



THE PRESCHOOL AT KAPALUA POLICY MANUAL

We believe each child has been gifted by God with many different talents and abilities. We offer a variety of hands-on activities which are age-appropriate, child-centered, and Christ-centered. The Preschool at Kapalua has been teaching preschoolers by trained staff since 1978, supported by our Board of Directors.

Our purpose is to provide each student with experiences that will foster and develop emotional, physical, cognitive, social, and spiritual growth. We appreciate the trust you put in us as we joyfully share the love of learning and God's love with your child in a loving, caring, safe, and respectful environment.

We are a group childcare center with a certificate of liability insurance and licensed by the State of Hawaii's Department of Human Services, with a maximum number of students set at 30 per day. Children will be part of a smaller group of 10 children (red, white and blue teams) assigned to a staff member throughout the day in the classroom, outdoors and in other learning experiences for the duration of each school year. Our Preschool Staff are scheduled 1:10 ratio to children minimum with an additional teacher/volunteer as available or needed.

We are accredited by the National Association for the Education of Young Children (NAEYC).

PHILOSOPHY

We believe that each child is made in the image of the infinitely loving and creative God. To this end we are here to help children develop their full physical, emotional, social, intellectual and spiritual potentials.

GOALS

- To instill a lifelong love of learning through a broad-based curriculum.
- To encourage in each child a sense of self-worth and value based on their God-given abilities.
- To help children develop the social and emotional skills necessary for a healthy group experience.
- To provide children with a base of security and wisdom with which to approach their world.
- To help each child feel unique and able to affect the world around them.
- To encourage each child to receive peace and happiness from Jesus, their best Friend.

NON-DISCRIMINATION

Our Preschool is operated on a non-discriminatory basis, according to equal treatment and services without regard to race, color, religion, national origin or ancestry. We will not discriminate against persons with disability based on disability, and to provide children and parents with disabilities an equal opportunity to participate in our program and services, in compliance with state law and the Federal Americans with Disability Act.

ADMISSION

Children who have had their third birthday (before August 1) through 5 years old and are fully potty trained are eligible for enrollment. After initial inquiry and receipt of information regarding school fees and philosophy, parent and child may set up an appointment to visit the preschool and meet with the staff. Upon enrollment and payment of initial fees, the parent receives preschool policy manual, nutrition information, playground rules, permission forms, and health and immunization forms.

On the first day a child attends school, the office must have in each child's file:

- A completed set of enrollment paperwork including emergency card
- Authorization for emergency care
- A health assessment by a licensed physician and TB clearance
- A record of immunization or a completed exemption form
- A signed statement from parent that they have received and read our policy manual

Things to bring to school (All labeled with child's name) Personal belongings will be stored in child's cubby

- Water bottle
- Lunch, am and pm snack
- Change of clothes
- Blanket, book or stuffed item (less than 12") to help them stay quiet during rest time

FEES AND TUITION

Fees must be paid before entrance to school. Fees are non-refundable. Tuition/fees are updated yearly. Drop in available if another child is out, \$55 daily fee. Must be coordinated with Director ahead of time.

Tuition is due on the 1st of each month and considered late after the 10th. A late fee of \$25 will be charged if received after this date. Please speak with the director if there are concerns about this deadline. Tuition will be paid online. Our bookkeeper may be contacted via email: finances@thepreschoolatkapalua.com

Contracts are signed for the school year (August-June) before entrance to school. You are responsible for tuition for every month, even if you are on vacation. A month's notice is required before ending your child's enrollment.

SCHOOL HOURS and CONTACT INFO

8am to 4pm, Monday through Friday (August- June) See Holiday Calendar for days school is closed.

Phone: 808-669-5577 email: info@thepreschoolatkapalua.com

5960 Lower Honoapiilani Hwy, Lahaina, HI. 96761. Director: Rondilyn Franz

COMMUNICATION

Most of the communication from the staff will be via Class Dojo including photos and videos of our experiences together, informative newsletters, monthly calendars and reminders of upcoming events. Please let the staff know if you need to use another form of communication. Tuition and financial info will be coming via email (finances@thepreschoolatkapalua.com) from our bookkeeper.

PHONE CALLS

We do not interrupt class activities for phone calls. Messages can be left (day or night) for staff on the school's voice mail system or message us via class dojo. We check for messages at the beginning of the day, during lunch and end of the day. If you need to get a message to your child's teacher during the school day, (to communicate a change in pick up, for example) please call or message via class dojo.

PARKING AND DRIVEWAY USE

To ensure the safety of our children and our ohana, it is of utmost importance that we practice safety and courtesy while in the driveway and parking lot and obey the posted signs. Please watch out for others, drive slowly and hold the hands of young children.

ARRIVAL and DEPARTURE

Preschool staff will greet you and your children at the gate between 8-8:45 am. We enjoy these family interactions during arrival and departure. Mornings set the tone for our day. Help your child have a successful start to their day by doing the following when you and your child arrive at school:

- Greet your child's teacher.
- Communicate any important information we should know about your child's morning or changes to their schedule.
- Help your child organize their belongings in a backpack they can carry.
- Check to be sure that your child has all of their required daily items and that their blanket, water bottle and lunch box are labeled with their name.
- Remind your child to wash their hands before playing.

Please plan to bring your child to school before 8:45AM. For your child to gain the most from their experience at The Preschool at Kapalua we ask that you respect our 8:45AM start time to the best of your ability. The teachers have carefully planned the flow of the day, and your child will miss key learning opportunities if they are late.

Separation: Separation from a parent or caregiver into the preschool classroom is an important accomplishment for every preschooler. Though you may wish to remain with a child who is having difficulty separating, trust that your child's teachers are well trained to handle such occurrences, that your child is learning important skills, and that tears are often solely for the parent's benefit. You can help your child most by conveying happiness and confidence in their well-being, stating your expected departure (sneaking out can be terrifying for the child - as it will seem you have vanished), and then leaving. Your child's teacher will be available if you need to hand an emotional child to them for some one-on-one time before they transition to begin their day.

School Closes at 4pm: Please notify our staff if you plan to pick up before 2:30.

Change in pick up person: Please notify our staff via class dojo if someone other than you will be picking up your child. Make sure that a list of people who can pick up your child (in addition to legal parents and guardians) is on file in the school office. If someone who is not on the list will be picking up your child, they will only be allowed to do so if you have notified the staff in advance.

LATE CHARGES: We have the option of charging a late parent \$25 for the first 15 minutes and \$25 for each additional 15 minutes that they arrive after closing time.

DAILY SCHEDULE

8-8:45am	Students Arrive
8-9:30	Indoor Activities
9:30	Class Time: worship, Bible Story, prayer, science/social studies video & questions
10:00	Snack, followed by Outdoor Play or Nature Walk
10:45	Class Time: music/language/calendar/science/social studies video/art /craft projects
11:15	Outdoor Play
11:30	Lunch, followed by Outdoor Play
12:30	Story Time: songs, show and tell, offering for Ibu, story, devotions and prayer
1:00-2:15	Rest Time
2:15-3:15	Snack, followed by Outdoor Play
3:15	Clean up, Wash Hands and Indoor/Outdoor Play
4:00pm	School Closes

DAILY ADMISSION OF CHILD

It is the responsibility of the parent to know if their child is feeling well before bringing the child to school. Any child who develops a fever or shows signs of oncoming illness will be isolated immediately from other children and the parent will be notified to come for the child. Please have back-up care arrangements in case of such an event. When a child will be absent from school, please notify us that day by 8:00am.

Because it is a priority at The Preschool at Kapalua to promote a love for God and others in a healthy and safe environment, we ask each parent to come into agreement with us about the types of symptoms that would prevent a child from safely interacting with others.

- Fever above 100.4 degrees F in past 24 hours
- Difficulty breathing or persistent, barking cough
- Rash that has any discharge, looks like an irritated pimple, is accompanied by a fever, or has an unknown cause (other than diaper rash)
- Diarrhea that contains blood or mucus or has occurred more than three times in the past 24 hours
- Vomiting during the previous 24 hours
- Frequent, colored eye discharge with pink coloring to the white part of the eye
- Strep throat (Streptococcal pharyngitis), until 24 hours after treatment has been initiated
- Flu-like symptoms such as fever, lethargy and a frequent hacking cough
- Head lice, until 24 hours after treatment, and head will be checked prior to returning to school

For any contagious health issues that require doctor care, please bring a signed doctors note stating that students are healthy and able to return to school.

DISPENSING MEDICATION

Parents must fill out and sign a medical permission form for a staff member to give medicine to a child. This form must give date, dosage as stated on the original bottle, and time of administration. If it is a prescribed drug, the doctor's prescription must be affixed to the medicine and staff will, always, follow the doctor's prescription—even if the parent is requesting something different. Your child's name must be indelibly written on the medicine. The medications must be safely stored in school or taken home at the end of the day.

RECORDING AND REPORTING ACCIDENTS

All injuries involving bumps to the head, bleeding, broken bones, and/or requiring medical treatment are recorded in an incident log. An incident report is also filled out, and parents are informed of the injury/accident. The report is signed by the staff member completing it and by the parent and kept in the child's student file.

EMERGENCIES

All teachers have First Aid and CPR training, which is routinely updated. In the event of an emergency concerning your child, the school will first contact you, the parent, and then, if necessary, the backup emergency contacts. If the emergency requires immediate medical care, we will call 911 for an ambulance while we are contacting you. Throughout the year, please notify the school office of any phone number changes for you or your emergency contacts (including work and cell phone numbers).

EMERGENCY PROCEDURES

In the event of an emergency: evacuation for fire is through Honolulu Field to Highway for pick up or for civil emergencies (tsunami, Flood, wet weather, etc.) **if stream crossing is safe** to Ritz lower Ballroom Lobby. Staff will determine safest location and contact families via Class Dojo pickup location of their children.

EMERGENCY PREPAREDNESS PLAN

FIRE

- The signal for fire is fire alarm or whistle
- We will leave according to safest route via Honolua Field towards highway or crossing stream towards Ritz lower ballroom. We will return to the Preschool when given permission by the Fire Department
- Should our facility be damaged by fire, we will contact families via class dojo, text or email for further information and action.

TSUNAMI

- The Preschool is in the Tsunami Evacuation Zone
- TSUNAMI WATCH - We will immediately begin preparing for the issuance of a TSUNAMI WARNING and Evacuation
- TSUNAMI WARNING – When we hear the sirens, we will begin to evacuate and continue to monitor official emergency broadcasts. We will evacuate through the front gate (only if stream crossing is safe) and proceed to the Ritz lower Ballroom Lobby. Parents will be contacted via class dojo for pick up location on Village Road.

HURRICANE/TROPICAL STORM/FLOODING

- WATCH; We will monitor the storm and prepare to evacuate in the event of a WARNING is issued. Watches are typically issued far enough in advance to allow time to close the facility in an orderly manner or to remain closed if we are not yet open for the day.
- Our evacuation shelter is the Ritz lower ballroom as noted above.

EARTHQUAKE

- If we are inside when an earthquake occurs, we will stay inside and immediately take cover under tables or in bathrooms.
- If outdoors, we will stay outdoors and move toward Honolua Field that is away from electrical lines and trees.
- If the Preschool is not damaged, we will remain in place and listen for official emergency instructions. If the Preschool is damaged and not raining, we will walk through Honolua Field to gates along Honoapiilani Hwy. If it is raining, we will walk to the Ritz lower ballroom.

OTHER HAZARDS

- When emergency conditions require to lock down or shelter-in-place (when emergency conditions require that you seek immediate protection in the building you are in), we will:
- Bring everyone inside
- Close and lock all windows and exterior doors
- Close shades for additional protection
- Gather emergency supply kit
- Go into bathrooms away from windows
- Not leave the building until official notification that the danger has passed is received
- If necessary to evacuate the preschool, we will move to the designated shelter as directed by civil authorities or Ritz lower ballroom. We will attempt to contact families as soon as possible. We urge families to listen to official emergency broadcasts for more information

PARENT REUNIFICATION

- We will release children to parent or authorized pick-up person
- If children need to be transported for medical care, 911 will be called

CONTINUITY OF OPERATIONS/RECOVERY

- After an emergency or disaster, we will inform families about our program status.
- We will repair any damage and verify our program is safe for children to return.

EMERGENCY SUPPLY LIST

- Attendance roster clip boards
- Emergency cards
- Red, White and Blue Backpacks
- First Aid Kit
- Critical medications, schedule and instructions
- Special health care plans
- Foods for children with special dietary needs
- Extra prescription medication, medical equipment, batteries

FOOD

It is important to us that every child eats nutritious meals while in our care. We are committed to serving whole, unrefined, natural foods as much as possible. Please honor our Nutrition Policy when packing your child's lunchbox. We understand that finding foods that your child will eat can be a challenge; therefore, we are providing some helpful suggestions:

Lunch: Parents will provide a lunch in a container with the child's name on it. No glass, please. If the food needs to be kept cool, please include some sort of cooling pack. Please remember to send in any utensils your child will need for their lunch. We feel strongly that good food both benefit your child's health and also positively influence their energy while at school. Please only send in food that has nutritive value and does not contain sugar as a primary ingredient (when in doubt, check the labels; you might be surprised). Inappropriate foods include candy, sugary juices, cupcakes, cookies, puddings etc.

- **Main Course** - These should include grains (bread, rice, pasta, etc.) and protein (beans, tofu, tempeh, meat, fish, eggs). Children in our program have enjoyed many foods from simple sandwiches to sushi. Some children prefer small amounts of many foods to a larger portion of one food. Please ask for suggestions if you are having trouble finding something your child will eat.
- **Vegetables** - Please provide at least one vegetable with your child's meal. Suggestions include carrot sticks, celery with cream cheese, peas in the pod, sweet pepper slices, cucumbers, tomatoes, broccoli or cauliflower trees, and salad greens. These items may be eaten cold. They are also tasty when dipped in your child's favorite salad dressing.
- **Fruits** - Please provide at least one type of fresh or dried fruit. Fruit rollups and chewy fruit snacks are not considered fruits. Apple, orange, mango, peach, avocado, kiwi, watermelon, and cantaloupe slices are favorites with the kids. They also enjoy strawberries, raspberries, grapes, cherries, and blueberries.
- **Other snacks** - Crackers, yogurt, pretzels, sesame sticks, edamame, dried cereal (non-sugared), additional fruits and vegetables, cheese cubes or sticks, pickles, popcorn, granola bars, etc.

Water: You must send in a water bottle labeled with your child's name that they can open on their own. It will be kept outside for your child to drink from throughout the day. This water bottle must be taken home and replaced with a clean water bottle every day.

Snack: Please provide a healthy morning and afternoon snack in your child's lunch. Occasionally, a special snack or treat such as birthday popsicles will be offered. Please inform us if this treat would be a problem.

BIRTHDAYS and HOLIDAY TREATS

Birthdays are special days for the children, and parents may bring **popsicles** to celebrate. Our time for celebrating is during our morning snack time at 10am. Parents, family and friends are welcome to join us for the celebration. If you would like to bring holiday treats for students, we ask that you deliver them during morning drop off. Please label them with your child's name so kids know who the gifts/treats are from. (30 kids per day/45 total)

CLEANING

The Preschool at Kapalua makes every effort to provide a clean environment. We clean according to the NAEYC's Cleaning and Sanitizing and Disinfecting Frequency Table. Staff clean tables, chairs, sinks, countertops, floors, bathrooms, doorknobs, and vacuum daily.

HAND WASHING

Hand washing greatly cuts down on the transfer of germs. We ask that all children and adults wash their hands with soap immediately upon entering school in the morning and from outside play. We also wash our hands before and after eating, before and after water play, after working with Play Dough and other sensorial materials, and after toileting, nose blowing, finger sucking, or touching any contaminated objects and surfaces. Steps to handwashing: 1. wet hands 2. soap 3. rub hands for 20 seconds 4. Rinse 5. dry

TOILET TRAINING

Teacher's will observe new children to ensure they are developmentally **ready to care for their toileting needs independently**. If frequent accidents occur, teachers will work with parents to develop a plan to best meet the needs of individual children and their community.

CLOTHING

To help set up your children up for success and independence at Preschool, PLEASE dress your child in clothing, including underwear, and shoes that they can easily get on and off on their own. Items should be clearly marked with the child's name. We recommend that children wear shoes to school to avoid foot injuries. A complete change of clothing must be provided and on hand in case of an accident. All long hair must be pulled back and extra hair bands in their cubbies is greatly appreciated.

REST TIME

Please provide a small blanket or towel for your child to lay on during rest time that your children can roll up on their own and store in their cubby at school. Include a book or small stuffed animal if needed for comfort. These items will be sent home weekly to wash.

BRINGING ITEMS TO SCHOOL

Please do not allow your child to bring toys, games, money (unless it's for Ibu) etc. to school except on designated 'show and tell' days. We avoid numerous distractions and problems by leaving these items at home. Also, please minimize the amount of jewelry your child wears, as it can be a hazard on the playground and cause grief if lost.

SHARING

We welcome families to share photos on class dojo of family experiences and vacations. This is an enriching opportunity for them to share interests, special objects, or stories from their life outside of school. Help your child choose an appropriate item to bring that aligns with what we are learning at school. (check monthly calendar) Books, items from nature, music, and their own artwork make wonderful shares that everyone enjoys. *Violent toys, such as guns and swords, are not permitted.*

VOLUNTEERS

Parents and families are encouraged to become an integral part of the classroom and the school community by volunteering for a wide variety of school-related activities. Parents who are highly involved report greater satisfaction in the school and higher levels of success for their children. Your child can only receive the full experience if, as a family, you are participating in the community and volunteering. Let us know if you have a skill, interest or hobby you'd like to share.

OBSERVATIONS AND CONFERENCES

Parent observations are encouraged and welcomed. Please make arrangements with the director after October 1st. If parents or families have gifts, talents, interests they would like to share with our students please let us know, we would love to include you. We will have 1-2 scheduled student assessments/parent conferences during the year, but at any time during the year you may make an appointment for an additional conference. It is our intention to keep the lines of communication open between the staff and parents and speak with you on a regular basis about strengths and weaknesses observed in your child.

EVALUATIONS

Periodic academic and behavioral evaluations will be done during the school year to help the staff determine how best to work with each individual child. If you do not want your child to participate in the evaluation process, please provide a written signed statement.

CONFIDENTIAL INFORMATION

All information concerning children will be held confidential and will not be released without permission of the parents or legal guardian.

CURRICULUM

Each child will be prepared for a smooth transition from home to school and for success in school by receiving instruction in:

CHRISTIAN VALUES: a strong sense of Jesus' loving care is taught through daily prayer, Bible stories, songs, memorization of Bible verses, and character-building stories. A knowledge of the wonder of Jesus as God is interwoven through all subjects and daily routines. Art and craft projects are tied in to this subject.

LANGUAGE ARTS: emphasizing alphabet recognition, beginning phonics, and listening skills. Excellent children's literature and relevant adult books are used to instill a love and appreciation of the usefulness of good books. Appropriate verbalization skills are learned through group discussions and one-on-one time with the staff.

MATHEMATICS: focusing on number and shape recognition, sequencing, and simple computational skills. As each child shows an interest, additional skills are taught.

SCIENCE: Developing analytical skills through simple experiments, observation during outdoor play time, nature walks in the Kapalua area, and the use of quality books and videos to clarify and broaden the children's concepts of the world around them. Art and craft projects are tied in to this subject.

SOCIAL STUDIES AND GEOGRAPHY: introducing other cultures, including those of Hawaii, mainland USA, North America, Mexico, Europe, Japan, Africa, Philippines and Indonesia, Asia, China, South America, Australia and New Zealand. Beginning vocabulary in Hawaiian and Spanish is also taught on alternating years. Art and craft projects are tied in to this subject.

MUSIC: through music lessons offering singing and rhythm skills, introduction to musical instruments, the works and lives of famous composers, and recognition of basic musical notation. Music appreciation is also interwoven in relaxation music played at rest time.

ART: developing fine motor skills and each child's confidence in his/her God-given artistic ability. Daily opportunities to paint and draw along with a teacher help to instill a refined sense of color, beauty, and order. The classroom books and environment reflect these objectives.

PHYSICAL EDUCATION: developing fine and gross motor skills through organized individual and group activities.

HEALTH: emphasizing cleanliness, daily routine, healthy choices for food, appropriate rest and sleep, and respecting their own body and the privacy of others.

BEYOND THE CURRICULUM

During the day the children have many opportunities to speak one-on-one with their teachers. Because of the Preschool's academic and reality-based curriculum, the children are encouraged to talk about the new things they are learning, such as Maui's wildlife, etc. However, the children bring up other topics of conversation, which we address as described below:

- Characters from holidays, folklore, mythology and fantasy, such as Santa Claus, the Easter Bunny and the tooth fairy, are not encouraged as part of the child's experience at The Preschool. When a child asks questions about these make-believe characters, they will be referred back to their parents for an explanation.
- Conversations about popular video games, movies, and television programs are redirected

POSITIVE GUIDANCE and DISCIPLINE : Be safe. Be kind. Be responsible. Be respectful.

Good communication between teacher, child and parent will help to make the total area of discipline a positive, beneficial experience. We use positive methods of discipline that encourage self-control, self-direction, self-esteem and cooperation in a firm, consistent manner. We will try to prevent discipline problems by providing a stimulating, safe, caring atmosphere and by guiding the children through difficult situations. Use the following methods, using the least amount of discipline necessary in any given situation.

1. Redirect the child to an appropriate activity. For example: Todd is in the block area, knocking down blocks as Sarah stacks them up. Teacher approaches and says, "Todd, come and see the magnets!". A statement can be made to make them aware of the choices they are making about their behavior - John, I can see by your drawing on Eric's paper that you need to find something else to do. Would you like to play cards?
2. We will respect the children's feelings and their right to express them. We will try to direct them in an expression in an appropriate manner by talking to them, helping them identify how they feel and allowing them to talk through it. We will make it clear that it is not allowable to belittle or hit another child for any reason. A teacher may make a statement such as "I know you feel frustrated, but I cannot allow you to hit Tom".
3. We will give opportunities for children to problem solve, giving suggestions only when necessary. Example: Emily is arguing with Ryan over who plays with the dinosaurs. Teacher makes a non-directive statement, "You can't decide who should play". That may open an opportunity for the children to talk through the problem and come up with a solution. If the statement doesn't illicit that kind of response, ask questions such as, "How can you solve this?" If they cannot come up with any solutions, suggest. Make sure that the solution is agreeable with both parties. Encourage them to pray for a solution and pray with them as an example.

4. Remove the child from the source of conflict for an age-appropriate time out period. (No more than 1 minute for every year in age.) STOP and THINK (calming space) should be used more for a cooling off period to help the child assess his/her behavior. Indicate where the child should sit during this period. When they are encouraged to join in again, review the expected behavior and encourage the child to play appropriately.
5. Give logical consequences to actions as a part of discipline when necessary, such as a child continues a behavior after being asked to stop. Example: Child continues to throw blocks. State that you will not allow the child to play in the block area for an appropriate time that will be understood by the child (until after snack time for instance).

Staff should be consistent and firm. Make eye contact with the children when speaking to them. We believe that we are all children of our Heavenly Father and worthy of respect. Our attitude should show love and concern for the children in our care. If a discipline problem persists, please talk to the director and/or the parents. The Director should be included in any formal meeting with parents. Good communication is vital to help make the total area of discipline a positive beneficial experience.

It is natural and normal for children between the ages of 3 to 5 to be interested in sexual differences. There may be a period of 'you show me yours and I'll show you mine' activity. Whenever this occurs, the parent will be informed on the day it occurs. We do not feel it is appropriate for a parent to punish a child for this type of behavior. Again, we see it as natural and normal. But we do feel that it is probably the time for a parent to discuss body parts and social customs with the child. If such activity persists, the preschool director will discuss with the parent possible care plans to help the child move on to other, more socially appropriate activities.

GUIDELINES TO ADDRESS CHALLENGING BEHAVIORS

When children have challenging behavior that interferes with their ability to learn or interrupts their classmates' learning, the following guidelines will be useful in providing positive behavioral support to them. The goal is to limit or eliminate the use of suspension, exclusion and other exclusionary measures.

1. Assess the function of the child's behavior needs something (attention, object, activity) or to avoid something (difficult work, embarrassment, discomfort)
 - a. Clearly identify the desired behavior that has not responded to strategies used before (Kimo speaks out loudly, disobeys teacher requests, doesn't make eye contact, refuses to obey, aggressive/hits another child/staff, bites)
 - b. Document what happens before challenging behavior (time of day, location, activity)
 - c. Determine what happens right after the challenging behavior (did others laugh? Was the child removed? Did the child get out of an activity they didn't want to do?)
2. Communicate with parents and other staff
 - a. What could be influencing behavior (medical/health, environmental triggers, noise, hunger, sleep, family and social issues, teaching/learning styles)
 - b. Determine child's strengths, interests, skills
 - c. Come up with a 'best guess' for reasons for challenging behavior
3. Implement and document positive behavior support strategies
 - a. Determine specific goals for child
 - b. Identify desired behavior to replace challenging behavior
 - c. Develop teaching strategies to address the replacement behavior
 - d. Provide positive behavior support
 - e. Monitor and review positive support strategies and ensure they are communicated and consistent with family and cultural values

Staff will not use any of the following as means of punishment:

1. Spanking, hitting, shaking, biting, pinching, or inflicting any form of corporal punishment.
2. Restricting a child's movement by binding or tying him or her.
3. Inflicting mental or emotional punishment, such as humiliating, shaming, or threatening a child.
4. Depriving a child of a snack, juice or necessary toilet use.
5. Confining a child in an enclosed area, such as a closet, locked room, box or similar cubicle.

Appropriate use of restraint for safety reasons is permissible.

When challenging behavior continues despite positive interventions, there may be a need to discuss possible referrals to community resources (pediatrician, DOH, DOE, PATCH).

Should differences of opinion occur between classroom staff and parents, the Director, may meet with all parties to open communication and resolve differences in accordance with Matthew 18.

If all other possible interventions have been exhausted and there is an agreement that exclusion is in the best interest of the child, only at this time will exclusionary measures be considered. If this is the case staff will aid the child's family in accessing services and an alternate placement. Staff will always follow Licensing Rules, Federal and State civil rights laws and recommend what is developmentally appropriate for children.

If concerns cannot be satisfactorily resolved between us, you may file a complaint with Child Care Licensing Unit 270 Waiehu Beach Road, Suite 107, Wailuku, HI 96793.

CHILD ABUSE

As a childcare professional, we are mandated by law to report all suspected cases of child abuse and neglect, this includes bruises. Inform director as your first course of action. Together we will contact the Department of Protective Services.

Abuse and Neglect of children is against the law. Licensing prohibits the presence of anyone who has been convicted of child abuse or neglect or convicted of a felony involving harm or threatened harm. We conduct a criminal records check on each employee. If it is found that any staff or volunteer has been convicted of a felony involving harm or threatened harm, they will be immediately terminated.

PROCEDURE FOR ACCUSATION OF STAFF MISCONDUCT

- Accusation is recorded, including all details (physical evidence, person accused, time & place).
- Investigation is begun immediately. Accused is put in supervised only position as investigation gets underway.
- Child is interviewed if appropriate or physical evidence is examined. Protective Services is called if necessary.
- Licensing is informed of investigation
- Other staff is interviewed who may have seen incident in question
- Other staff interviewed to speak about accused work habits and relationship with children.
- Accused is informed of investigation. Accused may be removed from work duties with children or may be kept in supervised position until end of investigation.
- Once investigation is complete, all evidence is compiled, and necessary action is taken. Protective services may be informed depending on outcome, and licensing is informed regardless of outcome. Staff may be reinstated to regular work duties, may be kept on supervised only duties or may be terminated, depending on results of investigation.

INSIDE & CLASS TIME RULES

- Sit on tape or designated space, criss-cross legs, hands in lap
- Eyes on teacher, ears open, mouths closed
- Raise hand and wait to be called to answer question
- Walk
- Quiet voices
- Take Turns and Share

NATURE WALK RULES

- Stay behind team backpack
- Hold onto knot on rope
- Walk

PRESCHOOL PLAYGROUND RULES

Slides:

- Use the stairs to get to the top.
- Slide sitting up and feet first.
- One person at a time.
- Do not block the bottom of the slide.
- Slides are for people only - not toys, rocks, etc.

Swings:

- Swing facing preschool with bottom or belly on seat and head up.
- Swing seats are not twisted or rolled.
- Exit swings without jumping.
- Staff stay behind the swings when pushing. "Underdog" pushes are not permitted.

Sand:

- All sand and sand toys are to remain in the sand area.
- Do not throw sand or put it on other people's bodies.

Gardens & Natural Objects:

- Do not climb in or over garden beds or on fence.
- Treat living plants kindly. Do not pull off leaves, branches or flowers.
- Always ask permission before harvesting or weeding the garden.
- Small sticks may be used for digging, building, and pretend play provided that they are used safely and peacefully. Children with sticks must always walk. Sticks are not to be used as weapons.
- Keep all ground cover in its designated area of the playground.
- Do not throw rocks, nuts, mulch, or sticks.

Riding Toys:

- Riding toys may be used on the sidewalk with teacher supervision.
- Keep riding toys on pavement and drive slowly.
- Do not crash into people or other objects.
- Keep hands and feet on riding toys when they are moving. Sit properly on seats.
- Stop riding toys to allow others to safely walk past.

All gates must remain closed and latched. Weapons, imaginary or otherwise, are not allowed at school.



THE PRESCHOOL AT KAPALUA POLICY MANUAL AGREEMENT

I have read, understand and will abide by the procedures, requirements and health guidelines outlined in The Preschool at Kapalua Policy Manual. I agree to disclose any above symptoms and any illness my child may develop that may be contagious, in the interest of maintaining a safe and healthy environment for the children at The Preschool at Kapalua. I authorize the staff to apply bug repellent that I supply marked with my child's name as needed.

please print name here

child's name

signature

date

MEDIA RELEASE FORM

I authorize The Preschool at Kapalua the right to use stories, photographs, and any creations of my child, alone or with others for publication in books, magazines, newspapers, journals or otherwise, without remuneration. Any photographic or electronic reproductions of my child may be used for any purpose, including but not limited to educational and other public media as may be deemed appropriate by The Preschool at Kapalua. (I understand that my child may be identifiable from such photographic or electronic reproduction.)

signature

date

EXCURSION PERMIT

I hereby allow my child to attend all walking excursions of the school year. The Preschool at Kapalua will be responsible for the safety and guidance of my child while on these excursions.

signature

date

READINESS AGREEMENT

Regardless of age, all children are not ready emotionally, physically or socially to participate in group activity. I understand when I enroll my child in The Preschool at Kapalua that he/she will be in a probationary position for the first few weeks. If for any of the above reasons my child does not adjust to the group situation, I agree to withdraw him/her from the program until such time he/she may benefit from the experience.

signature

date

6/26