



Honolulu Christian Preschool

**SCHOOL POLICIES AND PARENT HANDBOOK
2026-2027**

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Welcome Message



Dear Parents,

The Staff of the Honolulu Christian Preschool would like to welcome you into our family. We are grateful for the opportunity to serve you and to be such an important part of your child's life. The preschool years initiate your child into the first of a multitude of experiences your child will have in school. We hope to provide learning experiences that will enhance and stimulate the total child in an atmosphere of warmth and love.

May the Lord richly bless us as we work together as stewards in the upbringing of your child.

Sincerely,

Honolulu Christian Preschool Staff

Honolulu Christian Preschool is licensed by the Department of Human Services to operate a childcare center located at 2207 O'ahu Avenue, Honolulu, Hawai'i 96822, serving a maximum of 49 children between the ages of 2½ and under 6 years. The preschool operates Monday through Friday from 7:30 AM to 4:30 PM, excluding federal and state holidays as well as other designated school closure dates. A copy of the official certificate of approval is posted in the preschool office.

Our Mission

The educational philosophy of the Honolulu Christian Preschool is based on the fact that God is the center of the universe and all of life revolves around Him. As a ministry of the Honolulu Christian Church, our preschool aims:

- to bring honor and glory to God and to serve our Lord Jesus Christ
- to lead each child in worship, fellowship, service and commitment to God
- to establish a balanced program that will promote the academic, social, emotional, physical, and spiritual development of the child
- to guide parents in child-rearing and parenting
- to use the Statement of Faith of the Oriental Missionary Society Holiness Church of North America as a guideline for all teaching in the Christian Faith.

As a vital ministry of the Honolulu Christian Church, the Honolulu Christian Preschool provides quality care in a safe, inviting, and pleasant environment.

The goal of our ministry is to provide quality Christian training for young children by encouraging them to respond to God's love and to apply God's Word to their lives.

The Honolulu Christian Preschool is an essential ministry to young children and parents within the church and an important outreach into our community.

Statement of Faith

The Oriental Missionary Society Holiness conference of North America

The Godhead

The Godhead eternally exists in three persons - the Father, the Son, and the Holy Spirit. These three are one God; of precisely identical nature, attributes and perfection.

- **God The Father**

God the Father Almighty, creator, preserver, and ruler of the universe, in His essential nature, is Spirit, and to His essential attribute is absolutely holy, and to His essential character, is love.

- **God The Son, Jesus Christ**

Jesus Christ, the eternal Son, was conceived by the Holy Spirit and born of the Virgin Mary, thereby having a truly divine nature and truly human nature in one person, and is the only mediator between God and man.

To accomplish salvation, He lived a sinless life, completely fulfilling righteousness and offered Himself a substitutionary sacrifice for the sin of the world, satisfying divine justice.

He was crucified under Pontius Pilate, died, and was buried. On the third day, He rose bodily from the dead. He ascended into heaven where in His glorified state, He intercedes for believers. He shall come again personally and visibly to judge the world in righteousness and to establish His kingdom.

- **God The Holy Spirit**

The Holy Spirit is the third person of the Godhead. His ministry is to reveal Christ through the Word of God; to fulfill salvation in the regeneration and sanctification of the believers; to direct and empower the church in fulfillment of the Great Commission; and to convict the world of sin, of righteousness and of judgment.

The Bible

The Bible, both the Old and New Testaments, the Word of God, is a divinely inspired revelation. It is the supreme and final authority in matters pertaining to faith and practice.

Man

Man was created in the image of God, and he disobeyed God, thereby incurring spiritual death which is separation from God. Man is saved from the condition of spiritual death only by the grace of God through faith in Christ and His redemptive act, and by the ministry of the Holy Spirit. His spiritual growth and maturity is initiated by God's Spirit and by a conscious act of dedication on the part of the believer, and is affected by the indwelling of the Holy Spirit.

The Church

The Church consists of all who have been regenerated through faith in Christ and have been united into one body under Christ, the Head thereof. It is called to worship God; to preach the Gospel; to administer baptism and holy communion by its duly appointed ministers; to care for and nurture the believers.

Core Values

The Honolulu Christian Preschool is committed to the following core values that promote Christ-centered development of the total child:

1. Children will learn to love and be loved by God. They are provided with a quality Christian education based on Biblical truths, morals, and values.
2. Children will learn in a safe and secure environment. They are provided with a developmentally appropriate setting in which to learn, explore, and grow.
3. Children are respected as individuals. Each child is uniquely created by God.
4. The whole child will be developed. Children will be taught skills within this framework to develop the social-emotional child, the physical child, intellectual- thinking child, the child as a communicator and the spiritual child.
5. Partnerships will be formed with families to support child development and education. Relationships will be built based on trust, respect, and positive regard to help children achieve their full potential.
6. Families will be ministered to. Relationships will be built so that support can be provided to families in their time of need.

Educational Approach

Background

At Honolulu Christian Preschool, we are proud to offer a Christian Montessori educational approach, which thoughtfully integrates faith-based values with the principles of Montessori education. The Montessori method was developed in the early 1900s by Dr. Maria Montessori, an Italian physician and educator who believed that children learn best through hands-on experiences, freedom within limits, and a carefully prepared environment. Her first school, Casa dei Bambini ("Children's House"), opened in Rome in 1907 and laid the foundation for what would become a worldwide movement in education.

In our classroom, children are encouraged to explore at their own pace, develop independence, and grow in a learning environment filled with purpose, peace, and love, all while learning about God's truth and grace in everyday moments.

Montessori Education for the Whole Child

Combining the Montessori approach with a Christ-centered foundation, we nurture each child's academic, social, emotional, and spiritual growth. Our child-centered, thoughtfully prepared environment contains a wide variety of materials from which a child may choose activities that support the development of the whole child—mind, body, and spirit. The trained Montessori teacher serves as a gentle guide, demonstrating lessons and then encouraging children in their exploration, discovery, practice, and mastery, all while modeling Christian values such as kindness, patience, and grace. Each achievement opens the door to new and exciting challenges, fostering a love of learning and a sense of purpose. Our environment is intentionally designed to offer diverse opportunities for growth, helping children become independent, compassionate critical thinkers and joyful learners, rooted in God's love and truth.

Developing the Responsible Child

Freedom with responsibility supports the development of self-esteem, self-discipline, and social skills, while also reflecting the Biblical principle of stewardship over one's actions. An awareness of and concern for the welfare of others is an integral part of the environment, encouraging children to practice Christ-like compassion, empathy, and kindness. Dr. Montessori's cosmic curriculum emphasizes the interdependence of all living things, helping children understand their place in the world as part of a greater design. Through this, children learn that they are uniquely created by God, play a meaningful role in the scheme of life, and are valued members of both their community and God's kingdom.

Elements of the Montessori Approach to Teaching

Montessori is both a philosophy of child development and a method of applying the philosophy in an educational setting to guide a child's growth. The Montessori classroom is a dynamic community of learners and guides. Some basic premises of Montessori for all age levels include:

A Responsive, Prepared, Student-Centered Environment

Children are to be respected as unique individuals, different from adults, but not less important or valued as members of the community. The child possesses an unusual sensitivity and intellectual ability to learn from his or her environment. The focus of activity in our Montessori classroom setting is on the child's experience within the environment, and not on the teacher's teaching. Our environment is designed to meet the needs, interests, and abilities of the children within the class. Teachers adapt the environment through modifying the selection of educational materials available, the physical layout and equipment in the classroom, and shifting the tone of the class to fit the ever-changing needs of the

children. Generally, students work individually or in small self-selected groups. Community meetings or “circle times” are scheduled so as not to interrupt the child’s work and are usually held at transitional points during the day. There is a conscious effort to design our classroom as a “children’s house”, making it as comfortable and inviting as a home.

A Focus on Human Tendencies

Dr. Maria Montessori based her philosophy of education on the human tendency within the child to explore, to move, to share with a group, to be independent and make decisions, to create order, to develop self-control, to abstract ideas from experience, to use creative imagination, to work hard, to repeat, concentrate, and perfect one’s efforts and creations. Each of these tendencies is considered carefully when designing our environments, preparing materials, and planning activities for the students.

A Multi-age Community of Learners

Our Montessori classroom is a community of children and adults. The classroom consists of children from a multi age span of three years. This creates a family-like group where older children model and help care for younger children, and younger children look up to and learn from the older children. Varying levels of ability blend easily in a multiage setting, no child feels left behind and everyone learns at their own pace.

Cooperation and Collaboration

Montessori children learn “at their own pace”. When the child demonstrates readiness, he or she is guided gently by the teachers in the classroom to explore increasingly challenging activities. In a Montessori setting, teachers refrain from comparing students to one another and base evaluations on the progress of the individual. Children are encouraged to work together as well as independently. Often a more experienced child will be asked to assist a less experienced child with an activity or lesson. Group discussion and problem-solving are strongly encouraged. Teachers work to create a sense of community within the classroom. Children feel a sense of belonging and responsibility toward their classroom and toward each other.

The Process of Learning

Montessori materials teach through hands-on learning, spontaneous engagement, active involvement, and self-directed activity. Montessori materials have a control of error inherent in their design. This allows children to work independently, unafraid to make mistakes and to become comfortable with the fact that errors are essential to the process of learning. While making independent choices and exploring concepts largely on their own, Montessori students construct their own sense of individual identity. They become independent and confident individuals.

The child is intrinsically motivated to learn. In a Montessori classroom children don’t work for grades or external rewards, nor do they complete assignments given to them by their teachers. Children learn because they are interested in things and to gain an understanding of the world around them.

In the classroom there are three stages of learning a new concept or lesson:

Introduction to a concept. This usually occurs by means of demonstration by a teacher, exploration within the classroom, observing another child at work, a conversation, reading something in a book, etc.

Processing the concept. The child develops an understanding of the concept through working with materials that illustrate the ideas, provide opportunity for exploration and experimentation, and continued repetition of an activity.

Mastering the concept. The child is confidently able to explain the concept and teach the concept to another person.

Evaluation of Student Progress

The Montessori curriculum is carefully structured and sequenced based on the developmental needs of each individual child. Teachers maintain careful records of each student's individual progress. Children are not compared against arbitrary standards or the performance of their classmates. Parent teacher conferences are offered twice a year to discuss student progress. Additional conferences can be held at a parent or teacher's request.

Overview of Curriculum

The child has a deep love and need for purposeful work, a reflection of God's design for us to find meaning and joy in creation and contribution. The child works not for the completion of a task as an adult might, but for the joy and fulfillment found in the activity itself. It is through this work that the child fulfills one of his most important purposes: the development of the self—mentally, physically, emotionally, and spiritually—as a unique creation of God.

The classroom environment is one of calm, order, and joy, where children between the ages of 2 years and 6 months to under 6 years learn and grow together. The younger children are guided not only by the teacher but also through observing and working alongside older students. This mixed-age community fosters a sense of servant leadership and Christ-like compassion in the older children as they support and encourage their younger peers.

Children are given opportunities to work with focus and purpose, developing self-discipline, the ability to concentrate deeply, and a growing awareness of themselves and others. Respect, kindness, and good manners are modeled and reinforced in daily interactions, nurturing a classroom culture rooted in love, grace, and community—core values of the Christian faith.

In addition to the goals of our program listed at the beginning of this handbook our curriculum includes the following areas:

Practical Life

Children have a natural urge to partake in the activities of daily living and be a participating member of family life. Simple chores adults may take for granted fascinate the child, engaging them in the meaningful learning of life skills. Practical life activities help children develop and coordinate movement, awareness of the environment, orderly thought patterns, independent work habits, and responsibility. The lessons in Practical Life include:

- Preliminary Exercises – preparing the fine motor skills for more challenging activities (spooning, pouring, stringing, etc.)
- Care of the Environment – learning to respect and care for the tools in the space where the child

lives and learns (food preparation, sweeping, dusting, washing, polishing, etc)

- Care of Self – learning the basics of self-help skills (hand washing, nose blowing, dressing, nutrition, etc.)
- Grace and Courtesy – learning social skills (walking carefully, communication, manners, table setting, greeting a guest, etc.)

Sensorial

The materials and activities are iconic Montessori. They allow children to pursue their natural tendency to classify sensorial impressions and sort by size, shape, color, touch, sound, and weight. The sensorial materials isolate specific qualities, have a built in control of error, allow for repetition, and make abstract qualities concrete. Sensorial activities lay a foundation for math, geometry, geography, botany, art, and music.

Language

Children are immersed in language the moment they enter the classroom. Spoken language is encouraged as children communicate with each other individually, in small groups, and in large groups. A library of books is available for enjoyment and information. Stories are read and told individually, in small and large groups.

Phonemic awareness is taught through hands on activities and games, the alphabet is learned with fun and interesting sorting and matching works, handwriting is practiced through tracing shapes, sandpaper letters, and using chalkboards, moveable alphabet letters are used for writing words, and labels are used all over for word recognition. Reading for 4 or 5 year olds in a Montessori program usually follows an immersion in writing activities, mostly done using the moveable alphabets. The children spontaneously synthesize all of the phonemes they have learned and the sight words they have been given and often discover that one day they can now read.

In addition to a wide range of suitable fiction and non-fiction books in each classroom, there are vocabulary cards in relation to every subject area (nomenclature of everyday objects, geometry, science, world cultures, etc.). Enrichment of vocabulary across the curriculum is a constant focus in the classroom. Another daily occurrence is reading aloud to the children as a group. Introductory activities in areas of grammar, syntax and word study form a part of the early language work. Dr. Maria Montessori described the 5 to 7 year olds as “word lovers,” such was their great interest in language at this age. The concepts of noun, verb, preposition, subject, direct object, etc. are introduced in playful activities using a miniature environment and a variety of movement games. The Montessori grammar symbols used throughout the Elementary Program are introduced when appropriate.

Math

Children’s mathematical sense is built on the strong foundation of the sensorial materials where many fundamental concepts, such as length, volume, gradation, sequencing, grouping and so on, have been already experienced via the senses. These activities make the abstract concepts of mathematics concrete for hands-on learning. Each activity isolates a particular concept and integrates with other activities to form a strong foundation for further exploration.

Beginning math activities include 1 to 10 (sequences, quantity, numeral names, combinations of ten, basic arithmetic), teens, tens, introduction to the decimal system, and the operations of addition, multiplication, subtraction, and division. Children explore fractional equivalences and the fractional

names with manipulative materials. They use a wide variety of two and three-dimensional geometry materials and learn the basics of geometric nomenclature. They see and explore binomial and trinomial patterns in certain materials and gain a visual and tactile impression for later work when they will use such patterns to explore the concepts of squaring, square root, cubing, and cube root during the elementary years. The emphasis is always on examining patterns and sequences and the connections between arithmetic and geometry in order to help children develop their mathematical minds from an early age.

Science

Sensorial exploration and experimentation is key as children learn about the natural world. For example, sand and water tables allow for open-ended work while other activities isolate individual concepts such as sink and float, magnets, botany, etc. Care for plants and animals overlap with practical life activities and teach science as well as responsibility.

Basic skills of science, such as measuring, comparing, classifying, and keen observing, are carefully prepared and practiced. This work is accompanied by extensive classified nomenclature. For example, children learn the scientific nomenclature of the parts of a flower, such as the calyx and corolla. Classification systems such as living/non-living, and vertebrate/invertebrate are also taught. Children study the basic characteristics and nomenclature of plants and animals. They learn to name common plants and animals, and they work with materials to learn fundamental classifications such as mammals, birds, reptiles, amphibians, and fish. Children are also introduced to some basic concepts of physical science, such as floating/sinking, magnetic/non-magnetic. Non-fiction books related to science are read aloud to the children, and they have classroom responsibilities for the care of indoor and outdoor plants. The children also plant, tend to, and harvest their own classroom gardens.

Geography

These materials help the child learn about the facts of the material world. Working with the sensorial, language and cultural materials related to geography is an important part of the work of a Montessori classroom. The children are introduced early to a sandpaper globe where they can have a visual and tactile experience of the Earth. Other sensorial materials and puzzle maps are used by the children to explore the continents of our world, the countries of each continent, and the states of our own country. They also create key land and water forms such as lakes, islands, and peninsulas. Geography vocabulary is given both orally and with prepared nomenclature cards that are used by the children as an integrated part of their language work. The children are introduced to the diversity of international cultures by means of stories, songs, celebrations, pictures, and artifacts. We welcome families from different cultural backgrounds to come and share their cultures with the children.

History and Cultural Studies

The students celebrate the diversity of our world through language, music, art, traditions, food, stories, and history. A variety of cultural themes are integrated into all curriculum areas. Peace education is an integral part of the Montessori classroom and begins with respect for, understanding, and acceptance of differences as well as the celebration of the unifying aspects that connect us all.

Music

Informal and formal music education occurs through singing, listening to music, introduction of instruments, introduction of musical notation, and exploration of sound.

Art

A range of art materials and activities are available to students in the classroom. Art activities in the classroom are chosen by the child from the art shelf according to interest. There is a progression in the artwork as the child's skills develop. Cutting exercises move from very simple to quite complex exercises. Pasting work is followed later by collage. Coloring with various media (crayons, pastels, charcoal) is available. Painting on an easel, watercolor, and clay work are presented. Handwork, such as sewing and weaving, is taught. Seasonal inspirations using different media are a prominent feature in our classroom.

Physical Development

Care of the body is equally as important as challenging the mind. Movement is built into all Montessori activities allowing the child to develop gross motor as well as fine motor skills. Yoga and/or other types of more formal exercise are built into daily group times.

Peace Education

Montessori deliberately teaches children not only appropriate patterns of polite behavior, but seeks to instill basic universal values within the core of the child's personality. These values include self-respect, acceptance of the uniqueness and dignity of each person we meet, kindness, peacefulness, compassion, empathy, honor, individual responsibility, and the courage to speak from our hearts. The Montessori philosophy is international in its heritage and consciously seeks to promote a global perspective.

Spiritual Development

Spiritual growth is at the heart of everything we do. Children are guided to know and love God as a loving and powerful Creator. They are introduced to Jesus Christ as the Son of God and their special friend, and they learn about His love and guidance through the Holy Spirit. We encourage children to recognize God's presence in their daily lives and in the world around them. Through prayer, Bible stories, songs, and discussions, they develop an appreciation for God's creation and learn to treat others with kindness, compassion, and respect.

Discipline Policies

At Honolulu Christian Preschool, discipline is grounded in the Montessori philosophy of "freedom within limits." Children are given meaningful freedom of movement and choice, but always within clearly defined boundaries. They are free to engage in any appropriate activity within the ground rules of the classroom community. If a child acts outside these limits, they are redirected promptly and respectfully.

A well-prepared environment and clearly communicated expectations are essential for fostering self-discipline. When a child oversteps boundaries and redirection is ineffective, the teacher will engage the child in a thoughtful conversation about the behavior. Age-appropriate consequences directly related to the behavior are then discussed and, if needed, enforced. For example, if a four-year-old paints on the wall instead of the easel and refuses to stop after being asked, the child may lose the privilege of using paint for the rest of the day.

If a child's behavior poses a safety risk to themselves or others, a teacher will intervene immediately and remove the child from the situation. Once safety is ensured, the teacher will assess the incident and determine appropriate disciplinary measures.

When a child is unable to respond to redirection or discussion due to lack of self-control, the teacher may ask the child to take a short “quiet time” in a calm area of the classroom to regroup. Once the child is calm and ready, they may rejoin classroom activities with the teacher’s permission. Quiet time is brief and age-appropriate, never exceeding a few minutes for preschool-aged children.

Our approach to discipline is rooted in empowerment, mutual respect, and trust. Only authorized staff may administer discipline in the school setting. The use of corporal punishment, food, rest, or sleep as punishment is strictly prohibited. Discipline methods that frighten, shame, or humiliate a child are also prohibited.

When a child consistently struggles to meet behavioral expectations, we emphasize early intervention and collaboration. Parents, teachers, and the Director will meet to discuss strategies and support to promote positive, prosocial behavior.

Behaviors that are unsafe, injurious to others or self, involve inappropriate language, or significantly disrupt the classroom will be addressed on a case-by-case basis. In serious cases, the child may be sent home, and a conference will be scheduled with the family to develop a plan of action.

In some situations, it may be necessary to seek outside professional consultation or intervention. If a child’s behavior poses a serious threat to the safety of themselves, other children, or staff, temporary suspension may be required. A written plan will be created to document the steps and support needed to help the child return to full participation in the program.

If, after all interventions and documentation have been explored, it is determined that continued enrollment poses a serious, ongoing safety concern, Honolulu Christian Preschool reserves the right to suspend or terminate enrollment. In such cases, the school will work with the family to suggest alternative placements that better meet the child’s needs. Financial obligations will follow the established policy, and the advance tuition of one increment will be forfeited.

Daily Routine

These routines are a general guideline. Young children crave routines and help to provide a sense of security. The daily routine is always based on the needs of the children and is adjusted accordingly.

Tips to support a smooth adjustment to school:

- Ensure your child attends school consistently and arrives on time each day.
- Make sure your child gets adequate sleep and starts the day with a nutritious breakfast.
- Allow time for your child to adjust to the new environment—be patient, as some children may take longer to feel comfortable in a new setting.
- Keep morning goodbyes brief and reassuring. It is not uncommon for children to cry during drop-off in the early days—this is a normal part of the adjustment process.

Daily Schedule

Schedule subject to change

7:30- 8:15	Drop off
8:15 - 8:30	Morning Devotion
8:30 - 11:00	Work Period <i>Snack available during the work period, between 9:00 and 10:30</i>
11:00 - 11:15	Circle time - Transition to outdoor play
11:15 - 12:00	Outdoor Play
12:00 - 12:30	Lunch
12:30 - 12:45	Transition to nap
12:45 - 2:15	Nap
2:15 - 2:30	Wake from Nap
2:30 - 3:30	Afternoon Snack and Activities
3:30 - 4:30	Pick up <i>Please inform teachers if you will pick up your child before this time.</i>

Chapel and Spiritual Enrichment

Chapel is held once a week. The main emphasis of chapel time is to introduce children to the reverence and solemnity of the sanctuary and to help them feel comfortable worshipping God in this sacred space.

In addition to weekly chapel, Bible stories, devotional time, prayer, and worship songs are thoughtfully woven into our daily curriculum, fostering each child's spiritual development. Through these daily experiences, children engage with age-appropriate messages that help them understand the Word of God in a meaningful and relatable way.

While we do not expect every child to share in our specific beliefs or actively participate in chapel, devotions, or prayer, we do ask that all children remain respectful and quiet during these times as part of our shared classroom community.

Absences and Vacations

All student absences should be reported to the school by 9:00 a.m. on the day of the absence. For planned vacations, trips, or extended time away, families are asked to notify the school in writing ahead of time. When submitting an absence notice, parents should include the reason for the absence and the estimated length of time the child will be away. This helps the school maintain accurate records and support the child's continued learning.

General School and Classroom Guidelines

Honolulu Christian Preschool supports a philosophy based on mutual respect to all members of the community. It is our intention to create a safe, supportive, nurturing environment for students, families, and staff.

There are some basic expectations we have for all members of our community. Please review, discuss, and model these guidelines with your child.

- Walk safely and calmly in the classroom. – “walking feet”
- Use quiet, calm, and gentle voices, – “indoor voices”
- Be kind and gentle to others.
- Respect the privacy and concentration of others.
- Respect others’ personal belongings.
- Take responsibility for caring for our classroom; return work in good order to shelves.

Adult Guidelines and Rules

The entire school community, including administrators, teachers, students, families, and friends are responsible for modeling appropriate behavior, helping to maintain the order and neatness of the school environment, and reporting any violations of guidelines or safety concerns to the Director.

In accordance with State law, smoking is prohibited "in all childcare facilities during their hours of operations." Smoking must be done off school property during hours of operations. Additionally, Honolulu Christian Church is a smoke free environment. No one may smoke anywhere on church grounds.

Honolulu Christian Preschool cannot and will not tolerate any irresponsible and dangerous behavior, acts of violence, threats of violence, emotional or sexual harassment or verbal abuse directed toward anyone.

It is illegal and forbidden to bring or carry a weapon to school or on the grounds of the church.

Safety Guidelines

Drop-off and Pick-up

Effective communication between families and teachers is essential to ensuring the safety and well-being of all children. While teachers welcome the opportunity to connect, it is important to note that morning drop-off and afternoon pick-up times are typically very busy. During these periods, teachers must prioritize supervision and safety and may not be available for extended conversations. Important messages from teachers will be shared through Brightwheel, email, or sent home with the child. Families are encouraged to contact teachers by email or Brightwheel message for general questions or updates. Tuition payments may be given to the teacher during morning drop-off. General school announcements and information will also be communicated via Brightwheel or email. For more detailed discussions or concerns, phone calls and teacher conferences are encouraged and should be scheduled outside of regular classroom hours.

Each morning, a parent or authorized adult is required to sign the child in using the Brightwheel app. Children must be accompanied into the school and should never be left unattended. For safety, running into or out of the classroom or school building is not permitted. If there are any concerns—such as injuries or special instructions—families should inform the teacher on duty at drop-off.

To ensure safety, families must complete and regularly update the authorized pick-up form. Only individuals listed on this form will be allowed to pick up the child. Anyone arriving for pick-up may be asked to provide photo identification and must wait for verification before the child is released. Listing someone as an authorized individual grants that person permission to pick up the child at any time, even without same-day confirmation. For accurate records, each authorized person must have a complete address, phone number, and relationship to the child on file.

At dismissal time, children are released individually as parents or authorized individuals arrive. For safety reasons, children are not permitted to run out of the classroom or toward vehicles. The teacher on duty must be notified when a child is being picked up, and all children must be signed out using the Brightwheel app. Families shall check their child's cubby daily for personal items, clothing, or school notices that need to be taken home. If there is a change in the normal pickup routine or an early dismissal is required, advance notice must be provided to the teachers, including the time and reason for the change.

Before a child is signed in and released to the teacher or after the child has been picked up by an authorized person, they are considered to be under the parents' or guardian's care. For safety reasons, children must NEVER be left unattended while on school premises, including in the restroom, car, or play area. Children must be accompanied and supervised by an adult at all times, and we ask that you help keep them out of the parking lot and ensure they walk at all times while on campus.

Children are expected to arrive at school on time. Late arrivals are disruptive to the classroom and make it difficult for the child arriving late to transition into the school day. Parents should communicate with the teachers via Brightwheel in the morning whenever their child will be out for the day, coming in late, and/or leaving school early. Let the teachers know as soon as possible for longer-term absences.

Children are expected to be picked up from school on time. Late pick-ups often create anxiety in the child who is picked up late and create unsafe student/teacher ratios. There will be a late fee of \$5 per minute applied to each minute after the scheduled pickup time. The late fee will be billed to you on your monthly statement. Continual late pickups may be grounds for dismissal.

Parking Lot and Gates

For the safety of our children, the parking lot will be closed during school hours for playground use. Parking is reserved exclusively for church and preschool business, as well as for staff. Parking is strictly enforced, and unauthorized vehicles will be towed at the owner's or driver's expense. Drivers must proceed slowly and with caution while entering, exiting, and driving through the parking lot. Please be alert for pedestrians at all times. Once parked, vehicles should be turned off—do not leave engines running or children unattended in parked vehicles under any circumstances. Loitering in the parking lot or elsewhere on campus is not permitted.

All gates must remain closed during school hours to ensure the safety and security of our campus.

Visitation Policy

All visitors to our classroom are limited to only essential services and must check in at the Church or Preschool Office during school hours.

Supervision of Children

Honolulu Christian Preschool follows the State of Hawaii Department of Human Services required student-teacher ratios. For our program, this is one teacher to every 12 children between the ages of 2 years and 9 months of age and under 6 years of age.

A child will never be left unsupervised. Efforts will be made to familiarize children and parents with potential substitute teachers and student teachers. Should an emergency arise where the teacher may need to leave the classroom an approved substitute will be called in to supervise the children. In the event of a planned, short-term, non-recurring absence of the teacher (i.e. doctor's appointment, teacher training, personal day), an approved substitute will be arranged.

Disclosure of Information

All information regarding a child and their family is considered personal and confidential. Such information will only be shared with school staff directly involved in the child's care and education. Disclosure to individuals outside of the school will require specific written consent from the parent or legal guardian through a signed Disclosure of Information Form provided by the school or a similar authorization form. Exceptions to this policy will only be made in the event of an emergency, where disclosure is necessary to ensure the safety or well-being of the child.

Accident and Liability Insurance

Each child is covered for medical expenses under the Accidental Injury Insurance policy with Hartford Accident and Indemnity Company. The Preschool is also covered under a Commercial Liability umbrella policy with State Farm Insurance. The Insurance Policy may be reviewed upon request.

Emergency Guidelines and Plans

In the event of an emergency, families can be assured that a teacher will remain with the child until an authorized adult arrives. If the classroom is deemed unsafe or an evacuation is required, children and staff will be relocated to a designated meeting area on the adjacent property at 2227 Oahu Avenue, next to the church's Sanctuary.

In the event of severe weather that makes travel hazardous, school may be postponed, dismissed early, or canceled. As a general guideline, if public school closures are announced on local radio or television, it is very likely that we will also be closed. However, we will never close until all children have been safely picked up by a parent or authorized designee. Please stay tuned to your local radio and television stations for the most up-to-date school closure and delay information. During emergencies, please do not call the school, as it is important to keep phone lines open for urgent communications.

It is essential that you establish individual and family emergency plans. These plans should identify what preparatory actions should be taken for each hazard. They should include where shelters are located and how you will travel to them if evacuation advisories are issued, what you plan to do if the family is separated, what type of survival supplies you will need, etc. Preparedness brochures that explain in detail what we need to know and do are available from the Oahu Civil Defence Agency. To obtain a copy, contact the agency at 523-4121.

There is no credit or make up days given for weather and emergency related school closings.

Fire Drills

Smoke detectors are located in the school. These detectors are checked regularly and inspected annually. When an alarm is set off, a staff member notifies the Honolulu Fire Department immediately. Fire drills are held regularly.

Fire extinguishers are located on the walls throughout the school. These extinguishers are checked regularly and inspected by Johnson Controls Fire Protection annually.

In case of emergency:

The teacher will ask children to stop what they are doing and quietly walk to the exit. In case of a fire emergency, the smoke detector alarm will go off and the teacher will pull the fire alarm and instruct children to line up at the exit immediately.

- As the children are lining up, a teacher or assistant will check all areas of the classroom for children (bathroom, closets, etc.) and get the emergency bag. In the case of a fire emergency, the teacher will guide the children out of the building as quickly as possible, checking that all children are present and taking the emergency bag.
- The teacher will walk with the children to the designated meeting place which is on the lawn of the church's Mauka property adjacent to the Sanctuary.
- Once assembled in a safe place the teacher will take attendance using the class roster.
- Parents will be notified using the emergency contact information on Brightwheel. In order to keep this list updated at all times, parents are asked to update forms online immediately for any changes made to their contact information and inform the teachers and School.

Tsunami

Our school is not in a tsunami inundation zone, so we do not have to evacuate. The following procedures have been adopted in the event of a Tsunami Warning:

- If a WARNING is issued during school hours, teachers will remain with the children, ensuring they are fed, cared for, and kept safe until an authorized adult is able to pick them up. Families are not expected to leave work or rush to the school immediately. If a safe area is accessible near the family's current location, it is recommended that they remain there until an official "all clear" is announced, in order to avoid contributing to unnecessary traffic and congestion on roads and highways.
- If a WARNING is issued before school begins (7:30 am), the school will be closed.

Hurricane and Tropical Storm

Watches are issued by the National Weather Service 36 hours prior to the arrival of storm effects. Hurricane or Tropical Storm Warnings are issued when one of these could affect Oahu in 24 hours or less. When a WATCH is issued, we will monitor the storm and make a decision to close the school before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal school day. If a Warning is issued before school opens, Honolulu Christian Preschool will be closed. Listen to the radio for school closures. If public schools are closed, we will be closed.

Earthquake

In the event of a significant earthquake on Oahu, it is likely that road networks will be heavily disrupted, potentially preventing families from reaching the school—even those who live nearby. In such circumstances, school staff will remain with the children and continue to care for them until it is safe for them to be picked up.

To prepare for this possibility, the school conducts earthquake drills in coordination with the Civil Defense sirens. During these drills, if children are indoors, they will remain inside and take cover under desks, tables, or in supported doorways. If outdoors, they will stay outside and move to open areas, away from power lines and other hazards. Evacuation is not practiced during these drills, as remaining in place is the recommended safety protocol.

Flood

Terminology:

- Flood Watch: Flooding is possible.
- Flash flood watch: Flash flood is possible, stay alert, be prepared to move to higher ground.
- Flood Warning: Flooding is occurring or will occur soon; be ready to evacuate if necessary.
- Flash flood warning: Flash flood is imminent or occurring; take immediate action, seek higher ground.
- Urban and small stream advisory: Flooding of small streams, streets, urban storm drains, and low lying areas.

Should an advisory or WATCH is issued, we will take actions as recommended by the Oahu Civil Defense by keeping abreast of updated weather forecasts and news reports.

Should a WARNING be issued where flooding in our area is imminent before 7:00 am, school will be closed.

If a WARNING is issued in the area of a family's home or workplace while school is in session, teachers

will remain with the children and continue to care for them, providing food and ensuring their safety. If there is no flooding in the school's area, the children will remain at school. However, if flooding does occur on campus, the staff will relocate the children to higher ground at the adjacent property next to the church sanctuary at 2227 Oahu Avenue. All necessary precautions will be taken to keep each child safe until an authorized adult is able to pick them up safely.

Ballistic Missile Awareness and Preparedness Procedure

In the event of a Ballistic Missile launch and the Siren Sound Warning is signaled, the following actions will be taken as we SHELTER-IN-PLACE.

We have identified and designated our safe zone as the KITCHEN located in the educational unit. Overflow adults will take shelter in the boy's restroom.

At the onset of the siren the children, staff, visitors, etc. will be directed to the "safe zone". The teachers will account for all students. Pre-designated staff will

1. close all exterior and interior doors and windows,
2. close off partition between social hall and kitchen
3. fill sink/containers with water
4. shut down air conditioning units, windows and doors (upstairs church staff)

The school's emergency water and food supply will be stored in the kitchen or a nearby location for easy access. In the event of an emergency requiring shelter-in-place procedures, school staff will use plastic sheeting and duct tape to seal windows, doors, and cracks, and will place wet cloths along floor-level doorways to help secure the environment. All necessary supplies for this procedure are stored in the bathroom cabinet.

All persons will remain in the safe area until an "all clear" is given by the Administrator or emergency responders. After an "all clear" and radiation detector reading is safe, children may be moved to a larger space indoors (i.e. classroom with protected sheeting covering windows to protect against possible fallout) for comfort until released to a parent.

Our emergency supplies include:

- emergency food for 2 days (288 servings of food); bottled water,
- Cat litter; garbage bags; duct tape; plastic sheeting; first aid kit
- Hand cranked radio
- Two-way radio/batteries
- Flashlight/batteries

Local and National Emergencies

In the event that children and staff need to evacuate the building due to a national or local emergency, they will proceed to the closest safe building as directed by emergency personnel. The school will only be evacuated in the event the building is deemed not safe for occupancy by the police/fire department. Please tune into your local TV and Radio stations for more emergency information. Please ensure that all information, telephone numbers and emergency contacts are updated and checked throughout the year.

In the event that the school facility becomes uninhabitable or an evacuation is ordered, Honolulu Christian Preschool will relocate to the adjacent property next to the church sanctuary at 2227 Oahu Avenue, which serves as our designated emergency relocation site. During and after an emergency, the school will make every effort to maintain continuity of operations to ensure children's well-being and

minimize disruption to their routine. Staff will provide care, supervision, and comfort for all children, including those with disabilities, special needs, or chronic medical conditions, with accommodations tailored to individual needs. Emergency supplies, medication, and documentation will accompany staff during relocation. In the event of any emergency relocation or closure, families will be notified immediately through Brightwheel and other available communication channels.

The school highly recommends that each family have an emergency plan for picking up your child at school.

Localized Situation

If a localized situation such as loss of power, water, or flooding, etc. should require closing the school, parents will be called and asked to pick up their child as soon as possible or send an authorized alternate to pick up your child. Honolulu Christian Preschool will remain open and staffed until all children have been picked up.

Medical Emergency

Every precaution will be taken for the well-being and safety of each child. In case of an emergency when medical or surgical care is deemed necessary, the school will make every effort to contact the parents. If it is impossible to locate either parent, the child may be taken to the Kapiolani Medical Center, or the hospital of their choice with prior signed consent on the Emergency Cards from the parent. Accidents or other incidents of non-serious or serious nature occurring while at school will be reported to the parent through Brightwheel. Emergency Cards must be completed and signed by both parents of the remitted enrolled child.

In the case of a serious medical emergency, a teacher or staff member trained in first aid/CPR will evaluate the situation, direct someone to call 911, and follow instructions from emergency personnel. If a first aid/CPR trained staff member is not immediately available, the supervising adult will call 911 and follow the instructions from emergency personnel.

A child will be determined to need emergency care when:

1. There is suspicion that he/she is having difficulty breathing.
2. The child is convulsing.
3. There is a possibility of concussion, need for possible suturing, or suspected fracture.

Should the child need to be transported to Kapiolani Medical Center or another medical facility as designated on the child's emergency card, a familiar teacher or staff member will ride with the child to the hospital and remain with the child until a parent or guardian arrives. A member of the administrative staff will step into the classroom to ensure that the remaining children are being supervised according to required ratios. It is important to keep all of your emergency contact information up to date; the school, using this information, will contact parents.

In compliance with the Hawaii Administrative Rules, the Honolulu Christian Preschool Director will report to the Department of Human Services, within one working day of occurrence, the death of a child or employee, and any illness or injury received at the school that results in a child's hospitalization, which includes emergency room admittance.

General Health and Safety Policies

All children enrolled in the program must submit a completed Department of Education (DOE) Form 14 or a written statement signed by a health care provider verifying the child is able to participate in child day care, include the child's record of immunizations, and be signed by a physician or health agency within one year of admission.

Such documentation must state that the child has received age appropriate immunizations in accordance with the laws and regulations of the State of Hawaii. All children must remain current with their immunizations and update the documentation at the school annually. A child may be exempted from the required immunizations if a licensed physician certifies that the physical condition of the child is such that immunizations would endanger the child's life or health, or if any parent/guardian to a child objects to immunization in writing on the grounds that the immunization conflicts with that person's bona fide religious tenets and practices.

In addition to the health care statement, the following documents will be submitted at the time of admission and kept on file while the child is enrolled:

- A consent signed by the parent authorizing Honolulu Christian Preschool or other caregivers employed by Honolulu Christian Preschool to obtain emergency health care for the child. (via Brightwheel form)
- A written consent signed by the parent allowing for the provider to arrange for transportation of the child in need of emergency care, or in the case of emergency evacuation from the site, permission to transport the child to one of the designated relocation sites.
- A written consent to allow the child to be photographed and/or videotaped at school and permission for the school to use these photographs for school albums, newsletters, on our website, and for other school related purposes (special craft projects, press releases, Brightwheel, etc.).
- A Special Care Plan for a Child with Allergy completed and signed by the child's physician.
- An Asthma Action Plan completed and signed by the child's physician.
- A completed developmental history and parent questionnaire to help teachers to better understand the child and his/her family. It is beneficial for teachers in planning curriculum and activities that will meet the needs of all the children. (via Brightwheel)

Illness Policy

A child who has a fever or any other sign of sickness should not be sent to school. Please notify the school if your child is sick. Honolulu Christian Preschool adheres strictly to the CDC and State of Hawaii guidelines for dealing with illness in the school. This policy is designed to protect and keep your child and teachers healthy. Your child will recover more quickly at home and the other children and adults at the school will be protected from continued exposure to the illness. The school is neither licensed nor equipped to care for ill children.

If a child becomes ill while at school, he or she will be isolated from the other children and parents will be called to arrange for the child to be picked up within one hour of calling. If a child is displaying any sign of illness at drop off, he or she will not be admitted to class. Please remember that when illness is accompanied by fever, your child may not return to school until their temperature has been normal for twenty four hours (without medication) unless otherwise indicated by the Department of Health for an infectious disease. Return to school timeframes may vary for a particular infectious disease. We will post

the most up-to-date DOH notice for the infectious disease.

Families are asked to pick up their child within one hour and keep their child home when their child displays the following symptoms or illnesses that has persisted over the last 24 hours:

- Fever
- Vomiting
- Cold / Flu - that is less than four (4) days old
- Constant coughing / sneezing
- Heavy nasal discharge
- Head lice
- Diarrhea
- Injuries requiring immediate physician attention or injuries that will not allow the child to function reasonably or participate in regular school activities
- Fussy, cranky, and generally not him/herself
- Unusually tired (Rest at such a time may prevent the development of a serious illness)
- Symptoms of a possible communicable disease (sniffles, red eyes, sore throat, headache, abdominal pain, etc.)

Any child displaying any signs of COVID-19 will be isolated in a designated isolation area outside of the classroom. Parents will be called to pick up the child immediately. The child may return to school only after receiving clearance from a physician. Symptoms of COVID-19 include but are not limited to the following:

- Congestion
- Runny Nose
- Diarrhea
- Nausea
- Chills
- Fever
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell

IMPORTANT: If you suspect your child may have been exposed to a communicable disease and/or if your child's physician confirms a possible case of a communicable disease, NOTIFY THE SCHOOL AT ONCE.

A child may return to school after recovering from an illness or being symptom-free for at least 24 hours. If a cold has resolved but a MINOR nasal drip remains, the child may also return. In the case of injury, the child should be sufficiently recovered to participate in daily classroom activities without limitation. If a parent suspects their child may have contracted a communicable disease and chooses to keep the child home during the incubation period as a precaution, the child may return after remaining symptom-free for the full duration of that period. For illnesses confirmed as communicable by a physician, the child may return only with a signed re-admission slip from the doctor, confirming they are no longer contagious. If a child requires medication for an illness, it is generally recommended that they remain at home during the treatment period. However, if necessary, medication may be administered by a staff member of the preschool in accordance with school policies.

Illness Exclusion Policy

EXCLUDE IF:	READMIT IF:
1. Temp of 100° F or higher	1. Free of fever for 24 hours without medication
2. Display of any one of the following symptoms: • Cold with nasal discharge • Cough • Sore throat • Swollen glands • Skin rash • Crying/complaining of pain such as pulling at ear, or clutching at abdomen, etc.	2. Free of fever for 24 hours <u>and</u> note from clinic or physician stating child is not communicable
3. Conjunctivitis (pink eye) bacterial and/or viral	3. All discharge has ceased <u>and</u> note from clinic or physician stating child is not communicable
4. Head and body lice	4. After treatment and free of lice and nits
5. Ringworm of body	5. After treatment and lesions are covered
6. Ringworm of head	6. After treatment, lesions are covered, <u>and</u> note from clinic or physician stating child is not communicable
7. Skin lesions, impetigo, and scabies	7. Skin sores are healed <u>or</u> note from clinic or physician stating child is not communicable
8. Vomiting	8. Free of upset stomach and vomiting for 24 hours without medication
9. Diarrhea (two or more loose watery stools per day)	9. Diarrhea free for 24 hours without medication
10. Fainting or seizures or general signs of a communicable disease to which the child has been exposed	10. Free of symptoms <u>or</u> note from clinic or physician stating child is not communicable

Medication Policy

Honolulu Christian Preschool teachers and staff will not administer any medication, prescription, remedy, or treatment without prior written authorization submitted to the school office. In addition, staff will only administer medications that do not require special training to give safely. All medications or products must be provided by the parent in their original packaging and must be clearly labeled with the child's name. Current, written instructions for administering the medication must accompany the item.

Medications and items marked “Keep Out of Reach of Children” should be handed to a teacher directly and NEVER be left in a child’s cubby. Once the medication is no longer needed, it is the parent’s responsibility to pick up any unused medication from the school.

An Authorization for the Administration of Medication Form may be obtained from the teachers and must be completed before any medication can be given at school. Medication is administered as a courtesy service, and families should be aware that Honolulu Christian Preschool does not have a licensed school nurse on staff. Whenever possible, it is recommended that medication be administered by the parent outside of school hours. While the staff will make every effort to administer medication at the requested time and dosage, there may be circumstances that prevent this. Ultimately, it is the parent’s responsibility to ensure that their child receives the required medication. By submitting the authorization form, families acknowledge and agree not to hold the staff liable should a scheduled dose be unintentionally missed.

Honolulu Christian Preschool reserves the right to decline the administration of any medication at any time.

Mandated Reporting of Child Abuse and Neglect

In compliance with Chapter 350 of the Hawaii Revised Statutes, all staff members of Honolulu Christian Preschool are considered mandated reporters. This means that if any staff member has reason to believe that a child has been abused or neglected, or is at substantial risk of abuse or neglect in the foreseeable future, they are legally required to report the concern immediately to Child Welfare Services (CWS) or the police department.

This mandate applies to all child care providers and employees working in licensed child care facilities. Our priority is the safety and well-being of every child in our care, and we are committed to fulfilling our responsibility to protect them.

Staff and Facility Health and Safety Policies

All employees of the Honolulu Christian Preschool will submit a statement from a healthcare provider as required by the Hawaii Department of Human Services Daycare Licensing regulations. This information will be kept on file and updated regularly.

In accordance with the provisions in Hawaii state law, all teachers and staff at Honolulu Christian Preschool are required to report any suspected incidents of child abuse or maltreatment concerning a child to their supervisor and the Department of Human Services.

Caregivers must wash their hands, and ensure children wash their hands with soap and running water at the beginning of each day, when they are dirty, after toileting or assisting children with toileting, after changing a diaper, before and after food handling or eating, after handling of pets and other animals, after contact with bodily secretion or fluid, and after coming in from the outdoors. In addition, waterless hand sanitizer is made readily available for use by staff and children when supervised by a teacher.

Safety precautions relating to blood must be observed as follows:

- Disposable gloves must be worn whenever there is a possibility for contact with blood, including but not limited to touching blood or blood contaminated fluids, treating cuts that bleed, and wiping surfaces with stained blood.
- In an emergency, a child’s well-being must take priority. A bleeding child must not be denied care because gloves are unavailable.

- Disposable gloves must be discarded after each use
- If blood is touched accidentally, the exposed skin must be thoroughly washed with soap and running water
- Clothing contaminated with blood must be placed in a securely tied plastic bag and returned to the parent at the end of the day
- Surfaces that have been contaminated with blood must be cleaned and disinfected with a germicidal solution

Sufficient and suitable clothing must be available so that children who are dirty or soil their clothing may be changed. Parents will be asked to keep at least one change of clothes for their child at school.

Toileting facilities will be kept clean at all times and stocked with toilet paper, soap, and towels accessible to staff and children.

All equipment, supplies, and furnishings accessible to children will be cleaned and disinfected as needed to protect the health of the children and staff as required by law.

Nutrition

Tuition includes a morning snack with juice, milk served at lunchtime, and an afternoon snack with milk. Weekly snack and lunch menus are posted on campus, and copies are available upon request. Children should eat breakfast before reaching school.

Snacks

If your child is unable to consume items on the snack menu due to allergies or dietary restrictions, please provide a suitable substitute. For any other reasons, snacks brought from home will not be served during snack time. If you'd like to provide an alternate snack for your child's class or entire school on special occasions such as birthdays, it must be cleared with the Director at least 2 days in advance. Otherwise, snacks brought to school to share with the class or school will not be served.

On holidays, if you and your child would like to share special treats with the class or school, please bag appropriately for taking it home and not to serve at school.

Lunches

Parents are required to provide a balanced, nutritious lunch for their children. Parents should remember to include protein, grains, vegetables and fruits for lunch. **Candy and other highly sugared foods are not appropriate and prohibited.** We do not allow candies, sodas, caffeinated drinks, or gum at school. If such items are brought to school or included in a home lunch, they will be thrown away. The school does not refrigerate and/or reheat lunches. All home lunches should be packed in sealed containers. Lunch may also be purchased for an additional fee per month for the entire school year.

On excursion days, families are asked to prepare simple and disposable home lunches for their child. Lunches should not be overpacked, as any leftover food and containers are typically discarded after the meal. A cold drink, such as 100% juice or water in a disposable carton or can, should be included. Coolers, thermoses, and non-disposable containers are not permitted, and sodas or other carbonated or caffeinated beverages are not allowed. As a reminder, peanuts and peanut products are strictly prohibited, even on excursion days, due to allergy concerns.

Meal Schedule

Morning Snack	9:00-10:30	Provided by school for all children, free choice throughout the work period
Lunch	12:00-12:30	Meal provided by parents or purchased from school

Serving sizes are appropriate to the age of the child. Food is never forced on a child, rather offered frequently throughout the day.

Some examples of foods served include:

Dairy:	cow's milk (fat free or 1%), yogurt, cheese, etc.
Fruit:	apples, avocado, bananas, berries, melons, peaches, pears, pineapple, oranges, apricots, kiwi, papaya, olives, raisins, dried fruits, fruit purees (like applesauce), 100% fruit juice, etc.
Vegetables:	lettuce, broccoli, green beans, peas, spinach, tomatoes, potatoes, yams, squashes, beets, cauliflower, beans, corn, carrots, celery, etc.
Grains:	whole grain cereals cold, whole grain bread, other whole grains such as wheat thin crackers, whole grain goldfish, bread sticks, pancakes, waffles, French toast, muffins, bagels, tortillas, rice, etc.
Protein:	fish, beef, pork, chicken, eggs, seeds, beans, etc.

Sample Weekly Snack Menus

Mon	Tue	Wed	Thu	Fri
Cheerios Multi Grain (1¼ C) Milk 1% (1 C)	Ritz Crackers (8) String Cheese (1) Water	Whole Wheat Soft Tortilla (1) Cheese (1 slice) Fruit (¾ C) Water	Kix Plain Cereal (1¼ C) Milk 1% (1 C)	Whole Wheat Bread (1 slice) Hummus (2 Tbsp) Fruit (¾ C) Water
Soda Crackers (8) Milk 1% (1 C)	Fruit (¾ C) Whole Wheat Thins (10) Water	Cheerios Plain (1¼ C) Fruit (¾ C) Milk 1% (1 C)	Greek Gods Plain Yogurt (½ C) Nut-free Granola (¾ C) Water	Whole Wheat Bagel (1) Cream Cheese (2 Tbsp) Milk 1% (1 C)

Corn Chex Cereal (1½ C) Milk 1% (1 C)	Whole Wheat Bagel (1) Almond Butter (2 Tbsp) 100% Juice (1 C)	Vegetable Sticks (8) with Low-Fat Dressing Triscuits Crackers (8) Water	Whole Wheat English Muffin (1) Fruit (¾ C) Water	Greek Gods Plain Yogurt (½ C) Fruit (¾ C) Water
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Allergies and Dietary Restrictions

If a child has a food allergy or dietary restriction—such as an intolerance to milk or other dairy products—the school office and classroom teacher must be notified in writing. It is the responsibility of the parent or guardian to provide nutritious substitute foods when necessary and to review the school's snack and lunch menus, including any scheduled in-class cooking activities.

Due to the potential for life-threatening allergic reactions, peanuts, peanut products, and **all types of nuts are strictly prohibited** on campus and during all school-related activities.

Eating habits can vary during the preschool years. Parents are encouraged to keep teachers informed of any changes in their child's dietary needs or eating patterns. The school strives to support each child in trying new foods and enjoying nutritious, well-balanced meals. Consistent communication between families and staff helps ensure that every child's dietary needs are met with care and attention.

General School Information

Personal Belongings

Every Monday (or the first day of the child's school week), families are expected to bring the child's cubby to school. The cubby should contain a fitted crib sheet, a blanket or towel, and a ziplock bag with at least one full change of clothing. A small pillow may also be included, provided it fits inside the cubby container. Children are discouraged from bringing any toys and other personal belongings to school. Items that are expensive, hard to replace, or borrowed should NEVER be brought to school. Honolulu Christian Preschool is not responsible for items misplaced, damaged, or lost. **Please label all items with your child's name.**

Every Friday (or the last school day of the week), families are asked to take the cubby container home. All bedding should be washed, and a fresh set of clothing should be prepared for the following week. The cubby should be emptied, wiped down, and disinfected, and any unnecessary personal items should be removed.

Lost and Found

With so many children, it is sometimes difficult to keep track of clothing and other belongings. Having each article of clothing clearly labeled helps prevent losing items. A "lost and found" basket is kept in the classroom. Clothing that is not claimed after the last day of the school year may be kept as extra items for children who may need it on any given day or donated to a good cause.

If a child or family member believes an item was left at school, the teachers should be contacted as soon as possible, especially on Fridays. Prompt notification increases the likelihood of recovering the lost item. Honolulu Christian Preschool shares its facilities with the church, which hosts various activities during the week, including evenings and Sundays. As these shared spaces are frequently used by others, timely communication is essential in locating lost belongings.

Clothing

Self-sufficiency is encouraged. Parents are asked to consider the ease with which their child is able to dress him or herself. For example, overalls may look cute but could be challenging for your child to unhook when using the bathroom.

Classroom Materials

The materials in the classroom are for use by all the children and the staff works to make the materials and environment as inviting as possible. Sometimes they are too inviting and pieces get taken home. Should this occur, we ask that parents return these items as soon as possible.

Outdoor Play

Time outdoors is an important part of a child's day. It provides the fresh air needed to ensure good health and aids the development of social and gross motor skills. In the case of a light sprinkle or drizzle, the children may still go outside.

Birthdays

Birthdays are special days and we enjoy celebrating them at school. Please remind your child's teacher a few days before the birthday so the teacher is able to plan for the celebration.

We celebrate with the Montessori tradition of creating a picture timeline of your child's life. Please send in pictures of your child at birth, and each year thereafter, so the entire class can see how he or she has grown or changed. Every birthday child will be honored by participating in the Sun Ceremony where the child (carrying a model of the earth) carries the earth around the sun (a candle in the center of our circle) for each year of his or her life. We follow up by singing Happy Birthday and the child can blow the candle out.

Parents who would like to provide a special snack to share with the class may make arrangements with the teachers at least two (2) days in advance and be approved by the Director. Food items that have not been approved will not be served in consideration of those children who may have dietary restrictions and food allergies.

The celebration of your child's birthday can also include donating a book to the classroom library in your child's name. This type of gift will be appreciated by many children through that year and beyond.

Holidays and Celebrations

Honolulu Christian Preschool provides a Christ-centered education rooted in biblical truth. Alongside teaching a Christian curriculum, we emphasize core spiritual values such as love, kindness, joy, and the assurance of God's goodness in our lives. As we celebrate various holidays, we often approach them from a cultural perspective, incorporating food, music, dance, and traditions that reflect the diversity of God's creation. These experiences help foster a sense of community, allowing children to recognize the beauty of both our shared humanity and our unique identities as image-bearers of God.

While we love celebrating special moments with our students, we kindly ask that parents refrain from distributing "goody bags" for birthdays and holidays. Though well-intentioned, these items can create unintended pressure for families who may not be able to participate in the same way.

As an alternative, we encourage families to commemorate special days by donating a book or educational materials to your child's classroom. This meaningful gesture supports our learning environment and contributes to the enrichment of all children.

Field Trips

During the course of the school year, field trips may be taken to local areas of interest in coordination with an area being studied in class or to take advantage of special community events to broaden the children's learning environment. Parents will be notified in advance of an upcoming trip and may be asked to help with supervision. Parent volunteers will help to supervise and assist children with their needs and also help carrying supplies. A volunteer's undivided attention to the children is required. Therefore, other siblings are prohibited. A chaperone sign-up sheet will be made available for each field trip. All required adult fees must be paid in advance. Chaperones are expected to follow the guidelines set by Honolulu Christian Preschool as well as any rules established by the excursion site.

On field trip days, parents are required to drop off and pick up their child from school. For school sponsored field trip days, a school bus will be chartered with a licensed bus company, or the Honolulu City Bus may be used. All attending children must leave and return with the class on the bus.

Parental permission is required for all field trips. If you choose not to have your child participate in a field trip, you must find alternative care, for no alternative care is provided by the Preschool on field trip days.

On field trip days, unless otherwise stated, your child should:

- wear the school excursion T-shirt

- pack a disposable paper sack lunch with drink
- wear athletic shoes with socks
- eat a good breakfast and be in school well before the departure time

Specific information for each field trip will be available before each field trip.

Transportation

Honolulu Christian Preschool does not provide transportation to and from school. For school excursions, transportation is typically arranged through a licensed bus rental service.

Fundraising

Honolulu Christian Preschool may engage in fundraising activities according to church policy. Participation of families will be voluntary. Children and staff shall not be exploited in activities which would be detrimental to the children or the program.

School Closure for Staff Meetings and Professional Development

In order to ensure the quality of our program and to meet licensing requirements for professional development required by the State of Hawaii, Honolulu Christian Preschool closes to hold regular faculty meetings, professional development days and attend educational conferences. These dates are usually marked in advance on the school calendar. Due to the uncertain community health issues, in person conference or workshop dates have not been confirmed as of the beginning of the school year and may be scheduled with as much advance notice for families as possible.

Communication and Events

The success of our program is based upon maintaining open communication between our parents and staff. When changes occur that influence the child, we ask that parents or guardians bring them to the attention of the director and/or teacher(s). By understanding the changes in the child's life, we can work together to help the child adjust smoothly.

Monthly Newsletters

Newsletters are distributed monthly to the school community. The newsletter will inform families of special events for the month, announcements, curriculum studies, birthdays, and other information pertaining to the program.

Assessment

Children are assessed on their growth and development, and knowledge and understanding as they work towards mastery in the various learning areas of the classroom. Honolulu Christian Preschool maintains careful notes and documentation on each child in accordance with the Montessori curriculum. We utilize various methods of assessment that include observations, checklists, anecdotal records, letters, and our web-based record keeping system, Brightwheel. Brightwheel is accessible to parents 24/7. Children are never compared to each other or "graded" in a traditional or arbitrary manner. Evaluation of progress is based on the individual growth and development of each child.

Parent-Teacher Conferences

Parent teacher conferences are regularly scheduled twice a year in October and April. A parent can request a conference with a teacher at any time throughout the year and your teacher may schedule additional conferences if necessary.

Meetings with the Director

Meetings with the Director can be arranged by appointment.

Support Services

All Honolulu Christian Preschool families with preschool age children or older are eligible for the screening services available through the public school home districts. Developmental screenings are available for speech, hearing, social/emotional, fine/gross motor, etc. Younger children (0-3yrs) are eligible for screening through early intervention services. Your teacher can provide you with more information regarding screening from your home district if there are concerns about your child's development in one of these areas.

The school will refer families to appropriate mental health professionals or resources upon request from the family or upon the recommendation of school staff or the school's health consultant.

Special Family Events

During the year, our school may host events like Movie Nights, Daddy's Night, and Mommy's Night. We will also invite families to events hosted by Honolulu Christian Church. We will announce when or if these events will occur in the monthly newsletters.

Parent Education

Throughout the year, Honolulu Christian Preschool plans to host parent workshops for the school community. These meetings will be announced through our newsletters and emails.

Notification of Change in Services

Written notification of any changes to the program or school services at Honolulu Christian Preschool will be provided to parents or guardians of enrolled children. All notifications regarding changes in services or operations will be issued at least 30 days in advance of the effective date of the change.

Change in Student File

Parents or guardians may update information in their child's file at any time. However, it is the responsibility of the parent or guardian to promptly notify the school of any changes, including but not limited to address, telephone number, place of employment, emergency contacts, or marital status. All updates must be submitted either through a signed and dated written notice or by making the changes directly in Brightwheel.

Grievance Procedure

We emphasize that all parents should seek information or advice from the director on any aspect of their relationship with Honolulu Christian Preschool, or to call attention to any condition which may appear to them to be operating to their disadvantage. We believe that most matters will be satisfactorily resolved between the individual and administration. However, if for any reason, a person is not satisfied with such a resolution, he or she is at liberty to follow established school procedures to bring the matter to the attention of the proper supervisor.

In order to assure prompt handling of grievances, the following procedure has been established:

1. A parent(s) will discuss his or her suggestion, problem or issue with the Teacher(s) of Honolulu Christian Preschool.
2. If the parent(s) still feels that he or she has not been heard, the parent(s) may discuss the matter with the Director of Honolulu Christian Preschool. The Director will consider it and provide a response within five working days.
3. If the parent(s) is still dissatisfied with the reply, the parent(s) may present the matter either orally or in writing to the Honolulu Christian Preschool Advisory Committee. A conference with all persons involved will be held and an answer will be given by the Director of Honolulu Christian Preschool within ten working days.
4. If the Director does not address the grievance to the complainant's satisfaction within ten working days, the grievance may be presented to the Honolulu Christian Church Board of Deacons and the State of Hawaii Department of Human Services Child Care Licensing Unit 1 at 677 Queen Street, Suite 400A, Honolulu, Hawaii 96813 or 808-587-5266.

All parties concerned shall make every effort to present, investigate, and settle grievances expeditiously.

Admission Policy

General Policy

The Honolulu Christian Preschool is a community of families that share a vision, values, and goals for our children. Beginning the admissions process and learning about our school is a process of learning about each other. Our primary goal in the admissions process is to help each family find the perfect match. We recognize that we may not be the perfect match as a school for every family. The admissions process is a chance for us to get to know each other.

We strongly encourage families to participate in school tours and meetings with the director to get to know our community before submitting an application.

When we admit a new student, we are admitting the whole family. Strong preference is given to families who share common values and goals with the school, and who, after careful consideration, have concluded that our environment is something that they are able to support.

We consider applications for admissions on a case-by-case rolling admission basis. When no openings are available children will be placed in the applicant group waiting list. In the event of an opening, children in this group will be considered based on the date an application was received and age and needs of the child (in accordance with the Montessori principle of a multi-age classroom). Siblings of currently enrolled students and children of Honolulu Christian Church members may be granted priority in the admissions process.

The Honolulu Christian Preschool admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Honolulu Christian Preschool does not discriminate on the basis of race, color, national, and ethnic origin in administration of educational policies and admission policies. Following the traditional multi-age Montessori classroom model, our school is committed to creating a balanced learning environment for all students.

Honolulu Christian Preschool is committed to fostering an inclusive environment and does not discriminate against individuals with disabilities. In accordance with state law and the Americans with

Disabilities Act (ADA), the school provides equal opportunities for children and parents with disabilities to participate fully in its programs and services. Guided by the Montessori philosophy and developmentally appropriate early childhood practices, the school strives to integrate and accommodate children with special needs whenever possible. Admission for children with special needs is determined on a case-by-case basis, following a collaborative review involving the child's parents or caregivers, medical professionals, and/or educational consultants to assess the child's needs and the school's ability to support them effectively. While Honolulu Christian Preschool makes every reasonable effort to provide accommodations, there may be instances where the program is not the most appropriate setting for a child. In such cases, the school reserves the right to decline admission or to request the withdrawal of a student if it is determined that the school cannot adequately meet the child's needs, even with accommodations. All such decisions are made with thoughtful consideration and with the children's well-being as the primary concern.

Admission Requirements

Children who are at least 2 years and 6 months old, are toilet trained, and do not require extra special care are eligible for admission, provided they will turn three years old on or before December 31 of the enrollment year. Applications are accepted on a first-come, first-served basis. Enrollment decisions are made based on the date of application, age group, boy/girl ratio, and space availability.

Children will only be admitted who are sufficiently independent in their toilet training and toileting habits. Children are not permitted to come to school in diapers or pull-ups.

Admissions Process

Observation and School Tour

Prospective families are encouraged to have a school tour before enrolling their child. Appointments for tours can be made via email with the Director.

Application

All applications will be processed upon receipt of a completed application form. An application fee of \$30 is due with the application. This fee is non-refundable.

The application is valid for two years from the application date or until the child is no longer eligible for enrollment. If an offer for enrollment is declined for any reason, the application will be withdrawn. Please remember to notify the school if there are any changes to your contact information.

Waiting List

If there are no openings available in the program selected, your application will be placed on a waiting list. You will be contacted as soon as space becomes available and will then have two weeks in which to enroll your child by signing a contract and paying the annual \$100, non-refundable, registration fee and the one-month tuition deposit.

Provisional Acceptance

All children enrolled are accepted into the program with the understanding that if the teacher feels the program cannot meet the child's needs, the staff and parents will explore alternatives together.

Enrollment Contract

A child is officially enrolled in the program when the school has received the signed enrollment

contract, registration fee, and tuition deposit. Enrollment is binding. Parents are responsible for full school year tuition regardless of the amount of time the child attends the school.

Required Documents

Health Record

The State of Hawaii requires all students enrolled to have a completed Health Examination Record (Form 14) which includes updated immunization records, current physical examination and TB skin test clearance. This form must be turned in before the first day of school.

Other forms

Along with the FORM 14, once enrolled, you will be asked to complete forms for our student files.

- Student Information
- Emergency Cards
- Health Record Supplement
- Excursion Activity Permission

Withdrawal

Each child is accepted with the understanding that he/she will remain in school for the entire School Year and/or Summer Session.

Notification of withdrawal one month before the first day of the enrolled session is required in writing. Any payment of fees is forfeited.

However, in case of withdrawal after the first day of school, a one-month written notice of withdrawal from school is required. Notice of Withdrawal will be one month from the date the notice is received by the Director and not necessarily by the date posted on the notice. Parents shall be responsible for payment of the tuition increment due during that one month notice period.

Parents withdrawing their child after March 31 will be responsible to fulfill their tuition payment agreement for the entire school year.

Students enrolled in the summer session are responsible for the entire tuition. No refunds for early withdrawals will be made.

If the school decides that the Honolulu Christian Preschool program is not appropriate for an enrolled child, the child will be disenrolled and the family is relieved of any further financial obligation.

Suspension and Expulsion

At Honolulu Christian Preschool, we are committed to supporting the growth and well-being of each child in a Christ-centered, nurturing environment. Suspension or expulsion is considered only as a last resort after all reasonable efforts to support the child have been made. A child may be suspended or expelled if persistent behavior significantly disrupts the classroom or poses a risk to the safety or welfare of others, despite repeated interventions, collaboration with families, and behavior support planning.

In most cases, families will receive written notice of concerns and be given a reasonable period (typically two to four weeks) to address the issue in partnership with the school. However, in situations where a child poses an immediate danger to others, Honolulu Christian Preschool reserves the right to implement

immediate expulsion. Families will be notified right away and provided with a written explanation.

Written documentation of concerns, actions taken, and communication with the family will be maintained in the child's file. We believe in open communication and will make every effort to work with families toward positive outcomes. Our goal is to ensure a safe, supportive learning environment for all while honoring the unique needs of each child.

Financial Policy

Tuition

Tuition for the 2026-2027 school year is \$14,000.

The school year runs Monday through Friday from August 4, 2026 to May 27, 2027.

Invoices and Tuition Payments

At the start of each session, an invoice for tuition and fees will be issued. Families may choose to pay the tuition in full or in monthly increments. By signing the Agreement for Enrollment Form, parents or guardians agree to pay the full tuition and associated fees for the session. A non-refundable advance deposit equal to one month's tuition is due at the time of enrollment and will be applied toward the final month of the enrolled school year.

For those selecting a monthly payment plan, a tuition installment is due on the 1st of each month, with a grace period until the 10th. Payments received after the 10th will be subject to a late payment fee.

Monthly statements will be issued to reflect payments received and any remaining balance. Any questions, errors, or discrepancies should be reported to the school office immediately for clarification.

Payments may be made electronically via Brightwheel or by cash or check payable to Honolulu Christian Preschool. For proper processing, please indicate the purpose of the payment and the child's name on the envelope (for cash payments) or in the memo section of the check. For electronic payments, Brightwheel charges a 2.95% fee for credit/debit card payments and a 0.6% fee (with a minimum of \$0.25 and a maximum of \$2) for bank transfers (ACH).

There is no credit or refund given for absences (such as but not limited to illness, death in the family, vacations). No refunds are made for emergency school closings, published scheduled holidays, vacations, or professional days.

Tax Information

Our official business name is Oriental Missionary Society Holiness Church of North America. DBA: Honolulu Christian Church and Preschool.

- Federal ID # 99-600-9193
- Hawaii Tax ID # GE-071-790-5920-01

Fees

Application forms are available online via Brightwheel. A \$30.00 one time, non-refundable application fee is to accompany the completed form. An application form and fee are not required for continuing students already enrolled.

An annual registration fee of \$100 is required to reserve a space for your child. This fee is non-refundable. For returning students, the registration fee is due in the Spring semester. For new students, this fee is due within ten days of notification of acceptance. Until the fee is received by the school, your child is placed on a waiting list. Once the fee has been received, your child is considered enrolled for the School Year or Summer Session. Registration fee is forfeited in the event the application is withdrawn.

A non-refundable comprehensive fee is required for all students and is due prior to the start of each

session. The fee is \$250 for the school year and \$75 for the summer session. This fee helps cover the cost of classroom supplies, daily snacks, in-class cooking, special art projects, activity sheets, a school t-shirt, and expenses related to excursions and other activities.

A \$5 per one-minute interval fee will be charged to parents of children who are not picked up from school at the scheduled 4:30 pm pick up time.

Families have until the 10th of the month to pay tuition without incurring a late payment fee. An account will be considered delinquent after the 10th of the month and will be subject to a \$30 late payment fee. All returned checks will be subject to a \$30 returned check fee.

Other miscellaneous fees may be incurred throughout the school year. These may include, but are not limited to, graduation fees, and costs associated with special projects or activities. Families will be notified in advance of any such fees.

No discounts, reimbursements, or refunds will be provided for holidays, vacation periods, or absences due to illness or personal/family travel during both the school year and summer session. Additionally, once tuition or fees have been paid, no refunds will be issued.

Collection Policy

Parents are expected to make payment by the due date or make payment arrangements in writing. Late payments (20 days or more three times during a semester) may necessitate all future payments in advance. If no payment agreements are made with the school, children will be asked to leave as of the first day for which tuition has not been paid. When payment is made children may return to class. Continued delinquencies and/or non-payment of tuition may result in immediate termination of enrollment, filing for collection and/or possible legal action.

The school understands that families may experience some financial difficulties and are committed to working with any family to make acceptable arrangements for payment.

Privacy Policy

Child Privacy

The staff of Honolulu Christian Preschool values the privacy of each family enrolled in our program and will keep personal and private information secure.

Staff Privacy

The school also respects the privacy of the entire staff. The office will not give out phone numbers or addresses. Teachers may elect to share phone numbers; however they are not required to do so. During the school day the staff will be given messages when you call. If it is an emergency please notify the person answering the phone and the teacher will be called to the office.