

# 2025 HANDBOOK

400 Kahelu Ave Mililani HI 96789

[www.namakakprep.com](http://www.namakakprep.com)



## **Table of Content**

1. School Capacity	Page 2
2. Mission and Vision	
3. Admission Requirements	
4. Daily Schedule	
5. Holidays & No School Days	Page 3
6. Drop-off and Pick-Up Procedure	
7. Early Pick-Ups	
8. Authorization List	Page 4
9. Parent Authority Policy	
10. Transportation	
11. Emergency Contact	
12. Parking Area Safety	
13. Change of Address and Other Information	
14. Absences	
15. Early/Late Pick-Up	Page 5
16. Potty Trained	
17. Tentative Field Trips	
18. Parental Permission for Field Trips	
19. Daily uniform and personal belongings	
20. Academic Curriculum	Page 6
21. Parent-Teacher Partnership	
22. Health Services	Page 7
23. Policy on Disclosure of Information	
24. Emergency Operations Plan	Page 8
25. Insurance	
26. Meal Program	
27. Tuition	
28. Change of Services	Page 9
29. Payment of Bills	
30. Withdrawal Policy	
31. Termination Policy	
32. Discipline Policy & Required Classroom Supply List	Page 10 & 11
33. Parent or Guardian Agreement Form	Page 12

### **1. School Capacity**

- a. We are licensed for a Maximum of 100 students.

### **2. Mission and Vision**

- a. Mission: Na Maka Kindergarten Prep School's mission is to academically and socially prepare your child for Kindergarten
- b. Vision: Na Maka Kindergarten Prep School is dedicated to instill a lifetime love of learning and development of value for themselves, their family, and our community.

### **3. Admission Requirement**

- a. Student must be 2 - 5 years of age by the start of the School Year
  - b. Student must be "potty trained" (*page 5 - Section 16*)
  - c. Completed Application form
  - d. Non-Refundable application fee of \$200 (*does not apply towards tuition*)
  - e. Completed Tuition and Payment plan (*please choose an option*)
  - f. Copy of current physical by your child's primary care physician
    - i. Current Health/Shot Record (DOE Form 14)
    - ii. Early Childhood Pre-K Health Record (Supplemental Form 908)
  - g. Current TB clearance notice
  - h. Copy of child's Birth Certificate
- \*It is this school's policy to not discriminate against persons with disabilities based on the disability, and to provide children and parents with disabilities an equal opportunity to participate in the school's program and services, in compliance with state law and federal Americans with Disabilities Act.

### **4. Daily Schedule**

- a. *This is just an example. Each class follows a different schedule to accommodate for lunch rotations.*

7:00am	Drop off / Exploration / Learning Centers
8:00am	Opening our day - Circle Time / Brain Gym / Creative Movement
8:10am	Skills / Reader & Writers Workshop
9:10am	Morning Snack
9:50am	Math Workshop
11:00am	Lunch
11:30am	Fine Arts ( <i>Music, Dance, Hawaiian Studies, Arts &amp; Crafts, Culinary</i> )
12:00pm	Read Aloud
12:30pm	Nap Time
1:45pm	Closing our day - Story time
2:00pm	Pick up

## **5. Holidays & No School Days**

Statehood Day  
Labor Day  
Fall Break  
Veteran's Day  
Thanksgiving  
School Holiday  
Winter Break - *Christmas & New Years*  
Dr. Martin Luther King Jr. Day  
President's Day  
Spring Break  
Kuhio Day  
Good Friday  
Kamehameha Day  
Juneteenth  
Independence Day

## **6. Drop-off and Pick-up Procedure**

- a. Signing in:
  - i. A parent/legal guardian or adult must escort the child into the classroom every morning
  - ii. A sign-in sheet will be used for attendance and check-in. Please write the TIME and INITIALS next to your child's name.
- b. Signing out:
  - i. Before leaving the classroom, children must be signed out by a parent/legal guardian or AUTHORIZED adult. We may request picture identification.

## **7. Early Pick-Ups**

- a. If you need to pick-up your child earlier than the scheduled time, please follow these procedures:
  - i. Inform the teacher ahead of time.
  - ii. Be sure that your child says goodbye to the teaching staff.
  - iii. Sign Out

## **8. Authorization List**

- a. Parent/Legal Guardians or authorized adults are the only ones who can sign out their child.
  - i. Parent/Legal Guardians may make changes to the authorization list at any time at our school office. Picture ID will be required if the teacher is unfamiliar with the adult. Authorized adults should be instructed on sign-out procedures.

## **9. Parent Authority Policy**

- a. Na Maka Kindergarten Prep School will remain a neutral party in parental disputes concerning the care or custody of their child. The school will only release information and custody to parents/legal guardians or authorized adults that are stated on the registration and authorized forms. Na Maka Kindergarten Prep School relies on legal documentation to determine parental authority to make decisions regarding the education, health, safety, and welfare of a child.

## **10. Transportation**

- a. Transportation to and from school is not provided by Na Maka Kindergarten Prep School.

## **11. Emergency Contact**

- a. Parent/Legal Guardians must provide emergency contact phone numbers of an adult that can be reached during school hours.

## **12. Parking Area Safety**

- a. Do not allow your child to exit the car unassisted.
- b. Hold your child's hand while escorting them to/from the classroom.

## **13. Change of Address and Other Information**

- a. Notify the office immediately if there are any changes in
  - i. Address
  - ii. Contact Number
  - iii. Emergency Contact Persons
  - iv. Doctor or Medical Insurance Information
  - v. Health Conditions
  - vi. Authorized adults (for pick-ups)

## **14. Absences**

- a. Please contact the school via Class Dojo if your child is expected to be absent. State reason so it can be logged on the attendance sheet.

### **15. Early/Late Pick-Up**

- a. If any students are dropped off before their scheduled pick up, they will be charged a fee of \$25. *(This is applicable only to Option B students).*
- b. A late fee of \$25 per half hour is applied when a student is picked up 15 min after their scheduled pick up. *(This is applicable to both Option A & Option B students)*

### **16. Potty Trained**

- a. A child who:
  - i. Can verbalize his/her needs
  - ii. Can dress and undress himself/herself
  - iii. Can wipe himself/herself independently
  - iv. Is not wearing “pull-ups” or cotton type training pants
  - v. Demonstrates self-control
- b. If a toilet accident occurs, the teacher will:
  - i. Notify the parents
  - ii. Document each incident

### **17. Field Trips**

- a. Field trips are planned as an extension of our curriculum and will allow the students to gain experiences and connections with the world around them.
- b. Transportation services will be provided by Ground Transport Inc.
- c. Permission form signed by parent/guardian is required
- d. A uniform and covered footwear is required.

### **18. Parental Permission for Field Trips**

Parents/Legal Guardians are invited to help chaperone students on field trips.

Requirements are:

- a. Completed Chaperone Permission Form
- b. Copy of their TB Clearance
- c. Must wear a Na Maka K-Prep Uniform Shirt

### **19. Daily Uniform and Personal Belongings**

- a. Uniform Days are Monday - Thursday. Friday is free dress day.
- b. Children should come to school dressed in the following:
  - i. Na Maka Kindergarten Prep uniform shirt
  - ii. Khaki shorts with elastic waist band
  - iii. Footwear that is easy-on/easy-off. *(ie: slippers, crocs)*

\*All clothing and footwear must be labeled with your child's name.
- c. Please do not have your child bring any personal belongings such as: Toys, electronics, jewelry, etc... to school. We will not be responsible for any lost or damaged personal items.

## **20. Academic Curriculum**

### Early Language:

- MSL (Multi-Sensory Language) approach to phonics
- Sight Words
- Beginning Reading & Comprehension
- Simple Story Writing

### Math Exploration:

- Geometry
- Number sense - Exploring and writing numbers 1-100
- Simple addition and subtraction facts

### Inquiry:

- Exploring the world around us
- Life Cycle
- Student Interest

### Social:

- History
- Our Community
- Our World

### Fine Arts:

- Dance
- Music
- Hawaiian Culture
- Art

*Quarterly reports summarizing student progress will be given at the end of each quarter.*

## **21. Parent - Teacher Partnership**

- a. We strive to develop a strong parent-teacher partnership to support your child's educational growth.
- b. If any concerns arise, the parent may schedule a meeting with the teacher to discuss the concern. If further discussion is needed, a meeting with the director may be scheduled.

## **22. Health Services**

- a. Required health prerequisites:
  - i. Current Physical Exam
  - ii. TB Clearance
  - iii. Please keep your child home if they are not feeling well and are not able to participate fully (ex: runny nose, cough, rash, hair lice or fever over 100 degrees)
  - iv. Your child must be fever free 24 hours prior to returning
- b. First Aid, Emergency Care & Medication
  - i. Teachers and Aides are CPR certified
  - ii. Children will not be allowed to medicate themselves
  - iii. Staff will not administer prescribed medication unless in an emergency with permission from parent/legal guardian. Medication must be in its original container with clear instructions.
- c. Doctor/Dentist appointments
  - i. Please try to schedule appointments for late afternoons or on Saturdays
- d. Procedure for sick and injured children
  - i. Staff will determine if an illness warrants being sent home. (*ie: vomiting, fever over 100 degrees, uncontrollable coughing, rash, etc*)
  - ii. Staff will contact the parent/legal guardian or authorized emergency contact
  - iii. Staff will administer an ice or cold pack when appropriate
  - iv. Staff will clean and dress small injuries with appropriate supplies
  - v. If a serious medical emergency occurs, Staff will call 911 to transport child to The Queen's Medical Center - Wahiawa (*128 Lehua St Wahiawa HI 96786*)
- e. Student Health Records
  - i. A Health record will be kept on file containing:
    - Emergency Contact
    - Health Insurance
    - Immunizations
    - Log of First Aid administered by staff
    - Signed Emergency Information Form

## **23. Policy on Disclosure of Information**

Information pertaining to a student, parent or guardian will not be disclosed to anyone other than the staff and Department of Human Services unless the parent/legal guardian grants a written permission or an emergency arises.



## **24. Emergency Operations Plan**

- a. Emergency Drills
  - Scheduled evacuation practice occurs once per semester.
  - Evacuation location is the parking area next to street side sidewalk.
- b. Emergency Procedure
  - The priority is to ensure the safety of the children and staff.
  - Be assured that your child will always be cared for.
  - Depending on the situation, children may remain inside or may be evacuated to the Evacuation location listed above.
  - Parents/Legal Guardians will be notified and updated of the situation and where to pick-up your child.
- c. Pick-Up during Emergency
  - Stay by your phone and make sure the school has your current telephone number
  - Wait for instruction from staff members regarding pick-up.
  - If we must evacuate, we will take reasonable and appropriate action to make sure the children are safe from any dangers and will inform you on the new location, in the event it is different from the Evacuation location listed above.

## **25. Insurance**

We are covered under Nautilus Insurance Company (NAIC #: 17370) through Risk Placement Services Inc. Policy #: NN1441642

## **26. Meal Program**

Optional meal program is available on a monthly basis. This is a service provided through a contract between Na Maka Kindergarten Prep School and "A Catered Experience"

## **27. Tuition**

Initial Registration Fee - \$200  
Continual Annual Fee - \$100

OPTION A	6:30am - 5:30pm	*\$1,200
OPTION B	7:00am - 2:00pm	*\$1,100

*\*All Students NOT receiving full tuition subsidies will qualify for a K Prep scholarship up to \$150.*

## **28. Change of Services**

Parents will receive a 30-day written notice prior to any change in services or policies in the parent handbook.

## **29. Payment of Bills**

- a. All bills need be kept current
- b. Monthly tuition is due on/before the 1st day of each month.
  - i. A late fee of \$25 will be applied on the 2nd day of the month.
  - ii. Restricted access to the school will be enforced if payment of tuition in full and late fee is not made by the 10th.

## **30. Withdrawal Policy**

A written notice must be received 30 days prior to the withdrawal date.

- If a child is released within the first 15 days of the month, the parent/legal guardian will be eligible for a half month tuition refund.
- If a child is released on/after the 16th of the month, there will be no refund of the monthly tuition.

## **31. Termination Policy**

The school reserves the right to discontinue your child enrollment due to any of the following conditions:

- If you have a delinquent monthly payment past the 10th of the current month.
- If you do not pay any acquired fees due to late payment, early drop-off, or late pick-up
- If your child's behavior is affecting the other students learning, and the teachers have exhausted all possible interventions
- If there are any confrontations between Na Maka Kindergarten Prep Staff and the parent/legal guardians/authorized adult, where the Staff member feels threatened.
- If we are not able to accommodate your child's special need (either physically or mentally).

Kindergarten  
Prep School

### **32. Discipline Policy**

#### **a. Rules:**

- Be Kind
- Be Respectful
- Be Responsible
- Be Safe

#### **b. Consequences if student has trouble following the rules:**

- 1st Incident - Verbal Warning
- 2nd Incident - Verbal Warning and behavior chart card turned to YELLOW
- 3rd Incident - Verbal Warning and behavior chart card turned to RED. Students will have a 2 minute reflection time with their head down on the table. Teacher to reflect and talk with the student after the 2 minutes about making better choices and how to fix the problem.
- 4th Incident - Parent notified

*When a child has multiple incidents, within several days, a parent/teacher conference will be scheduled. An intervention plan will be developed by the teacher, director and the child parents/legal guardians.*

Aggressive behavior such as hitting, biting and kicking is common in a childcare environment among younger children. Reasons for this include: teething, sensory exploration, autonomy and control, peer interaction initiation, frustration, anxiety and curiosity. It occurs most frequently when a child is tired, frustrated or excited. If a student shows aggressive behavior to another student, we will:

- Attend to the recipient first. If needed, apply first aid and document incident in log
- Both students will be redirected to appropriate activities
- Both parents of children involved will be notified

Kindergarten  
Prep School

Praise, encouragement and positive reinforcement are effective methods of behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-confidence, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, we will practice the following discipline and behavior management policy.

WE DO	WE DO NOT
<ul style="list-style-type: none"> <li>- Praise, reward, and encourage all children</li> <li>- Reason with and set limit for all children</li> <li>- Model appropriate behavior</li> <li>- Modify the classroom environment to attempt to prevent problems before they occur</li> <li>- Listen to all children</li> <li>- Provide alternatives for inappropriate behavior</li> <li>- Provide all children with natural and logical consequences for their behavior</li> <li>- Treat all children as people, and respect their needs, desires, and feelings</li> <li>- Explain things to the children on their level</li> </ul>	<ul style="list-style-type: none"> <li>- Spank, shake, bite, punch, push, pull, slap or otherwise physically punish any child</li> <li>- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity or verbally abuse any child</li> <li>- Shame or punish children when bathroom accidents occur</li> <li>- Deny food or rest as punishment</li> <li>- Leave any child alone, unattended or without supervision.</li> <li>- Allow discipline of children by other children</li> <li>- Criticize, make fun, or otherwise belittle children's parents, families, or ethnic groups.</li> </ul>

If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right to, after meeting with the parents and documenting behavior problems and interventions, terminate child care services for that child. We do not use or tolerate corporal punishment or other humiliating or frightening discipline techniques.

Classroom Supply List - refer to website at [www.namakakprep.com](http://www.namakakprep.com)

## Parent or Guardian Handbook Agreement Form

I, \_\_\_\_\_, parent/legal guardian of \_\_\_\_\_, have received, read, and understand the policies in the School Handbook. I understand that I am expected to support and adhere to the policies, procedures, mission and vision stated in the Handbook.

### Parent/Legal Guardian

Name: (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_