



PALISADES BAPTIST CHURCH PRESCHOOL 2017-18 PARENT HANDBOOK

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Message from the Director

Aloha Parents,

Thank you for choosing Palisades Baptist Church Preschool for your child. Whether or not this is your child's first time in a school setting, we look forward to the opportunity of providing you and your child with an exciting experience. The staff and I are truly excited to have your child in our preschool and am sure that your time with us will be filled with many blessings. We look forward to meeting you and getting to know each one of you. We are going to have a great year ahead of us.

It is so hard to be a parent today. We all need God's grace, wisdom and understanding on how to "Train up a child in the way he should go and when he is old, he will not depart from it." (Proverbs 22:6). The greatest gift we can give our children is a foundation of God's love. We pray that you will draw close to God as a family.

This handbook is designed to introduce you to our school and its policies. Please read it carefully, as it will help you understand the school's procedures.

If you have any questions or concerns, please feel free to stop by the office to talk with me. I will be glad to help you in any way I can.

In Christ,

Sharon S. Ishii
Director

PALISADES BAPTIST CHURCH MISSION STATEMENT

Palisades Baptist Church (PBC) mission is to be a church that loves God, loves each other and reaches the world.

PALISADES BAPTIST CHURCH PRESCHOOL MISSION STATEMENT

Nestled in the heart of Pacific Palisades, Palisades Baptist Church Preschool has been serving the community for over 30 years. We are dedicated to providing a close-knit, caring environment in which to nurture the physical, social, mental, emotional, and spiritual development of three- and four-year-olds.

Palisades Baptist Church Preschool is a child-care ministry of Palisades Baptist Church.

PBCP PHILOSOPHY

- A. *PBCP* believes that young children learn best in a nurturing Christ-Centered biblically based learning environment that includes various hands-on activities and experience learning opportunities about themselves, others, and caring for God’s world.
- B. As “...Jesus grew in wisdom and stature, and in favor with God and men.” (Luke 2:52), *PBCP* believes our preschool has three intricate parts that have a great impact on all areas of a child’s development:
 - 1. A Christ-Centered Staff:
 - a. Believers of God’s Word, the Holy Bible, the Holy Spirit, and Jesus Christ.
 - b. Active members of a local Southern Baptist church or a local church of like-faith.
 - c. Qualified in Early Childhood Education and able to prepare a learning environment with learning opportunities for the young child to grow in “wisdom, stature, and in favor with God and Men.”
 - 2. A Christ-Centered Biblically Based Program with a WEE Curriculum:
 - a. Provides a learning environment with developmentally appropriate hands-on activities such as: Monthly Thematic Unit Studies, Monthly Excursions (by walks, in-house, or bus), Building School Readiness Skill through Hands-On Activities in Learning Centers, such as: Pre-Math, Language, Pre-Reading, And Pre-Writing) Science, Art, Music and Movement Activities, Christian Spiritual Activities, and Outdoor Activities
 - b. Encourages a balanced growth in all areas of the child’s development: in “wisdom:” cognitive, language, math, science, “stature:” physical: fine/gross motor control, “and with God & men:” spiritual and social-emotional development.
 - c. Provides for a Christ-centered curriculum by using the activities described in the Southern Baptist Life Way’s WEE Learn Curriculum Guides and supplemental related activities.
 - 3. A Christ-Centered Biblically Based Ministry
 - a. The staff strives to serve the preschoolers and their families by providing opportunities such as: Open House, Christmas and Graduation programs, etc.

- b. Families are encouraged to learn more about and follow the teachings of Jesus Christ through prayer, fellowship, and the studying of God's Word, the Holy Bible, and joining with a body of believers.

PBCP OBJECTIVES

PBCP objectives are to guide your child in a firm loving manner to:

1. Develop a beginning understanding of God and His love, which enables us to live with peace of mind in the midst of difficulties.
2. Develop a positive and appreciative attitude toward school, teachers, friends, peers, and helpers in the community.
3. Develop a broad background of experiences through excursions, special school activities/events, unit studies, and visits from community helpers that will enhance the child's understanding of words as a beginning reader.
4. Develop an awareness of various learning concepts (large-small; tall-short; colors; numbers; letters; pre-reading/writing, etc.).
5. Develop and strengthen large and small muscle control through active outdoor activities (climbing, running, pushing, pulling, sliding, etc.) as well as indoor hands-on activities (pouring, grasping, pinching, sewing, etc.).
6. Develop the social ability to get along with others through sharing positive thoughts and ideas and to be responsible for one's actions and words in large or small group situations.
7. Develop the cognitive ability to follow instructions which will lead to more challenging and exciting learning experiences.

PBCP NON-DISCRIMINATORY STATEMENT

No child will be denied admittance to *PBCP* on the basis of race, color, sex, religion, national origin, or ancestry.

NON-DISCRIMINATION POLICY

Palisades Baptist Church Preschool does 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 center's programs and services, in compliance with state law and the federal Americans with Disabilities Act.

PBCP SPECIAL NEEDS STATEMENT

1. *PBCP* does not discriminate on the basis of special needs.
2. However, please note that *PBCP* is not equipped nor is its staff trained to service children who have been medically diagnosed as visually or hearing impaired, emotionally disturbed, orthopedically or mentally handicapped.
3. *PBCP* accepts children with disabilities as long as it is able to accommodate the child's needs without causing undue hardship to other children and staff in *PBCP* and to the operation of its program as defined by state and federal American Disability Act (ADA) laws.

ORGANIZATION OF THE PRESCHOOL

Palisades Baptist Church Preschool is a Christian day school for preschool aged children. The preschool is a ministry of Palisades Baptist Church that is supported by tuition.

The preschool is licensed by the Department of Human Services of the State of Hawaii and operates in compliance with the “Rules and Regulations Governing Group Child Care” established by the Department of Human Services (Chapter 17-892.1, Hawaii Administrative Rules) and the Hawaii Revised Statutes (Part VIII Child Care Facilities, Sec. 345). The Preschool is licensed for a maximum of 35 children, who must be age 3 by December 31 of the same school year and not more than five years of age.

All school policies are formulated by the Preschool Committee of Palisades Baptist Church Preschool in compliance with the above-mentioned rules. In the event of any changes in the school’s policies and/or tuition, parents will be informed in writing at least 30 days before the date the change will go into effect.



School Calendar

The Palisades Baptist Church Preschool school year runs from August through June. The first and last days and the holidays are listed on the School Calendar. We are closed for the month of July.

The School will be closed on:

- ◆ Most Public School holidays
- ◆ Fall, Christmas and Spring Breaks
- ◆ Annual HBEEA Conference in the Fall
- ◆ Any days of national or state emergency.

Palisades Baptist Church Preschool is open from 6:30 a.m. to 5:30 p.m. There are two types of program you can enroll your child in. The first is our full day program which runs from 6:30-5:30. The second one is our 2/3 day program which runs from 7:30-2:30. To obtain full benefit from our preschool, children should be in school by 8:00 a.m. Children must be picked up by their end time, or be subject to a late fee.



Calendar

Proverbs 22:6 “Train up a child in the way he should go,
and when he is old, he will not depart from it.”

Palisades Baptist Church PreSchool
2017 - 2018 School Calendar

	SUN	MON	TUE	WED	THU	FRI	SAT	
July '17	16	17	18	19	20	21	22	July 19 Parent Orientation 7:00 p.m.
	23	24	25	26	27	28	29	
August	30	31	1	2	3	4	5	Aug 1 First day of school
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	Aug 17 Ronald McDonald Visit/Aug 19 Statehood Day Holiday
	20	21	22	23	24	25	26	August 25 Open House/Potluck - 6:00 p.m.
September	27	28	29	30	31	1	2	Sept 1 Ho'omaluhia Botanical Garden Field Trip (fishing)
	3	4	5	6	7	8	9	Sep 4 Labor Day Holiday/Sep 8 Grandparents Luncheon 11am
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	Sept 22 HBEEA Conference - No school
	24	25	26	27	28	29	30	
October	1	2	3	4	5	6	7	
	8	9	10	11	12	13	14	Oct 13 Aloun Farms Field Trip
	15	16	17	18	19	20	21	Oct 18 Picture taking 8:30 a.m.
	22	23	24	25	26	27	28	Oct 23-27 Parent Teacher Conference
November	29	30	31	1	2	3	4	Oct 31 Halloween Parade - 8:30 a.m.
	5	6	7	8	9	10	11	Nov 10 Veterans' Day Holiday
	12	13	14	15	16	17	18	Nov 17 Kapolei Fire Station Field Trip
	19	20	21	22	23	24	25	Nov 22 Thanksgiving Lunch/ Nov 23-24 Thanksgiving Holiday
December	26	27	28	29	30	1	2	
	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	
	17	18	19	20	21	22	23	Dec 22 Christmas Program 7:00 p.m.
	24	25	26	27	28	29	30	Dec 25 - Jan 5 Christmas Vacation
January '18	31	1	2	3	4	5	6	
	7	8	9	10	11	12	13	Jan 8 Back to school
	14	15	16	17	18	19	20	Jan 15 Martin Luther King Day Holiday
	21	22	23	24	25	26	27	Jan 26 Living Art Marine Center Field Trip
February	28	29	30	31	1	2	3	Feb Bishop Museum TBA
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	Feb 19 Presidents' Day
March	25	26	27	28	1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	Mar 19-23 Spring Break
	25	26	27	28	29	30	31	Mar 26 Kuhio Day Holiday/Mar 27 Back to School Mar 30 Good Friday Holiday
April	1	2	3	4	5	6	7	Apr Hawaii Nature Center TBA
	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	Apr 28 Ohana Night/Open House - 6:00 p.m.
May	29	30	1	2	3	4	5	May Dole Plantation TBA
	6	7	8	9	10	11	12	May 11 Mother's Day Tea 9:00 a.m.
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	May 21-25 Bible Emphasis Wk/May 25 Parent Lunch 10:30
	27	28	29	30	31	1	2	May 28 Memorial Day Holiday
June	3	4	5	6	7	8	9	
	10	11	12	13	14	15	16	June 11 King Kamehameha Day Holiday
	17	18	19	20	21	22	23	June 18-29 Summer Fun
	24	25	26	27	28	29	30	June 29 Last day of school
		Lunch Orders due				Tuition Due		
		On Campus Activities						
			No School			Field Trip		

as of 7/17/2017

Matthew 19:14

“Jesus said, Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these.”

**“Jesus loves me this I know,
For the Bible tells me so!”**



*Admissions & Financial
Information*

ADMISSION AND ENROLLMENT INFORMATION

AGE REQUIREMENTS FOR ADMISSION

For admission, children must be three or four by December of the current school year to be accepted into the three or four-year-old class. A copy of your child's birth certificate must be presented to verify your child's birth date. Children must be toilet trained, able to go to the bathroom by themselves and clean and dress themselves. Late born children will be accepted into our pre-kindergarten classroom. They will turn five by December of the current school year.

MEDICAL REQUIREMENTS FOR ADMISSION

A report of physical examination (Pupil Health Form, DOH Form 14) showing current health status, immunizations, and TB test is necessary and must be submitted before enrollment is completed. Effective July 1, 2002, children entering preschool for the first time must provide documentation from their physician showing that they have received the following vaccinations:

- ◆ 4 DTap (diphtheria, tetanus, pertussis)
- ◆ 3 Polio
- ◆ 1 MMR (measles, mumps, rubella)
- ◆ 1 Hib (hemophilus)
- ◆ 3 Hepatitis B
- ◆ 1 Varicella or a documented history of varicella (chicken pox) signed by a physician

The state has a supplemental form to the Form 14. This is DHS Form 908. You must get this form filled out by your child's doctor and returned to the preschool along with Form 14.

ADMISSION OF THE PHYSICALLY CHALLENGED CHILD

It is our policy to operate within our state and federal law to follow the Americans with Disabilities Act (ADA) law and accept children within reasonable boundaries by considering whether the acceptance would result in undue hardship to the Preschool.

ENROLLMENT PROCEDURES

Upon receipt of completed application, registration fee, and if there is space available, your child is accepted into the preschool. If there is no space available, your child is placed on a waiting list. A copy of the Parents' Handbook will be given to each family at Parent Orientation.

A child is officially enrolled in *PBCP* when the following procedures have been completed:

1. At least one parent or guardian has attended the mandatory Parent Orientation Meeting before the beginning of the school year.
2. All the necessary forms have been completed and returned with payment prior to the first day of school.
3. The parents (guardians) submit payment of tuition and/or fees by the due dates.
4. The parents (guardians) are loyal to, supportive of, and participate in the preschool and abide by its policies.

CHILD MUST BE FULLY TOILET TRAINED. No Pull-Ups.

ENROLLMENT CAPACITY

The maximum number of children that can be enrolled at *PBCP* is thirty-five (35). Actual enrollment is dependent on staff availability in compliance with the Department of Human Services (DHS) requirements regarding group child care. The teacher-student ratio is one adult per 12 children for three-year-olds and one adult per 16 children for four-year-olds.

WITHDRAWAL OR DISMISSAL OF A CHILD

The preschool staff will work together with parents to resolve any problems that may arise. However, the school reserves the right to dismiss a child for the following reasons.

1. If after entering, the child seems unable to adjust to the school.
2. If the child is repeatedly disruptive or destructive, or behaves in such a way as to endanger the health and safety of the other children and/or staff.
3. For parental neglect, non-support, non-compliance of any school policies.
4. For non-payment of tuition.
5. Absence from school for a period of twenty (20) consecutive days or more with no notification from parent.

FINANCIAL INFORMATION: FEES AND POLICIES 2017-2018

REGISTRATION FEE

A non-refundable fee of \$150.00 must be submitted with the registration form to the preschool office. A **mandatory** Parent Orientation Meeting will be held before school starts which will be the final step in the registration process.

MONTHLY TUITION

Tuition charges will be the same for each of the eleven months regardless of holidays and vacations that public school children observe. **Tuition is due by the tenth of each month.** There will be a late fee of \$25.00 if it is not paid on time. If tuition is still late by the end of the month, the late fee will be \$50.00. Since statements will not be provided, parents are asked to remember the due date and submit the tuition on time.

If tuition is not paid by the end of the month, your child will not be permitted to attend the following month. There will be no exceptions. In case of financial difficulty, the matter will be brought before the Preschool Committee for an exception to the policy.

The monthly rates are as follows:

Two-thirds Day	7:30 a.m. - 2:30 p.m.	\$650.00
Full Day	6:30 a.m. - 5:30 p.m.	\$700.00

Please pay by cash or check made payable to *Palisades Baptist Church Preschool*. There will be a charge of \$25.00 for returned checks due to insufficient funds. This fee must be paid in cash.

**Note: Even if a child is absent for a month for any reason that month's tuition must still be paid.*

LATE FEES/EARLY FEES

Late/Early Fee charges will be made for children who are picked up late (after 2:30 and 5:30 p.m.) or dropped off early (before 6:30 a.m. and 7:30 a.m.).

The late pick up fee and early drop off fee will be as follows:

5 to 15 minutes late/early \$10.00

16 to 30 minutes late/early \$20.00

Fees must be paid the same day when child is picked up or dropped off late/early.

WITHDRAWALS/REFUNDS

Two weeks’ notice is required when withdrawing a child. If a child is withdrawn from school on or before the 15th of the month, half of the month’s tuition will be refunded. No refund will be made if a child is withdrawn after the 15th of the month. This does not apply for the month of December; no refunds will be made for this month. No refunds will be made for absences. If you withdraw your child and would like to reinstate him or her, you must re-pay the \$150.00 registration fee. If you withdraw your child for any reason, they may not be able to participate in our programs.

SCHOLARSHIPS

Because we are a non-profit organization and we keep our tuition as low as possible, we regret that we are not able to provide scholarships. We do, however, accept children who are provided assistance by other organizations (e.g., Preschool Open Doors, Good Beginnings, and Child Care Connection).



“Children are a special gift from God!”

Ephesians 5:1 - “Therefore be imitators of God as dear children.”



Preschool stuff

CURRICULUM AND VALUE OF PRESCHOOL ACTIVITIES

The basic objective of preschool education is to encourage physical, social, mental, emotional, and spiritual development. *PBCP*'s qualified Early Childhood Staff uses the Southern Baptist *WEE Learn Curriculum* to plan and provide developmentally appropriate activities to enhance the child's whole development, such as:

- ◆ Monthly & Weekly Unit Study Themes
- ◆ Excursions, such as... Walks around the immediate community to learn about our neighborhood and the people in our neighborhood; and/or bus transportation to learn about other communities and people.
- ◆ School Readiness, Skill Building & Hands-On Activities involving the following Learning Centers: Pre-Math, Language, Science, Art, Music and Movement, Blocks, Manipulatives, and Home Living
- ◆ Variety of Outdoor Activities

The Lead Teacher plans and provides the developmentally appropriate learning activities focused on weekly themes. These activities develop the children's interests, understanding, and skills in language, science, math, social, emotional, gross and fine motor skills, spiritual emphasis, art, and music. The Director reviews each Lead Teacher's Lesson Plans on a weekly basis.

Center activities may be used repeatedly since children master skills through repetition and play. All planned classroom and school activities are subject to change in keeping with the daily interests and needs of the children and the operation of *PBCP*.

SOME OF THE CLASSROOM ACTIVITIES AND THEIR VALUES ARE:

Home Living Center

- ◆ Provides better understanding of the role of parents, sibling, and other adults with whom they come in contact.
- ◆ Provides an opportunity for children to portray their image of another person.
- ◆ Provides an opportunity to express their feelings about home.
- ◆ Provides an opportunity to use their imagination.

Puzzles

- ◆ Provides a time to be alone.
- ◆ Provides opportunities requiring cooperation.
- ◆ Provides responsibility for finishing the puzzle.
- ◆ Builds self-confidence when the puzzle is completed.

Library Center

- ◆ Provides vocabulary enrichment.
- ◆ Provides opportunities to identify with the characters of the story.
- ◆ Provides information.
- ◆ Reinforces experiences children have had.
- ◆ Develops observation skills.

Blocks Center

- ◆ Provides opportunities to plan and work together.
- ◆ Provides reasoning opportunities.
- ◆ Provides opportunities to learn a variety of concepts (math/numbers, size, shapes).

Creative Art Center

- ◆ Process is more important than the finished product.
- ◆ Provides opportunities for motor development.
- ◆ Provides opportunities to release tension.

Chapel

- ◆ Learn that worship time is special and a time to be respectful of God.
- ◆ Learn that going to church and/or chapel is fun.

Bible Stories/Verses

- ◆ Learn about God.
- ◆ Learn about Jesus and His love for us.
- ◆ Learn that loving and sharing is the happy way.

Music

- ◆ Develops an appreciation of and a love for music.
- ◆ Promotes creative expression.

Outdoor Play

- ◆ Enjoys satisfying leisure.
- ◆ Develops skills in judging distance, speed of movement and elevation.
- ◆ Develops large motor skills.

GENERAL INFORMATION PERTAINING TO THE CHILDREN

DISCIPLINE

Students are expected to treat each other with kindness and respect. Insubordination, profanity, obscene gestures and real or threatened physical abuse will not be tolerated. The Preschool reserves the right to expel (without refund) any student who refuses to cooperate or is destructive to property. The following basic rules are set in order to aid the child in the development of self-respect, respect for others, and for the environment.

1. A child may not hurt him or herself or any other person(s) in any way.
2. A child may not disturb another child's work, lunch or rest.
3. A child must use the preschool's toys and other equipment or furniture in an appropriate manner.
4. Additional individual classroom rules will be given to the children.

Disregard of the rules may result in the child having a privilege taken away (for example, not playing in their favorite center and having to play somewhere else). A child may also be put in time out to think about what they have done wrong. Serious or repeated offenses will be discussed with the parents in a conversation or a written note home.

NAP TIME

After lunch the children are encouraged to nap. Children who cannot sleep must lie down quietly and not disturb the other children. The teachers are there to help the children nap by rubbing their backs or sitting next to them.

CLOTHING

You can help your child enjoy and get the most out of Preschool by seeing that he or she can manage independently. Washable, comfortable fitting play clothes are suitable attire.

- ◆ No body suits
- ◆ No belts
- ◆ Pants with elastic waistbands rather than zippers are simpler for children to manage by themselves.

- ◆ Soft footwear will enable your child to have better footing indoors and outdoors. **No High Heels.**
- ◆ No Pull-Ups
- ◆ Write your child's name on all their clothes.

PERSONAL BELONGINGS

All items must be marked with your child's name. The Preschool will not be responsible for the loss or damage of personal property brought to school.

SUPPLIES

Each child is to bring the following items to preschool:

- ◆ 1 Elmer's glue
- ◆ 1 box of 8-10 markers (4-yr old class only)
- ◆ 1 set of watercolor paints (3-yr old class only)
- ◆ 1 box of 12 colored pencils (4-yr old class only)
- ◆ 1 pack of "The First Pencil" or "Hand Huggers" pencils (4-yr old class only)
- ◆ 1 pencil box (4-yr old class only)
- ◆ 1 sleeping bag or blanket
- ◆ 1 pillow (optional)
- ◆ 1 plastic dishpan/container for cubbyhole (13.5" x 5")
- ◆ 1 apron or old t-shirt
- ◆ 3 sets of extra clothing (labeled with child's name)

Sleeping bags, pillows and blankets are sent home each Friday for washing and are to be brought back to school on Monday morning. The child's name should be on each item. Each child is assigned a cubbyhole in their classroom where belongings will be kept. In the event of an accident, the teacher will clean the child and the child's soiled clothes will be placed in a sealed plastic bag and sent home for washing. Parents should replenish the used items with a clean set by the following day. If your child does not have any clean clothes in his cubby, the preschool will provide extra clothes for him/her. Please wash and return the preschool's clothes by the following day.

Children are not to bring any other items to school except for the following exceptions:

1. Books and CD's may be brought in to share with the teacher and the other children.
2. Other items may be brought when there is show and tell.

Sharp toys, guns, knives, balloons and other toys that are determined to be possibly dangerous are not allowed in the Preschool. Money and jewelry should not be brought to school. In addition, children should not bring in any large items that will not fit into their cubby. The Preschool is not responsible for damage or loss of property brought to school by the children.

LOST AND FOUND

If your child has lost something, it will be brought to the office. If you or your child has found something that belongs to another child, please bring it to the office. Any items not claimed after one month will be donated.

CHAPEL

Chapel is held on Wednesdays during the school year at 8:30. The staff will be sharing the Bible story with the children. The children will learn about God through songs and prayer for their family and friends.

FIELD TRIPS

Field trips will be planned and announced in advance. The child must be covered under medical insurance. Parental permission must be given before the child will be permitted to go on a field trip. Parents must sign an emergency form. Transportation is provided by hired school buses. Parents are welcome to attend the field trips with us. They must have a current TB test and have a copy of the TB clearance in the office. Children must wear our Preschool t-shirt and athletic shoes and socks to every field trip. This is extremely important because we are concerned about your child's safety. Slippers and sandals tend to catch on the steps of the bus. The school t-shirt lets us easily identify and keep track of the children when we are away from school. Parents must also purchase a school t-shirt so we may have a uniform group working together to watch the children. Siblings may not attend field trips planned by the preschool unless notified by the preschool.

MEDICAL INFORMATION

PREVENTIVE HEALTH MEASURES

Parents **must** keep their child at home if he or she has **any of the following symptoms:**

- ❖ Temperature above normal for the child
- ❖ Diarrhea
- ❖ Colds
- ❖ Earache
- ❖ Vomiting
- ❖ Head Lice
- ❖ Pink Eye
- ❖ Green or yellow mucus
- ❖ Congestion/serious cough
- ❖ Any illness or condition which requires exclusion, as per State of Hawaii Department of Health guidelines

The preschool will not be responsible for dispensing medication. Preschool reserves the right to send a child home in case of any signs of illness. No refunds will be made for absences. In case of emergency, the parent will be contacted. When this is not possible, the child's physician will be called. If necessary, an ambulance will be requested and parents will be responsible for ambulance charges. An adult will accompany the child to the emergency room and stay with the child until a parent/guardian assumes responsibility for the child.

EMERGENCY FORM

State law requires this form to be completed and updated by parents/legal guardians. Parents must immediately inform the office in writing of any changes or additions to this form. This form contains information about your child's medical history, allergies, insurance information, and emergency contact information. It also includes your Authorized Pick-Up List for whoever you allow to pick up your child. If the person is not on the list, they will not be allowed to pick up your child.

INJURY REPORTS

For minor injuries, Band-Aids will be used for cuts or scrapes and ice for bumps or bruises. State Law prohibits the application and usage of over the counter medications, including alcohol and antibiotic

ointments. The teacher will clean the scrapes with soap and water. An “Ouch Report” will be filled out and placed in your child’s folder.

ADJUSTING TO PRESCHOOL

With most children, adjusting to any new experience is a slow and gradual process. In school everything is unfamiliar and new, and the hardest part is being away from you. In the beginning of the school year, your child may not be sure that you are going to come back, or may not fully understand why you are leaving him or her in this strange place. If this becomes difficult, try to reassure your child that you love him or her. Some of your children may cry the first day or even the first few weeks of school, and that is okay. We will love them and comfort them, and soon they will love to come to school.

Whether in day care, preschool or kindergarten, this is your child’s first of many big steps to be taken over the years. It is important that you take an active interest in your child’s education. This first step can be an exciting and satisfying time for all of you!

WAYS TO MAKE THE ADJUSTMENT EASIER

1. **Be sure your child has a good night’s sleep and a nourishing breakfast.**
2. Try to spend some time alone with your child every day. Talk to him or her and also listen to what they have to say.
3. **Do not be surprised if he or she worries or cries.**
4. **Be truthful.** Tell your child you will be back (after lunch, after nap, or after school).
5. Have confidence that he or she will adjust at his or her own pace. Your child may rather “wait and see” before joining in new and different activities.
6. **Do not keep your child at home because he or she “does not want to go to school.”** Not only is this setting a precedent that your child might wish to pursue, but it is allowing him or her to make a decision that should be up to parents.
7. **Make your farewell brief.** The longer you linger and let your child feel you are worried, the more you will show your lack of confidence in him or her to handle the situation. Children live up or down to our expectations. You also put the teacher in an awkward situation of having to intervene in something that is between the two of you.
8. Bribes to encourage school attendance should not be offered.
9. You, too, may have an adjustment to make. This will be easier if you try not to have a preconceived idea of how your child is going to react.
10. **Don’t worry!** Your child will have a great time at preschool.

DEVELOPMENTAL CHARACTERISTICS

By Dr. Arnold Gesell¹

THREE-YEAR-OLDS

Emotional Development

- ❖ Likes to conform and please.
- ❖ Likes to do things for themselves but will accept help.
- ❖ Is imaginative.
- ❖ Accepts routine fairly well.
- ❖ Likes to make a choice.
- ❖ Is sure of him or herself.
- ❖ Is capable of sympathy.
- ❖ Mother is usually the favorite parent.

Social Development

- ❖ Can wait his or her turn.
- ❖ Beginning to share (toys, not work space).
- ❖ Enjoys imaginary play (sometimes has imaginary playmates).
- ❖ Enjoys conversations, especially with adults.
- ❖ Plays mostly parallel to others.
- ❖ Enjoys helping others.

Physical Development

- ❖ Walks erect.
- ❖ Swings arms in an almost adult fashion.
- ❖ Can unbutton buttons.
- ❖ Can draw a cross.
- ❖ Can climb a ladder.
- ❖ Learns to jump.
- ❖ Uses a spoon well.

Cognitive Development

- ❖ Can count to three (distinguish three objects).
- ❖ Distinguishes between night and day.
- ❖ Shows an interest in stories (likes repetition).
- ❖ Can compare two objects.
- ❖ Has an average vocabulary of 900 words.

FOUR-YEAR-OLDS

Emotional Development

- ❖ Out of bounds in all areas.
- ❖ Brags and exaggerates.
- ❖ Expresses sympathy.
- ❖ Inconsistent.
- ❖ Interest in death, but does not comprehend its meaning.
- ❖ Father is usually the favorite parent.

Social Development

- ❖ More apt to share possessions with a special friend than with others.
- ❖ Age of barter and swapping of possessions.
- ❖ Prefers company of children to adults.
- ❖ Plays cooperatively with peers.
- ❖ Especially likes to dress up.
- ❖ Often segregates by sexes.
- ❖ Often resorts to name-calling.
- ❖ Takes turns.

Physical Development

- ❖ Runs instead of walks.
- ❖ Can throw overhand.
- ❖ Cuts on a line with scissors.
- ❖ Can stand on one foot.
- ❖ Can unzip, unsnap, and unbuckle.
- ❖ Learns to pump on swings and to hop.
- ❖ Can wash and dry face.

Cognitive Development

- ❖ High interest in words, creates stories with silly language.
- ❖ Counts to four and higher, but speaks in hundreds.
- ❖ Enjoys functional stories such as “The Fix-It Man” and “Mike Mulligan”.
- ❖ Has a vivid imagination.
- ❖ Can carry a tune.
- ❖ Uses compound sentences and conjunctions.
- ❖ Most important details in art are drawn the largest.

¹The Gesell Institute of Human Development was founded in 1950 in honor of Arnold Gesell, MD and Ph.D. This research has provided fundamental knowledge about the behavior of children between birth and 16 years of age.

STATE OF HAWAII

COMMUNICABLE DISEASE READY REFERENCE GUIDE

FOR SCHOOLS

DISEASE	EXCLUDE FROM SCHOOL
Chickenpox	For at least 5 days after the rash appears or until vesicles become dry.
Conjunctivitis, acute, bacterial (pink eye)	For duration of acute infection.
Influenza (flu)	For 7 days after onset of illness.
Measles	For 4 full days after rash appears.
Mumps	For 9 days after onset of swelling or parotids (inflammation of parotid glands-large salivary glands situated below and in front of ear).
Rubella (German Measles)	For 7 full days after rash appears.
Scabies	For 1 day after treatment is completed.
Beta Hemolytic Streptococcus Group A Infection (Strep Throat)	For 2 full days after start of antibiotic treatment.
Active Tuberculosis	Until authorized to return by the Hawaii Department of Health.

Oahu, Department of Health
1250 Punchbowl St. Honolulu, HI
808-586-4400



Parent/School Communication

PARENT-SCHOOL COMMUNICATIONS

DROPPING OFF AND PICKING UP YOUR CHILD

A reliable authorized person (age 16 or over) must sign your child in/out of the preschool. The “Sign-In and Sign-Out” sheets are located in the child’s classroom in the mornings and by the multi-purpose room in the afternoon. Please initial and write the time you are dropping off/picking up your child. Notify a teacher when picking up your child from school. When entering and leaving the school, please use the front gate only and do not have your child open the gate by themselves.

No child will be released to an adult that is not on your child’s authorized pick-up list. If an adult other than the parent is picking up their child, a permission form signed by the parent must accompany the child that morning. Siblings over 16 years of age may walk the child to their classroom or pick them up. Siblings under 16 may not accompany them to or from the classroom. Teachers will be checking IDs of anyone picking up a child. ***Parents should check their child’s folder every day.** The file is located next to the sign in and out sheets. When bringing your child to school, *please park your car in the parking lot and walk your child to the classroom.* This is to insure your child’s safety. Do not leave your purses or valuables in your car.

ABSENCE PROCEDURES

Please call the preschool by 8:30 a.m. on the day of each absence to inform us of the reason for the absence. If your child will be away (family vacation or other reasons) please notify the office.

MESSAGES

Verbal messages brought by children will not be accepted by the teacher. Please send written notes or contact the preschool office personally. Office hours are M-F, 6:30 a.m.-5:30 p.m. (except holidays).

Please check your child’s folders daily for messages from the school or teacher. Parents are encouraged to communicate any concerns or questions as soon as possible to the child’s teacher or the preschool director. If you would like to be contacted by email, please include your email address on your child’s emergency form.

PARENT-TEACHER CONFERENCES

One parent-teacher conference will be held during the school year, and a parent-teacher conference form will be sent out prior to the meeting. Parents can also request a conference with their child’s teacher anytime during the school year. Should you desire additional conferences, please arrange the date and time with your child’s teacher.

PROGRAMS FOR PARENTS

There will be Parent Orientation Meeting before the beginning of the school year, Open House/Potluck in August, Christmas Program, Preschool Special Program on Palm Sunday, Ohana Night in May, and

Graduation Program in June. We also have Mother's Day Tea Party in May and Grandparents' Day Lunch in September.

*"We may be little, but to God we are
BIG STUFF!"*

Matthew 21:16b -

*"...from the lips of children and infants
you have ordained praise."*



Miscellaneous

GENERAL INFORMATION: MISCELLANEOUS FOOD SERVICES

LUNCH

Parents may provide a nutritious home lunch for their child. Please label lunch boxes and containers. Your child's lunch can be stored in our school refrigerator if the items need to be kept cold. Because of limited space, keep only necessary items in the refrigerator. We are also able to microwave items for your child. Please do not pack sodas or candies. They will be sent back home. Parents may also order school lunches from A Catered Experience. Each month a lunch calendar will be sent home. You may pick and choose which lunches your child would like to eat. The cost is \$3.50 for each lunch. The order must be turned in with the payment by the 15th of the month for the following month.

LUNCH SUGGESTIONS FOR PRESCHOOLERS

- ◆ Sandwiches - peanut butter and jelly, toasted or grilled cheese, tuna, egg salad, ham or turkey and cheese. If your child does not eat the crusts, please remove them. Try cutting the sandwiches into fun shapes, for instance, triangles, circles, or cookie cutters.
- ◆ Other Ideas - Crackers with cheese, hard boiled eggs (remove shell), hot dogs, Spam musubi, saimin, soup, hamburgers, yogurt, macaroni and cheese, slice of pizza, leftover dinner.
- ◆ Vegetables - Carrot sticks, celery sticks, pickles, cherry tomatoes, olives, cucumbers, soybeans, broccoli, or Chinese peas.
- ◆ Fruit - Apples, oranges, strawberries, seedless grapes, cherries, watermelon, cantaloupe, melon, pears, applesauce, bananas, pineapple, plums, kiwi, papaya, mango, or dried fruit and berries. (Please have these fruits peeled and sliced into small pieces for your child to manage.)
- ◆ Drinks - Water, milk, juice with low sugar. No soda or carbonated drinks please.
- ◆ Treats - When choosing treats, the best choice is fresh fruit. Carrot cake, mango bread, banana bread, graham crackers, muffins, cookies (peanut butter, oatmeal, fig, or apple newton) are also nutritious low-fat, low sugar treats.

PLEASE DO NOT SEND: Twinkies, candies, cupcakes, donuts, iced cookies, chocolate, marshmallows, chewing gum, and Hostess cakes. These items are very high in sugar and tend to stick to teeth and cause tooth decay. We are not a nut-free preschool. But if your child has food allergies, we will not serve that particular food for snack. We will also inform the other parents not to include that particular food item in the children's goody bags.

SNACKS

Nutritious morning and afternoon snacks are provided for the children. The monthly snack menu is posted in each classroom.

SPECIAL OCCASIONS

Your child will be recognized on his or her birthday. The school will provide a birthday snack for each child at the end of the month. You may send in one special snack on the day of your child's birthday. Party favors, presents, and goody bags are strongly discouraged.

You may also recognize your child's birthday or a special occasion by donating a book to his or her class library in your child's name.

DISCLOSURE OF INFORMATION

All personal information is confidential and will be released only with written consent by the proper individual(s).

CHILD ABUSE

State of Hawaii law mandates the Preschool to report to the proper authorities any evidence of child abuse or neglect.

CHILD CUSTODY

Any parent or legal guardian restricting another parent or spouse from having custody of the child must submit a certified court copy of the court order.

INSURANCE COVERAGE

The Preschool has a policy that meets the State of Hawaii requirements.

VOLUNTEER HELP

Parents who are available and can help may be asked to volunteer their services (e.g., to supervise children during field trips and on special occasions). Parents are encouraged to participate in classroom activities. This will enable the parent to share in what the child is learning in school and to assist the child at home.

**Note: As mandated by the State Department of Health, parents accompanying children on a field trip or helping teachers in the classroom need TB clearance. Submit clearance form to Director.*

FUNDRAISING CAMPAIGNS

Children and staff shall not be exploited in activities that would be detrimental to the children or the program.

CONFLICT RESOLUTION

In the event that your child has a problem that arises while in school, parents are to speak directly to the teacher involved. If the problem persists, parents are to see the Director. If there is still no resolution, the matter may be presented to the Early Childhood Education Committee of Palisades Baptist Church for a final hearing.

EMERGENCY CLOSING

In the event of an emergency in which the health and safety of the children are involved, the school reserves the right to close the facility immediately. Parents will be informed by a telephone call or a sign will be posted on the premises. If public schools are closed due to an impending natural disaster or emergency, preschool parents should also consider the preschool closed. See the section "Emergency Plans" in this handbook for more information.

DAILY CLASS SCHEDULE

7:00-7:50	Welcome
7:50-8:00	Bathroom break
8:00-8:30	Morning Circle
8:30-8:55	M, Tu, F Free centers, organized group activity W Chapel Th Music
8:55-9:00	Clean-up/Bathroom break
9:00-9:30	Snack
9:30-9:45	Story-time
9:45-10:30	Free Centers/Art
10:30-10:40	Bathroom break
10:40-11:20	Outdoor Play
11:20-11:30	Clean Up/Bathroom break
11:30-12:15	Lunch
12:15-12:30	Story time
12:30-2:30	Nap
2:30	Early Dismissal
2:30-3:00	Snack
3:00-4:30	Outdoor Play
4:30-5:30	Indoor play/Dismissal

PALISADES BAPTIST CHURCH PRESCHOOL

EMERGENCY PLANS

1. **FIRE**

- a. The signal for a drill or actual fire is the **fire alarm bell**.
- b. The drills will be held periodically. Children will leave in an orderly fashion, under teacher supervision, and rapidly (not running) walk, single/double file to **the designated area**.
- c. In the event our facility was to be damaged by fire and uninhabitable, we will care for the children at the **Palisades Baptist Church Parsonage** and call for you to pick up your child as soon as possible.

2. **TSUNAMI**

- a. Our school is not in a tsunami inundation zone; therefore evacuation is not necessary. The school will care for the children as long as needed.
- b. It is recommended that parents who work in an area that will be affected by a tsunami seek safety and not attempt to pick up their children. Instead, authorized persons should be pre-arranged to do so.

3. **HURRICANE/TROPICALSTORM**

- a. When a **WATCH** is issued, it will be monitored and when a **WARNING** is given, the children will be kept in the safest area within the facility.
- b. When evacuation becomes necessary, the children will be taken to **Palisades Elementary School**, a designated shelter for this area.
- c. Parents will be responsible to authorize persons to pick up their children.

4. **EARTHQUAKE**

- a. In the event of an earthquake, the school will be responsible for the care of the children until it is safe for them to be picked up.
- b. The recommended actions for earthquakes will be followed (e.g., to remain in the location when the earthquake occurs). If persons are indoors, the instruction will be to stay in the building and vice versa.

5. **FLOOD**

- a. In the event we are advised to evacuate should water begin to rise around our building, we plan to gather our survival kits and immediately move to higher ground at **Palisades Elementary School**.

6. **LOCKDOWN**

- a. A lockdown takes place if an internal or external threat is identified at the school or in the community.
- b. All preschool doors will be locked and children will be confined to a classroom.
- c. ***No entry or exit will be allowed until an "all-clear" announcement is made.***

7. **SUMMARY**

- a. When an announcement is made over the media that the public schools are closed, the Preschool will also close. The children will be cared for until parents or authorized persons come for them.
- b. ***The Preschool should not be called during emergencies.*** The telephone lines need to be open and available for urgent needs.
- c. Attempts to come for your child should not be made if it will endanger your life or cause traffic to tie up. **Be assured that your child will be cared for as long as necessary.**

NOTES