



Kindergarten  
Prep School  
Handbook

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**1. School Capacity**

- a. We are licensed for a maximum of 38 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 K-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 start of school
- b. Student must be “potty” trained
- c. Completed Application form
- d. Non-refundable application fee of \$100, 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 on the basis of the disability, and to provide children and parents with disabilities an equal opportunity to participate in the schools program and services, in compliance with state law and federal Americans with Disabilities Act.

**4. Daily Schedule (7am – 2pm)**

7:00	Drop off / Exploration /Learning Centers
8:00	Opening our day - Circle Time/ brain gym/ creative movement
8:10	Skills/ Readers and Writers workshop
9:10	Morning snack
9:50	Math workshop
11:00	Lunch
11:30	*Fine Arts
12:00	Read Aloud
12:30	Nap time
1:45	Closing our day – Story time
2:00	Pick up

**\*Fine Arts Schedule**

Monday	Music
Tuesday	Dance
Wednesday	Hawaiian Studies
Thursday	Arts & Crafts
Friday	Culinary



## 5. Holidays & No School Days

Statehood Day  
Labor Day  
Veterans' Day  
Thanksgiving Day  
School Holiday  
Christmas  
New Year's  
Winter Break  
Martin Luther King Day  
Presidents' Day  
Spring Break  
Prince Kuhio Day  
Good Friday

## 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 adult authorized in writing**. We may request a picture ID as 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 Guardian or authorized adults are the only ones who can sign out their child.
  - i. Parents/legal guardians may make changes to the authorization list at any time at our school office. Picture ID will be required if teacher is unfamiliar with the adult. Authorized adult should also be instructed on sign out procedure.

**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 authorization forms. Na Maka K-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**

Transportation to and from school is not provided.

**11. Emergency Contact**

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

**12. Parking Area Safety**

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

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

- a. Notify office clerk 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 call the school if your child is expected to be absent. State reason so it can be logged in on the attendance sheet.



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

- a. If any students are picked up after 2:15pm, they will be charged a late fee of \$10 per half hour.
- b. If any students are dropped off before 6:50am, they will be charged an early fee of \$10.

**16. Potty Trained**

- a. A child who:
  - i. Can verbalize his/her needs.
  - ii. Can dress and undress his/her self.
  - iii. Can wipe his/her self 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 parent.
  - 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 Ground Transport Inc.
- c. Permission form signed by parent/guardian is required.
- d. Uniform and covered footwear is required.

**18. Parental Permission for Field Trips**

Parents are invited to help chaperone students on field trips. They are required to have a:

- 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. Children should come to school dressed in following:
  - i. Na Maka K-Prep uniform shirt
  - ii. Khaki shorts (above the knee) with elastic waist band
  - iii. Footwear - Slippers

\*All clothing and footwear must be labeled with your child's name.
- b. 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 and 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 and Dance
- 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 and updated immunizations
  - 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, and Medication
  - i. Teachers and Aides are CPR certified.
  - ii. Children will not be allowed to medicate themselves.
  - iii. Staff will not administer prescribed medication in a labeled original container, unless in an emergency with permission from parent/legal guardian.
- c. Doctor/Dentist Appointments
  - i. Try to schedule appointments afterschool or on Saturdays
- d. Procedure for Sick and Injured Children
  - i. Staff will call the parents/legal guardians or authorized emergency contact
  - ii. Staff will administer an ice or cold pack when appropriate
  - iii. Staff will clean and dress small injuries with appropriate supplies
  - iv. If a serious medical emergency occurs, Staff will call 911 to transport child to Queen's Medical Center (91-2141 Fort Weaver Rd. Ewa Beach)
- e. Student Health Records
  - i. A Health record will be kept on file containing:
    - 1. Emergency contact
    - 2. Health insurance
    - 3. Immunizations
    - 4. Log of first aid administered by staff
    - 5. 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 or guardian grants a written permission or an emergency arises.





## **24. Emergency Operations Plan**

- a. Emergency Drills
  - i. Evacuation (location is parking area of Filipino Community Center – 1 per semester.
- b. Emergency Procedure
  - i. First priority is to ensure the safety of the children and staff.
  - ii. Be assured that your child will be cared for at all times.
  - iii. Depending on the situation, children may remain inside or may be evacuated to the Evacuation location.
  - iv. Parents/Legal Guardians will be notified and updated of the situation and where to pick-up your child.
- c. Pick-Up During Emergency
  - i. Stay by your phone and make sure the school has your current telephone number.
  - ii. Wait for instruction from staff member on the pick-up.
  - iii. If we have to 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, if it is different from the Evacuation location.

## **25. Insurance**

We are covered under United States Liability Group through Business Insurance Services, INC.

## **26. Meal Program**

Optional daily meal program is provided by “Catered Experience” on a monthly and daily basis.

## **27. Tuition**

\$100 registration fee (1 x fee)

- Option A:** 12 hr. day (6am – 6pm)  
**\$950 / month** (10 months)  
Or  
Full year tuition (\$9,500)
- Option B:** 7 hr. day (7am – 2pm)  
**\$775 / month** (10 months)  
Or  
Full year tuition (\$7,750)
- Option C:** 4 hr. day (8am – 12pm)  
**\$675 / month** (10 months)  
Or  
Full year tuition (\$6,750)



**28. Change of Services**

Parents will receive a 15 day written notice prior to any changes in services or policies in the parent handbook.

**29. Payment of Bills**

- a. All bills need to be kept current.
- b. Monthly tuition needs to be paid by the 1st day of each month.
  - i. If tuition is not received by the 7th, a late fee of \$25 will be applied.  
\*If tuition and late fee is not paid by the 10th of the month, your child will be excluded until payment is made.

**30. Withdrawal Policy**

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

- a. If a child is released within the first fifteen days of the month, the parent/legal guardian will get refunded for half of the monthly tuition.
- b. If a child is released on the sixteenth of the month or after, there will be no refund on the month's tuition.

**31. Termination Policy**

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

- a. If you have a delinquent monthly payment past the 10<sup>th</sup> of the current month.
- b. If you do not pay any acquired fees due to late payment, early drop off, or late pick up.
- c. If your child's behavior is affecting the other students' learning, and the teachers have exhausted all possible interventions.
- d. If there are any confrontations between you and any staff member, where the staff member feels threatened.
- e. If we are not able to accommodate your child's special needs (either physically or mentally).



**32. Discipline Policy**

Rules:

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

Consequences if student has trouble following the rules:

1. 1<sup>st</sup> incident: verbal warning
2. 2<sup>nd</sup> incident: verbal warning and behavior chart card changed to yellow
3. 3<sup>rd</sup> incident: verbal warning and behavior chart card changed to red. Student has 2 minute reflection time with their head down on the table. Teacher to reflect and talk with student after 2 minutes about making better choices and how to fix the problem.
4. 4<sup>th</sup> incident: Parent notified
5. 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, the director and the child's parents/legal guardians.

Aggressive behavior 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 imitation, 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:

1. Attend to recipient first. If needed, apply first aid and documented in incident log
2. Both students will be redirected to appropriate activities
3. Both parents of children involved will be notified.

Praise, encouragement and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, 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 limits for the children</li> <li>• model appropriate behavior</li> <li>• modify the classroom environment to attempt to prevent problems before they occur</li> <li>• listen to the children</li> </ul>	<ul style="list-style-type: none"> <li>• Spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the child</li> <li>• Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or verbally abuse the children</li> <li>• shame or punish the children when bathroom accidents occur</li> <li>• Deny food or rest as punishment</li> </ul>



<ul style="list-style-type: none"> <li>• provide alternatives for inappropriate behavior to the children</li> <li>• provide the children with natural and logical consequences of their behaviors</li> <li>• Treat the 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>• Leave the children alone, unattended or without supervision.</li> <li>• Allow discipline of children by other children</li> <li>• Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups</li> </ul>
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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.

### 33. Covid Policies and Procedures

#### **Entering school procedures:**

- Parents sign their child/children in on clipboard in front of the school. No parents are allowed to enter the school.
- All students sanitize hands before entering school.
- If any student or staff exhibit any cold-like symptoms (fever, runny nose, cough, sneezing, etc.) they will not be able to enter the classroom. Student or staff member must stay home. If student exhibits symptoms during class, parent will be called immediately for pick-up.

#### **Daily procedures:**

- All staff and students must wear masks indoors.
- Masks are removed during snack and lunch time and nap.
- Frequent handwashing for both staff and students.

#### **Cleaning/ sanitizing procedures:**

- Constant sanitizing of high touch areas in classroom.
- Manipulatives, chairs, tables, counters, mats, floors, bathrooms etc. are sanitized and thoroughly cleaned daily.

#### **Positive Covid test:**

- If a student or staff member tests positive for Covid, he/she must quarantine for 5 days from the day they tested positive. He/she may return after the 5<sup>th</sup> day if they are symptom free.
- Students and staff will be notified if they were in close contact.



## Classroom Supply List

Supply	Quantity per Student	Notes
Backpack	1	
Change of clothes	1 set	Complete set of clothing (top, bottom, underwear)
Clorox Wipes	1 bottles	
Composition Book (wide ruled)	2	
Crayon	1 box of 16	
Ziploc bags (gallon size)	1 box (boys)	
Ziploc bags (quart size)	1 box (girls)	
Eraser	1	White
Folder, horizontal pockets	1	
Liquid white glue (4 fl oz. bottles)	1	
Manila folders	1	
Hand Sanitizer	1 bottle	
Markers, broad tip	1 box of 10	
Paper Towel	2 rolls	
Pencils	6	Sharpened
Scissors, blunt	1	
School box	1	
Watercolor	1 set	
Individual Throw Blanket And Small Pillow	1 set	Small enough to fit in cubby travel size. NO SLEEPING BAGS!!!



## Parent or Guardian Handbook Agreement Form

I, \_\_\_\_\_, parent or 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, and Mission and Vision stated in the handbook.

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_