

Kihei Baptist Preschool

"JOYFUL LEARNING IN A CHRISTIAN ENVIRONMENT"

Parent Handbook
2017-2018



1655 S. Kihei Road
Kihei, Maui, Hawaii
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Welcome

Dear Parents,

We at Kihei Baptist Chapel welcome you and your child to Kihei Baptist Preschool. It is our hope that your child's learning experience here will be a Christ-centered and happy one.

Please take the opportunity early on to visit and get acquainted with our faculty and staff. We rely on good communication and cooperation between parents and teachers in order to facilitate understanding and ensure the success of your child's learning experience.

It is our goal to help your child develop mentally, emotionally, physically, and spiritually. We take into account the growth of the whole person.

Kihei Baptist Preschool is first and foremost a ministry of Kihei Baptist Chapel. It is our desire to share Christ's love with your child in all that we do. Therefore, we have chosen a Christ-centered, Bible-based curriculum that compliments this objective. Our curriculum is nationally acclaimed and has been carefully selected for your child's overall development.

May God bless you as you "train up your child in the way he or she should go." (Proverbs 22:6)

The staff of Kihei Baptist Preschool welcomes you and thanks you for entrusting your child to our care. It is our belief that each child is a gift from God and it is our privilege and duty to meet each one's individual needs and to help them develop into that totally unique and special person they were created to be.

Kihei Baptist Preschool is a ministry of Kihei Baptist Chapel. The Chapel was planted and founded in the early 1960's as a ministry of Kahului Baptist Church. It was constituted in January of 1989 and completed the final phase of its building in 1989.

Parents of children at Kihei Baptist Preschool who do not already have a church home are most certainly welcome, along with the entire family, to attend Kihei Baptist Chapel and participate in all activities. We invite you to come and grow with us!

Sunday & Wednesday Schedule

Adult Bible Study	9:00 am
Sunday Worship Service	10:00 am
Sunday Prayer Meeting	5:00 pm
Wed. Adult Bible Study	6:30 pm



Holiday Schedule

2017-2018

First Day of School	Aug. 7th
Statehood Day	Aug. 18
Labor Day	Sept. 4
Fall Recess	Oct. 9-13
Veteran's Day	Nov. 10
Thanksgiving	Nov. 23-24
Winter Break	Dec. 22-Jan. 4
MLK Day	Jan. 15
Presidents' Day	Feb. 19
Spring Recess	Mar. 19-23
Prince Kuhio Day	Mar. 26
Good Friday	Mar. 30
Graduation	May 25
Memorial Day	May 28



Staff

Director: Julie Korver
Teacher: Makayla Coffey
Teacher: Violet Corpuz

History

Kihehi Baptist School was founded in January of 1979 with 12 students. Enrollment then grew to 60 students by the mid-1980's, utilizing a staff of four teachers and the founding Director, Mrs. June Duffer.





Philosophy

The School seeks to provide a Bible based, Christian centered education. Christian beliefs and values are the basis for our program. We believe God's command that we are to "Train a child in the way he should go..." and His promise that "when he is old, he will not depart from it." (Proverbs 22:6)

Kihei Baptist Preschool acknowledges that God intends for parents to be a child's primary influence and the staff dedicates themselves to cooperate with parents in the shared responsibility of educating their child. God, through the Apostle Paul, instructs parents to raise children "...in the training and instruction of the Lord." (Ephesians 6:4)

Mission Statement

Kihei Baptist Preschool exists to provide quality early childhood Christian education. It is our goal to plant seeds that will grow into a life-long love for Jesus and for learning. The School exists as an integral part of the outreach ministry of Kihei Baptist Chapel.



Birthdays

Birthdays are celebrated at afternoon snack time with special treats such as cupcakes and ice cream cups which are provided by the parents. Some parents choose to have a pizza party at lunch time. Parents should notify the teacher in advance so a note can be sent home to parents about pizza lunch. **Hawaii State Health Law requires that all treats brought in by parents be store bought.**

Field Trips

Young children benefit from first-hand experiences. Therefore, we try to plan a variety of different activities each month. The activity fee will cover the cost of hiring a bus, paying admission fees, etc. If your child is disruptive or misbehaves, you will be asked to accompany your child on these field trips. If for any reason, this cannot be arranged, the child must be kept at home. For the safety of the child and others, this policy will be strongly enforced.

School Supplies

Please refer to the student supply list included with your registration packet.

Personal Supplies

2 sets of clothing, labeled with child's name on each article of clothing in a Ziplock bag
2 blankets/towels for nap

Parents must provide all meals. Your child will need a morning snack of fresh fruit (not canned), a healthy lunch, an afternoon snack and water. Please provide nutritional foods and adequate drinks (water is our preferred drink). Please limit or omit, juice, candy and sweet sugary snacks. The school does not have adequate refrigeration space to store cold foods, so please provide a small cooler (one that will be easy for your child to handle) to hold the required foods. Do not send microwavable foods. Foods that need to be kept hot may be sent in a thermos. Our goal to encourage the children to learn healthy eating habits will only be achieved with full cooperation from the parents. Please support our endeavors to teach our youth the importance of respecting the bodies that God gave us.

Admission Policies

Our School accepts all children who may benefit from our program regardless of race, color, or nationality. All enrollees are eligible to all rights, privileges, programs, and activities made available to the students at the School.

Entry Requirements

- A birth certificate or other verification that your child is at least three years old upon entry and is not older than five years old.
- A health record is required upon entry. This form must show a current physical examination and current immunizations required by the State Department of Health.
- A Mantoux TB test must also be completed with negative results before school entry. Updated immunization records must be submitted within 90 days of enrollment. State of Hawaii laws mandate that the child be withheld from school until all necessary forms are submitted.

Children **must** be completely and **fully toilet trained**.

Probationary Period

- The child's first month of preschool will be a probationary period. Any concerns about the child will be communicated to the parents along with recommendations. Behaviors that could cause a child to be put on probation are as listed.
- **hurting him/herself or others**
- **unwilling to follow directions**
- **cursing and inappropriate language**

If there is insufficient progress in resolving the concerns, a decision will be reached regarding the child continuing in the Kihei Baptist Preschool Program.



Tuition and Fees

Registration and Deposit

A non-refundable registration fee of \$50 is due at registration. An activities fee in the amount of \$200 is also due at registration.

Tuition

\$805/per month - full time

\$600/per month - part time

(7:15 early drop)

Full Time (M-F) 8:00-2:30

Part Time (M-F) 8:30-12:00

TKO* (M-F) 2:30 pm to 5:00 pm

\$160/month

*Team Keiki Outreach

(a prepaid punch card may be purchased for \$10/per TKO session)

Tuition is to be paid monthly, but may be paid in full in advance for the ten month session of preschool. Monthly payments are due on the first of each month and no later than the 7th of each month. A late fee of \$15 will be assessed for each delinquent account. If payment is not collected by the 10th of each month, Kihei Baptist PreSchool reserves the right to suspend service for the child/family until payment or other arrangements are made. Payments must be made by check, cash or money order. There will be a \$15 charge for any checks returned by the bank for insufficient funds and tuition must be paid in cash.



Financial Assistance

We accept students funded by:

Arbor Child Care Connection (808-249-2360)

Kiki O Ka Aina Hawaii (800-843-2502)

Maui County Child Care Subsidy Program (808-242-1608)

Paahai Keiki Scholare (Kamehameha Schools)

(800-842-4682 ext. 48080)

Preschool Open Doors (800-746-5620)

Late Fees for Pick-up

The school day ends promptly at 2:30.

TKO (after school care) ends at 5:00. We do have a late pick up fee of \$5/per every five minutes you are late starting at the 2:30 and 5:00 pick up times. This fee is due **upon pick up** of the child. We appreciate your efforts to be on time, as it sets a good example for your child and it shows that you value the teacher's schedule as well.



Emergencies

911 will be called first in the case of a life-threatening situation, and the parent or contact person will be called second.

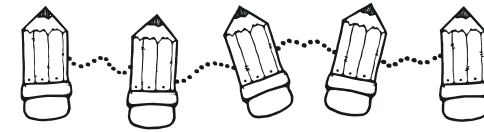
In the event of severe storms or hurricane warnings, we will contact the parent/guardian or someone on your emergency list to pick your up child immediately. In the event of imminent natural disasters such as a tsunami, we will evacuate to safety at Hope Chapel which is located at 300 East Welakahao Road. A staff member will stay with the children until a responsible adult picks them up

Illness and Accidents

For the protection of children and staff, **please** keep your child at home if they display any signs of illness such as fever, persistent coughing, vomiting, cloudy discharge from the nose or diarrhea. We require a 24 hour incubation period between bouts of fever, vomiting, diarrhea and coughing. If these symptoms should arise during school, we will contact you or someone on your emergency list to pick up your child immediately. We will try to isolate the child as best as possible and make them comfortable. State law prohibits the staff from dispensing over the counter drugs to children, but we may dispense prescription drugs with a signed parental authorization form. The School should be notified of any illness immediately.

Cuts and scrapes will be treated with clean water and a band-aid. State law prohibits us from using any medication on cuts and scrapes. Ice will be applied to bumps and bruises and an injury report will be filed.

Head lice (ukus) are prevalent in Hawaii, especially among school-aged children. The children are checked frequently and if head lice or eggs (nits) are found, we are REQUIRED to contact the parent and the child must be picked up immediately. The child will not be allowed to return to school until hair is completely free of nits.



Curriculum

Kihei Baptist PreSchool uses an award winning program called Zoo-Phonics. Our students use their eyes, ears, mouth, small and large muscles to provide the vehicles to learn new information and use it. Zoo-Phonics encourages the children's natural tendency to wiggle, and to express her/himself, channeling it all for learning. Children by nature learn by touching and doing and Zoo-Phonics gives them these outlets.

Our curriculum is enhanced also by chapel time during which children all gather briefly and have fun singing age appropriate Christian songs. A pointed Bible lesson rounds out this important time.

Early childhood education emphasizes the development of a well-rounded personality for each child: socially, emotionally, intellectually, spiritually, and physically. We recognize that each child is a unique person with an individual pattern and time of growth, as well as an individual personality, learning style and family background.

Play is an essential part of any developmentally appropriate early childhood program. Children acquire knowledge about the physical and social world in which they live through playful interaction with objects and people. Children need years of play with real objects and events before they are able to understand the meaning of symbols such as numbers and letters. Play enables children to progress in all areas of development.

Certification

Kihei Baptist Preschool is certified by the State of Hawaii, Department of Human Services. This certification which is granted annually upon approval and inspection by the Department of Human Services, allows us to utilize 1 classroom. We service 18 students ranging from age 3 to 5 years old.

Insurance Coverage

Kihei Baptist Preschool has limited liability accident insurance with Philadelphia Insurance Company. In the event of an emergency, Kihei Paramedics will be summoned and any cost incurred will be the sole responsibility of the parents or guardians.

Calendar

The Kihei Baptist Preschool will follow the basic vacation and holiday schedule set forth by the State Department of Education.

Refunds

No refunds will be given for illness, vacation, holidays, or temporary absences, and a written notice of withdrawal must be submitted 30 days prior to exit.



Clothing/Personal Belongings

Please think about your child's ease of using the toilet and comfort when dressing him/her for school. One piece bodysuits, complicated fasteners and belts are discouraged. Do not send your child to school in clothes that cannot get dirty. Two complete changes of clothes should be available at all times.

We provide adequate and appropriate toys for learning. For this reason, we ask that personal belongings be kept at home except on "Wacky Wednesdays" when the children are permitted to bring a special toy or book to share with the class.

Extended Care Students

All children are encouraged to sleep or rest quietly during nap time. Because of the layout of the classrooms and the number of staff members, it is impossible to keep a room for non-sleepers. Please provide a small blanket or towel and a small pillow. All sleeping blankets must fit into a tiny cubbyhole. Parents are responsible for taking all sleeping material home on Fridays to be washed and for returning them on Mondays.

Parking Lot

As the Kihei Baptist PreSchool parking lot can get very busy, you are requested to make sure that your child either walks right beside you or holds your hand when walking to and from your vehicle. Please do not allow your child to run ahead of you. Also, please do not leave your vehicle running or leave a child unattended in your vehicle.

Discipline

Kihei Baptist Preschool believes that discipline and training of a child in appropriate behavior is best achieved by:

- Encouragement and modeling.
- Natural and logical consequences.
- Time out (brief separation from group).
- Parental cooperation.

Intentional hurting of others such as biting and hitting, immodest behavior and vulgar language (either to another child or to any staff member) will not be allowed or tolerated.

Based upon the child's age, development stage, reoccurrence of the incident, the school reserves the right to review each individual situation if inappropriate or unacceptable behavior occurs and to take one of the following actions:

- Verbal or written notice to parents.
- Conference with child and parents.
- Suspension or dismissal from school.

LOVE ONE
ANOTHER

Children with Disabilities

It is our policy to operate within both State and Federal law to follow the American Disabilities Act and accept children with disabilities within reasonable boundaries. However, a doctor's letter stating the disability and the level of the child's functioning capacity is necessary for admittance. The school will evaluate the situation and decide if we are properly staffed and trained to handle this child.

Child Protective Service

We are mandated by law to report any suspicions of child abuse. Upon reporting these suspicions, the Child Protective Service will conduct an investigation.

Privacy Policy

Information pertaining to children or parents enrolled in Kihei PreBaptist School will not be given to persons other than the school staff or authorized organizations (DHS, DOE, etc), unless written permission is granted by the parent or guardian or in case of an emergency.



School Rules and Agreements

The children, parents, and all staff members make these agreements with the school and must keep them to be part of Kihei Baptist School.

- I will not hurt others or myself.
- I will respect my own and other's belongings and property.
- I will participate in school activities.

These rules also apply during excursions and other off-campus activities. Violations such as running away from the group may result in a child not being included in future special events.



Drop-Off

Early drop-off is available no earlier than 7:15 am. You or a responsible adult must sign your child in on the sign-in sheet. This is a mandatory procedure and is required by law. Please walk your child to their classroom after signing them in.

Please have your child in the classroom no later than 8:00 am. Late arrivals are disruptive to children who arrive on time and have started on their morning lesson. Late arrivals will often miss out on activities and frequently have a hard time joining the group already in session. Should circumstances require a late arrival, please advise the teacher of your intentions.

Pick-Up

The parent or a responsible adult must sign your child out each day. Your child will not be released to a minor. Please make sure that a staff member is aware that you are leaving with your child.

Parent Information Board

A Parent Information Board, containing pertinent information is located in the classroom and it is the responsibility of each parent to check this information daily. Teachers are not able to call each family with reminders about special events.

Newsletter

Weekly newsletters will be sent home along with other additional information which will be placed in your child's file in the classroom. Please check these folders daily to be sure that you receive your child's daily work and any communication from the teacher.



Problems or Changes

Any problems or concerns that the parents may have may be brought up for discussion with the Director. If necessary, an appointment may be made with the Pastor or with the School Board Committee. Please do not disrupt classroom time with concerns, schedule an appointment with the Director to address your concerns.