRUG POLICY

CWAA is a smoke free, alcohol free, and drug free environment and not permitted anywhere around the property.

DRESS CODE

CWAA requires parents to dress children appropriately in PLAY CLOTHES. Your child will need one extra set or two of clothing in his/her cubby every day to use in case is needed. One CWAA's T-Shirt will be provided at no cost to the new member child to wear during field trips. Polo T-Shirts, hats, and other CWAA merchandise is available for sale at the Preschool.

GROOMING

CWAA requires children to maintain clean hair, good body and oral hygiene, and nails cut short.

Communications

JOURNAL

Your child receives a daily journal where he/she can log all activities and classwork. Please remember to look to your child's book every day.

UPDATES AND CLASSROOM CALENDAR

CWAA's teaching staff publishes Preschool Updates and Classroom Calendars in the classroom board. These notifications contain important information such as field trips, general classroom news, and announcements such as special events or meetings.

BIRTHDAYS

At CWAA we know that birthdays are a very special day in your child's life, and we want to recognize them in a special way. Activities with a special focus on your child's birthday are conducted including all children in the Preschool. Children's birthday will be posted in the Classroom Calendar and is shared with their classmates.

MANDATED REPORT

CWAA's personnel and management are mandated by State Law to report any suspected child abuse and or neglect to proper authorities they believe has occurred or is at substantial risk of occurring to the Department of Human Services (DHS) or the police. Staff is required to treat all matters with confidentiality, only revealing information to those who have a genuine need to know about the specific matter.



Under the law, if a child is being investigated for possible abuse or neglect, DHS or the police can interview the child without parental consent or presence. CWAA may attempt to notify the parents before the agency or police specialized personnel interview the child, but parental consent IS NOT REQUIRED. If, however, DHS or the police want to interview a child during an investigation concerning another child, parental consent IS REQUIRED before any interview can take place.

CHANGE OF ADDRESS AND OTHER INFORMATION

Parent/guardian must notify the preschool Director or teaching staff immediately if there are any changes in:

Address, Home or business phone numbers, Persons authorized to pick up, Child Emergency contact persons, Doctor or medical insurance, Health conditions. This information is vitally important to us while your child is in our care. In the event of health or weather emergencies, an accurate emergency contact number is essential to your child's comfort and well-being.

PARENTS CONFERENCES

CWAA parent conferences, which are held four times a year, allow parents and teachers to exchange important information. Information and samples of your child's work will be shared with you during conferences. We invite you to work with our Director and staff to set goals for your child, understand his/her strengths and identify areas where additional support may be needed. You and/or your child's teacher may request additional conferences at any time throughout the school year.

CUSTODIAL STATUS

CWAA policy is to remain a neutral party in parental disputes concerning the care or custody of the child. Likewise, it is also the obligation of parent/guardian to notify CWAA in the event there is a legal change in their child(ren)'s custodial status. Please forward any court orders, decrees, power of attorney, that affect your child(ren)'s legal status to the preschool office. In the absence of any legal documentation, CWAA follows the guidelines developed through statutory law and court decisions. A copy of the legal document establishing parental authority is also retained in the student's record.

HOLIDAYS & OBSERVANCES

Full tuition is due for any periods including holidays. Staff receives these days as paid holidays.

2018 Holidays & Observances

Day	Date	State	Federal	Holiday
Monday	15-Jan	Federal		Dr. Martin Luther King Jr. Day
Monday	19-Feb	Federal		Presidents' Day
Monday & Tuesday	12 & 13 Mar	Non Public		Spring Break - Teaching Training
Monday	26-Mar	State		Prince Jonah Kuhio Kalaniana'ole Day
Friday	30-Mar	Federal		Good Friday
Monday	28-May	Federal		Memorial Day
Monday	11-Jun	State		King Kamehameha I Day
Wednesday	4-Jul	Federal		Independence Day
Friday	17-Aug	State		Statehood Day
Monday	3-Sep	Federal		Labor Day
Monday to Wednesday	8, 9 & 10 Oct	Federal/State		Columbus Day/Fall Break
Tuesday	6-Nov	State		Election Day
Monday	12-Nov	Federal		Veterans Day
Thursday & Friday	22& 23 Nov	Federal		Thanksgiving
Week	25 Dec to Jan 2	Federal/Non Public		Christmas, New Year's/Winter Break

2019 Holidays & Observances

Day	Date	State	Federal	Public	Holiday
Monday	21-Jan	Federal			Dr. Martin Luther King Jr. Day
Monday	18-Feb	Federal			Presidents' Day
Monday & Tuesday	11 & 12 Mar	Non Public			Spring Break - Teaching Training
Tuesday	26-Mar	State			Prince Jonah Kuhio Kalaniana'ole Day
Friday	19-Apr	Federal			Good Friday
Monday	27-May	Federal			Memorial Day
Tuesday	11-Jun	State			King Kamehameha I Day
Thursday	4-Jul	Federal			Independence Day
Friday	16-Aug	State			Statehood Day
Monday	2-Sep	Federal			Labor Day
Monday to Wednesday	14,15 &16 Oct	Federal/State			Columbus Day/Fall Break
Monday	11-Nov	Federal			Veterans Day
Thursday & Friday	28 & 29 Nov	Federal			Thanksgiving
Week	24 Dec to Jan 2	Federal/Non Public			Christmas, New Year's/Winter Break



Health and Safety Policies

MEDICAL EMERGENCY

CWAA requires a medical emergency record for each child. The form must include information on medical conditions and allergies, emergency contact phone numbers and permission to seek emergency medical care. A parent/guardian will be notified regarding any injury suspected of needing immediate care by a physician. Although supervision is constantly given, it is impossible to prevent falls, tripping, bumps, bumping into other children, etc. If the child is injured in a non-life-threatening way, the child will be assessed and provided basic First Aid. If there is a medical emergency, staff will call 911 immediately, and then the parent/guardian or emergency contact(s) will be notified that the child will be transported by ambulance to Queens Medical Center or Kapiolani Medical Center for Women and Children. All costs associated with the medical emergency of the child will be the responsibility of the parent or guardian. CWAA is not responsible for the medical cost due to accidents or illness of the children while at CWAA.

CWAA's Health Consultant: Jesslyn Lau from the State Department of Health.

ILLNESS

At CWAA hand washing for 20 seconds' minimum (sing happy birthday song twice) is required.

CWAA reserves the right to refuse any child displaying any signs/symptoms of illness must be required to stay at home for the following medical conditions:

- 1) **Fever:** Temperature of 100° or greater. If your child is at the center and has a fever of 100° or greater, your child must be picked up. CWAA staff will not give any fever reducers. The child shall be fever free for a period of 24 hours before returning without the aid of a fever reducer.
- 2) **Diarrhea:** Any child with diarrhea accompanied by either (1) a fever of 100° or higher or (2) vomiting or (3) three or more episodes of uncontrollable diarrhea, parents or guardians will be called to pick up their child should this occur. Diarrhea must have subsided for a period of 24 hours before the child can return.
- 3) **Vomiting:** The child must be picked up. In the event of two or more incidents at the Academy, or accompanied with a fever of 100° or higher, the parent or guardian will be notified to pick up the child. Vomiting must have subsided for a period of 24 hours before the child may return.
- 4) **Impetigo:** Any indication of Impetigo. The parent will be notified to pick up the child if there is any indication of impetigo while at the center. The child may return 24 hours after treatment is started and there is no discharge.
- 5) **Hand, Foot & Mouth Disease (HFMD):** Any signs of HFMD. If there is any indication of Hand, Foot, & Mouth Disease while child is at the center the parent or guardian will be notified to pick up the child. Normally the child will be able to return to the preschool after 10 days. HFMD is Most contagious during first week of illness. Please consult your licensed medical pediatrician.
- 6) **Conjunctivitis (Pink Eye):** Any recognition of conjunctivitis, the parent or guardian will be notified to pick up the child. The child may return 24-hours after treatment is started and there is no discharge. A physician's note will be required for the child to return to childcare.
- 7) **Chicken Pox:** A child may return after all lesions have crusted, but no sooner than seven days after the onset of the rash.



- 8) Thrush: Any signs of thrush. If there are any indication of Thrush while the child is at the center the parent or guardian will be notified and the child must be picked up and seen by a physician before returning.

After illness CWAA will require a medical statement from their child's physician to return to the center.

SUPERVISION POLICY

A major responsibility of CWAA is to ensure the health and safety of each child enrolled in the program. Staff persons are alert to the safety and health of your child and trained to take necessary appropriate preventative measures in possible hazardous situations. At no time any child will be left unattended. Staff will supervise children always, including naptime.

MEDICATIONS

If a child needs prescribed medication during the school day, a parent/guardian or authorized staff must administer the medication. Children will not be allowed to medicate themselves. Also, for the safety of your child, please inform the Academy Director if he/she is on medication. Medication must be in the original container bearing the prescription label that shows the date filled, the Physicians direction for use and child's name.

If your child is under the care of a healthcare provider for a severe drug, food, or environmental allergy; or medical condition requiring any activity or other restriction, please complete and submit a separate CWAA Student Medical Emergency Form which can be obtained from the Preschool Director or website. If any changes in your child's condition should occur during the school year, please submit a new or updated Student Medical Emergency Form to the Preschool Director.

The preschool staff will not administer any medication to children except for an epinephrine auto-injector e.g. "Epi-Pen®". Students with a known severe allergy should provide an epinephrine auto-injector to be kept at the Preschool. CWAA requires a licensed medical doctor's note to accompany this request for each child.

SEVERE ALLERGIC REACTIONS

CWAA strives to be a nut free environment and wants to remind you about our Nut Free Policy, we want to highlight the importance of understanding Nut Allergies can be life threatening!

It is a policy that needs to be taken quite seriously because of its extremely dangerous consequences. The Preschool requests to parent/guardian to keep this in mind when sending lunch or snacks with the child to the preschool.

It takes only the slightest smell, touch, or ingestion of peanuts, peanut butter, peanut oil, a product that 'may contain trace amounts of peanuts' or a product that has been 'processed in a plant that also manufactures peanut products' to cause a potential anaphylactic reaction.

EPI-PEN®

CWAA's Severe Allergic Reactions handbook will be reviewed with each parent during enrollment. For Children with an Epi-Pen® it is the parent/guardian's responsibility to provide all medical records and coordinate with child's teacher the emergency procedures in case of an episode, child must wear a MedicalAlert® bracelet permanently.



FIRST AID AND CPR

All CWAA personnel, teachers, assistants, and management are fully certified in First Aid and CPR procedures. A First Aid Kit is placed in each classroom accessible to teaching staff and parent/guardian and authorized persons.

EMERGENCY PREPAREDNESS PLAN

At CWAA SAFETY AND SECURITY is our priority. The Emergency Preparedness Plan has been created following the State and City & County regulations and standard procedures. A copy of the plan is attached to this Handbook.

EMERGENCY DRILL

Emergency drills are a major part of any Emergency Operations Plan. To ensure all children and staff know what to do in the event of an actual emergency, the emergency drills practiced regularly are:

- Evacuation/Fire Drill: Monthly at Quinn Lane
- Earthquake: at least twice a year, one per semester. Lockdown: monthly
- Shelter in Place (one per year)
- Off-Site Evacuation: twice a year, one per semester

STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

Low Student to Teachers Ratio makes CWAA different to other educational institutions. Smaller class size and individualized attention has long lasting positive effects on children's learning, especially when given this privilege during early years of education.

To maintain safety and personalized care, CWAA Will Not exceed the following State required ratios:

Ages of children	Ratio # 6	Ratio # 8	Ratio # 10	Ratio # 12
6 Week -12 months	1:3	1:4		
12 -24 months	1:3	1:4	1:5	1:4
18-36 months			1:5	1:6

Ages of children Preschool	Ratio
2 year olds	1:08
3 year olds	1:12
4 year olds	1:12
5 year olds	1:16

POSITIVE GUIDANCE TECHNIQUES

- Ignoring: a child to get attention produces Some negative behavior. It can be stopped when it does not get the attention desired. We will use this technique unless a safety issue is involved.



- Redirection: We offer alternatives to children engaged in undesirable behavior by presenting different toy or activity.
- Verbal Intervention: We explain to the child the inappropriate behavior and show him/ her the appropriate way to handle the situation with words.
- Logical Consequences: We help the child understand the logical consequence of his/her actions by removing the object or activity in which the child is engaged.
- Take a Break: The child is separated from the group to allow him/her to relax and calm down and to help him/her not to be influenced by peers. The child will have access to limited activities and be closely monitored. The child may return to the group as soon as the negative behavior stops.
- No corporal punishment will be given to any child at this Academy, even with parent consent.

EASING SEPARATION ANXIETY

We understand how hard it can be to leave your child in the morning if they are significantly upset. At CWAA, we believe the child's preparation to this transition starts at home. Here are some simple ways to ease the process and help your child to adjust until our caring staff of teachers and assistants welcome and help the child to integrate:

- 1) Prevention: Try to spend a few minutes with your child each morning and talk to he/she about what you will be doing at work and ask them what they would be doing at the school.
- 2) Honesty: When your child says, "I don't want to go to school today", admit that sometimes you don't feel like going to work either. Sympathize and don't try to be falsely cheerful. It is reasonable to acknowledge that everyone has those kinds of days but once at work or school everything is going to be alright.
- 3) Routine: Children need routine. Routine says to a child that the world is a safe and secure place, and that you will return for him/her. Little "rituals" like letting your child hold your purse or briefcase in the car or sharing the thermos of juice on the way to school can help a child to feel secure.
- 4) Rewards: A system of rewards work well for most children.
- 5) A clean break: nothing more important than the moment you walk your child into their class. Tell your child to have a good day, give him/her a hug and a kiss and leave immediately!! Prolonged departures are tearful and prevent the child from joining their friends in play. Parent/guardian can call the Preschool for a follow up minutes after the departure and ask a teacher how your child is doing. Almost 100% of the time, they are happy and playing with their friends.

INFANT SLEEPING POSITION GUIDELINES

Under no circumstances will children's face or head be covered. If infants can roll over on their own after being placed to sleep on their back, staff will assure that there is nothing in the crib that could potentially block their breathing. In these instances, staff does not need to roll infants over to the back-sleeping position. Staff will visually monitor sleeping infants always.

INFANT SAFE POLICY

- All infants 12 months of age and younger must be placed to sleep in cribs only.
- At the Center Director's discretion, children age 13 months and older may be put to sleep on cots.
- Each infant in attendance for the day will have a crib assigned to him/her.
- Infants are to be placed to sleep on their backs, on a firm sleep surface, covered by a fitted sheet that meets current safety standards.



- Infants are monitored regularly by sight and sound, during active and sleeping periods throughout the day.
- Infant Sleep Logs will be kept on site for all children 12 months of age or younger.
- Infants that fall asleep while in a Bouncy, car seat, high chair etc., must be transferred to a crib. Staff will not allow them to continue sleeping in any other than a crib while in our care.
- Keep soft objects, loose bedding, bumper pads, or any objects that could increase the risk of suffocation or strangulation out of the baby's sleep area.
- Loose bedding, such as sheets and blankets, should not be used. Sleep clothing, such as sleepers, sleep sacks, and wearable blankets, are good alternatives to blankets.
- Sleep only 1 baby in each crib at any given time.
- Keep the room at a temperature that is comfortable for a lightly clothed adult.
- Do not use wedges or infant positioners, since there's no evidence that they reduce the risk of SIDS, and they may increase the risk of suffocation.
- Never allow smoking in a room where babies sleep, as exposure to smoke is linked to an increased risk of SIDS.
- Have supervised, daily "tummy time" for babies who are awake. This will help babies strengthen their muscles and develop normally.
- Teach all staff, substitutes, and volunteers about safe sleep policies and practices and be sure to re- view these practices often.
- When a new baby is coming our program, staff will be sure to talk to the parents about our safe sleep policy.

GUIDELINE 5 BACK GROUND SUDDEN INFANT DEATH SYNDROME (S.I.D.S.)

The National Institute of Children's Health and Human Development (NICHD) defines SIDS as "the sudden death of an infant under one year of age which remains unexplained after a thorough case investigation, including performance of a complete autopsy, examination of the death scene and review of the clinical history." (Beckwith, 2003, p. 288). SIDS remains the major cause of death in infants from 1 month to 1 year of age in the United States, with most deaths occurring between ages 2 years and 4 months (American Academy of Pediatrics (AAP), 2000). Since 1992, when the AAAP recommended placing infants in the supine (back) position for sleep, the rate of SIDS has decreased over 40% (AAP, 2000). The frequency of prone (tummy) sleeping has decreased from 70% in 1992 to 17% in 1998. (Moon and Oden, 2003). However, the proportion of SIDS deaths that occur in childcare has remained constant, approximately 20% (Moon and Oden, 2003).

CRIB SAFETY GUIDELINES

Caregivers are instructed to check cribs for safety, including the following conditions:

- Tight fitting mattress and sheet
- No missing. Loose, broken or poorly installed screws, brackets or other hardware on the crib or mattress support.
- No corner posts over 1/6-inch-high that could catch baby's clothing.
- No missing or cracked slats.
- No cutouts in the headboard or footboard that could trap baby's head

Check the Consumer Protection Commission (CPSP) website for the most current crib standards www.cpsc.gov



ACCIDENT PREVENTION

CWAA enforces accident prevention best practices and caregivers are instructed to:

- Never place a crib near cords, from hanging window blinds, curtains or drapes.
- Lower the crib mattress before baby can sit up on their own.
- Follow Guidelines for Handling Children
- Staff will monitor how they handle, grasp and hold children.
- Staff will lift children correctly by gently grasping them under their arms with both hands and lifting them gently upwards
- Refrain from pulling children up by their arms or pulling them up by their clothing.
- Never handle a child if you are angry, upset or frustrated. Ask for assistance.
- Never shake a keiki (child).
- Always handle children with respect and care
- Staff will monitor their tone and volume of their voice.
- All staff will provide warm, loving physical contact with children, in response to their individual readiness and needs.
- Infant Sleep Logs will be kept on site for all children 12 months of age or younger.
- Avoid letting the baby get too hot. The infant could be too hot if you notice sweating, damp hair, flushed cheeks, heat rash, and/or rapid breathing.
- Dress the baby lightly for sleep. Set the room temperature in a range that is comfortable for a lightly clothed adult.
- Talk with families about the importance of sleep positioning and encourage them to follow these guidelines at home.

SHAKEN BABY SYNDROME

Shaken baby syndrome is a serious brain injury caused by forceful and violent shaking or throwing down onto a surface of an infant or toddler. Other names for this condition include abusive head trauma, shaken impact syndrome, and whiplash shake syndrome. Shaken baby syndrome causes severe brain damage which can result in bleeding of the brain (subdural hemorrhages) or bleeding in the retinas (retinal hemorrhages).

When an infant/toddler is shaken, the brain bounces back and forth against the sides of the skull. An infant/toddler head is very large and heavy in proportion to the rest of their bodies. This causes swelling, bruising, and bleeding in the brain. Shaking a baby can result in serious injury or death.

If such symptoms exist with a child CWAA will report instances to The Department of Human Services and Honolulu Policer Department as a possible case of child abuse or neglect.

A child or baby who has been shaken and has pressure on the brain may have symptoms such as these:

- Extreme irritability
- Vomiting
- Poor appetite or feeding problems
- Breathing difficulties
- Convulsions (seizures)
- Lethargy (extreme tiredness, lack of movement, inability to stay awake)
- Pale or blue-colored skin



- Bruising, such as grab marks, on the arms or chest
- A forehead that appears larger than usual, or a soft spot that seems to be bulging
- Inability to lift his or her head
- Tremors (the shakes)
- Inability to focus or follow movement with his or her eyes
- Unconsciousness
- Coma

Sanitation

DAILY CLEANING

- All floor area to be swept
- Carpets/rugs to be vacuumed
- All floor area to mopped
- All counters, shelves, table-tops, furniture to be wiped and dusted.
- Toys to be sanitized/disinfected
- Children's bathrooms to be swept/mopped/disinfected.
- Trash to be emptied/replaced
- Mops and cleaning rags to be washed, rinsed, and sanitized
- Hand-washing sinks, faucets, soaps dispensers, doorknobs to be sanitized and disinfected
- Toilet seats, toilet handles, toilet bowls, and diaper-changing tables must be disinfected after each use.
- Cleaning solution is prepared on a daily basis by staff that opens the facility every morning. It is prepared by mixing $\frac{1}{4}$ cup bleach to 1 gallon of cool water.

WEEKLY CLEANING ROUTINES

- Cribs/mattresses disinfected
- Dress up clothes machine-washed
- Crib-sheet and pillow covers machine-washed
- Washable cloth toys machine-washed

DIAPERS, TRAINING PANTS, LINES AND TOYS

When disposable diapers are used, a soiled diaper shall be placed in plastic bag or plastic lined receptacle. When cloth diapers or training pants are used, diapers or training pants shall not be washed at the center.

HAND WASHING ROUTINE

- Before eating and drinking
- Before handling sanitized utensils or equipment
- Before handling food
- Before and after assisting or training the child, feeding, and in toileting
- After using the restroom
- After contact with body secretion, i.e., blood, urine, feces, saliva, mucus, vomit, or drainage from wounds



- After handling soiled diapers, clothes, equipment, or menstrual pads
- After removing disposal gloves
- Infants and toddlers' self-feed in any manner, shall have their hands wash with soap and water. Before and after eating and after toileting
- Hand washing does not require hot water and may be done with cold water and plain soap.
- If liquid soap is used, the dispenser shall be replaced or cleaned, as necessary

Withdrawal

WITHDRAWAL

A voluntary withdrawal may happen due to unexpected situations, CWAA understands this possibility and requires families to fulfill their requirements for withdrawal:

- A minimum of 1 month notice (30 days) is required and will not be prorated.
- Notice of plans to withdraw a child from the program is requested as early as possible and in writing.
- The security fee (nonrefundable) will apply to the last two weeks of tuition.

TERMINATION OF SERVICE

CWAA reserves the right to terminate a child's enrollment under the following circumstances:

- Non-payment of tuition services and/or lack of adherence to tuition payment policies after 10 days.
- Parent/guardian knowingly falsifying information on enrollment forms or otherwise.
- Parent/guardian misconduct or offensive behavior with children, staff or management.
- Parent/guardian who disagree or do not follow and comply with the policies set forth in this handbook.

TRANSITION TO A NEW FACILITY

CWAA will assist the child in their transition from their previous childcare setting. Provisions permitting cooperation shall be made between caregivers, parents, guardians, or teachers when information is requested. This will help to assist you child's adjustment to a new environment. CWAA will communicate with the previous childcare facility to coordinate and accommodate a smooth transition.

REVISIONS TO POLICIES HANDBOOK AND SERVICES PROVIDED

CWAA reserves the right to amend the handbook, policies and services provided and described hereof. A 30-day written notification will be provided before changes take effect.



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We are Children with Aloha

*When you enter **this place***

*You are **scientists.***

*You are **EXPLORERS.***

*You are **important.***

*You are **loved.***

*You are **respected.***

*You are **a friend.***

*You are **Children with Aloha.***

*You are **the reason we are here.***