



Waikoloa Baptist Keikiland



Parent Handbook 2024-2025

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

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Introduction

Dear Parents and Families,

Welcome to Waikoloa Baptist Keikiland Preschool. Our school is licensed by the State of Hawaii through the Department of Human Services. We care for children aged three to five years old. Each classroom is staffed with one certified lead teacher and at least one assistant, depending on the number of children in each classroom. All staff are certified in CPR and First Aid for infants, children, and adults.

Our goal is to provide a welcoming, safe, and developmentally appropriate environment for every child. We strive for the highest quality care and education for children and to ensure that parents are valued and respected. We aim for your family to have a positive and rewarding experience at our school. Therefore, daily communication and a sense of trust between parents and staff are vital. We must work together in partnership to facilitate the transitions between home and school.

Using This Handbook

The purpose of this handbook is to outline the program's policies and procedures. We ask that you please read the entirety of this handbook, follow the policies and procedures outlined, and provide us with all the necessary information involving your child. We welcome comments, questions, concerns, and suggestions about your child's experience at our program. We understand that nothing is more important than your child's early education and care experiences.

Given the nature of an ever-changing quality early education and care program, this handbook is a "living" document. You may be notified of formal policy changes during the year via a written policy notice, and this handbook will also be updated as needed. The policies listed in this handbook are set forth by Waikoloa Baptist Keikiland and are in accordance with the Hawaii State Child

Care Regulations. These policies and contracts become effective upon acceptance by the parent/guardian and our preschool.

Program Goals

We aspire to meet the needs of all children by providing the best care, support, and developmental stimulation through play-based academic growth opportunities. We promote the following learning areas at our school:

Cognitive Development–

- Learning to solve problems and form concepts
- Discovering and exploring the near environment

Social-Emotional Development–

- Developing self-esteem and personal adjustment skills
- Achieving self-confidence in relationships
- Developing a sense of responsibility and persistence in completing tasks

Physical Development–

- Developing hand and body coordination
- Learning physical skills
- Learning good health habits

Language Development–

- Express wants and needs using words
- Develop communication skills with adults and peers

Spiritual Development–

- Learning about God and Christian beliefs/values
- Praying daily
- Monthly Bible story and activity/craft

Creative Development–

- Expressing ideas through creative skills
- Expressing self through creative media
- Developing the ability to think and act in different and unique ways

Admission/Registration Paperwork

Keikiland accepts children who are three to five years old. **All children must be fully potty trained to attend our program.** Before your child can attend Keikiland, we must have the following:

- A signed student registration application packet for the current school year
- A signed policy handbook contract
- Student Health Record–Current Immunizations
- Early Childhood Pre–K Health Record Supplement
- TB Document F: State of Hawaii TB Clearance Form
- Class Dojo Permission form
- For new students only: the Get Acquainted Record Form

An Annual Non–Refundable Registration/Activity Fee of \$250.00 must be paid upon return of the forms to hold your child’s spot in our program.

This goes towards supplies (snacks, special projects, school t–shirts, etc.) that we use all year long and any field trips we may take. This fee does not apply to your tuition.

Tuition Rates

3-5 Year Olds

Part Time: \$775 per month

7:00am–5:15pm– 3 full days (of your choice)

Or 7:00am–12:00pm– 5 ½ days (Monday–Friday)

Full Time: \$900 per month

7:00am–5:15pm (Monday–Friday)

Tuition is due on the 10th of each month. If tuition is not paid by the 10th of the month, a \$25 late fee will be applied. If tuition is not received by the 20th of the month, you may *not* bring your child to school until the payment is made and/or you have spoken to the Director. (see additional tuition information on page 19–20)

Hours of Operation

We are open Monday through Friday from 7:00am–5:15pm unless it is a scheduled holiday or special event.

Operational Information

Arrival:

We kindly ask that you do not drop off your child before 7:00am but arrive no later than 9:00am. The teachers need this time to open the facility and prepare for school to begin.

To drop off your child you must:

- Ring the doorbell at our front doors and wait for a staff member to let you in

**Sometimes we do have technical difficulties; If we have not answered the door within 5 minutes, please call the phone numbers posted on the door*

- Sign your initials and time-in on your child's class clipboard

We ask that parents do not go beyond our front doors. It is best to say goodbye and assure your child that you will be back to pick them up later. Try not to linger as this makes the transition into school harder for them. If your child is upset when you are leaving, please signal a teacher for assistance. Feel free to call or text your child's teacher to check on how he/she is doing if they had a difficult start to their morning. (see Transitioning New Students and Tips for Separating on pages 9–10)

Departure:

To pick up your child you must:

- Ring the doorbell at our front doors

**Once we have verified who you are, your child will clean up whatever activity they are playing with, then collect his/her items (water bottle, lunchbox, mail,*

etc.) and be brought out to you by a staff member. Please give us some time to do this.

- Sign your initials and time-out on your child's class clipboard

The last pick-up time is at 12:00pm (part-time students) and 5:15pm (full-time students) which means that you should be at Keikiland *before* that time so that your child can gather their things and leave the premises by that designated time.

Please inform your child's teacher If someone we do not know is to pick up your child. This person must be listed as authorized to pick up your child on the enrollment forms. If he/she is not on the form, you must speak to your child's teacher or the Director. We will need the person's full name and they must present us with a valid ID at the time of pickup.

We are not allowed to release your child to an older sibling, unless they are aged 18 years old or older and we have consent from you. If there are any changes to the contact information or emergency pick up form, please inform your child's teacher.

Attendance

If you know your child will be absent or is sick for more than one day, please notify your child's teacher through call, text, or Class Dojo.

Withdrawal Info

Should you need to withdraw your child from our program, parents are required to give the Director a minimum of a two-week notice in writing.

Daily Schedule

Each classroom has a daily schedule that is available to parents upon request, but the following are some components that will be incorporated into each day.

Activities

Free Choice/Indoor Exploration: Children select from a variety of activity areas including: Art, Play House/Dramatic Play, Reading, Science, Math, Writing, Puzzles, Playdough, and others.

Circle Time: Students will start off the day singing songs together, doing calendar, completing “jobs”, enjoying books, discussing the lesson for the week, and learning letters, shapes, colors, and numbers. We are a Christian based Preschool and do teach about God through a Bible story curriculum on specified days.

Snack: We provide morning and afternoon snack for the children.

Outdoor Play: Outdoor play on the playground includes a wide variety of play equipment, games, and materials. Typically, the children go outside to play twice each day if the weather permits.

Small Group Time: Teacher directed activities with a small group or one on one. These may include academic material or arts and crafts.

Rest Time: After lunch, children watch a short movie and then are asked to rest their bodies or sleep at nap time. Nap time is an important opportunity for growing and time for active children to rest and re-energize. This is also a time for teachers to regroup, clean, do paperwork, plan for activities, and take lunch breaks.

All children are asked to lay nicely and quietly on their cots but are not required to sleep during this time. Children can bring a small blanket,

pillow and stuffed animal that will fit easily into their cubby. These items will go home with your child each Friday (or your child's last day of the school week for part-time students) to be laundered and returned the following week.

Transitioning New Students

It can be a scary process for young children to start school. We want it to be a happy and smooth experience for everyone by gradually easing the child into the new school routine. A consistent daily schedule of arrival and departure times helps children adjust to the new faces and environment. The more consistency you provide as the parent, the more comfortable your child becomes over time. In most cases, if a child does have a difficult time separating from their parent, they will normally stop crying within the first five to ten minutes of being dropped off and are perfectly fine throughout the day when distracted and having fun with friends.

For children who have never attended a preschool or daycare or have limited experiences away from their parents, we may recommend a gradual lengthening process prior to full-day enrollment. This means your child may need to start by only coming for part time hours (leave before nap time), and when he/she seems to be adjusted to the morning routine, they can then try to stay through nap time and the afternoon. This will help the child slowly become familiar with our school.

Tips for Separation

Here are a few suggestions to help ease separating upon arrival at Keikiland:

- Allow adequate time in the morning for arrival

**When you are rushing, children will feel hurried and anxious*

- Talk to your child about school before their first day, who will be there, what they might play with, what they'll learn about (refer to your child's monthly calendar), the steps of our daily routine (ask

your child's teacher for this schedule) etc. This prepares your child for what will occur and gets them excited!

- Do not linger; let your child know you are leaving by giving them a hug and kiss and reassure them you will be back later
- If your child is having difficulty separating, hand your child to a teacher and they will help calm and distract your child until they're ready to play

Potty Policy

Every child who attends Keikiland must be *fully* potty trained, which means that the child recognizes *themselves* that they need to "go," stops what they are doing, and *independently* goes to the potty. The child should be in underwear– no diapers, pull ups or training pants. They should *not* be prompted to or asked by an adult to use the potty, nor should they have to be assisted by an adult while in the potty. **This means that they should be having little to no accidents.**

Your child should be able to...

- Take off and put back on their underwear and pants without assistance (Teachers may assist with tying and buttoning)
- Get on and off of the potty by themselves
- Wipe themselves after using the potty
- Wash and dry their hands

If you have any doubts about your child's potty-training abilities, please communicate this to us. If so, we highly recommend that your child start school with us during the summer. Our Summer Program runs during the months of June and July. It prioritizes learning through outdoor play and water play and does not follow the standard curriculum of the school year. Attending our Summer Program enables new students to ease into the school routine and become familiar with our staff and facility before the official start of the school year.

If your child is consistently having pee or poo accidents a month after their start date, we will begin to log each accident. The purpose of this log is for parents to acknowledge that after a certain number of accidents, your child is not considered *fully* potty-trained and will need to take a leave of absence from Keikiland. During this time, you may pay to hold your child's spot at our school, but you must speak with the Director to determine when your child is *fully* potty-trained and ready to come back to school. No refunds or credits will be given if your child is unable to attend due to not being potty trained.

We understand that starting preschool may be foreign and scary for your child, and accidents might happen occasionally, but during the school year it's very important that our teachers spend their time teaching the skills required before your child enters Kindergarten. We are a Preschool that focuses on education, we are not a daycare.

Health & Safety

To ensure the most optimal learning environment for children, Keikiland is licensed and inspected by the Hawaii Department of Health and Safety. We also receive inspections to ensure that all fire and health, and safety regulations are met.

Inclement Weather Policy/Disasters

Keikiland will close if Waikoloa Elementary/Middle School is closed. Our schools both follow the civil defense warning and recommendations.

If Keikiland is open as usual but inclement weather becomes a serious threat, the Director will determine if an early closing time is necessary. Parents will be notified by phone call, text and/or our Class Dojo app that Keikiland will be closing early. Staff will remain at the facility until all the children have been picked up.

We will react to a fire or natural disaster according to its size and imminent danger. Children will learn what to do if there is a fire at school; students will line up at the nearest door, then proceed out to the meeting area with their teachers located at the grassy area to the left side of the building. If the fire is close to the building, we will move to the empty gravel lot in front of the parking lot. In other serious situations, depending on where the fire is located, we may be required to walk the children to Waikoloa Elementary/Middle School or to Pu'unui Park for shelter. Our goal is to keep our students, their families, and our staff safe.

Health Policy

All children must have current health record forms with immunization history signed by their doctor on file at Keikiland.

Minor Injuries: Each classroom has First Aid supplies that are brought along for outdoor play and on field trips. The kits contain the following items: gloves, band aids, gauze pads, Kleenex, and hand sanitizer. **We are not able to treat children with any medications or ointments.** We are only able to clean and wipe the affected area and apply a band aid and give them an ice pack if needed. Any injury that requires more will be reported to the parent.

Allergy Policy: When children are diagnosed with an allergy or there is a known allergy at the time of enrollment, the parent must notify the preschool in writing. This would include food or other allergies (such as bee stings). If, for any reason, your child cannot eat a certain food, please provide this in writing and discuss this with the Director and your child's teacher.

Notifications will be sent out to inform parents when certain communicable diseases are present, and we ask you to notify us when your child is out sick with a communicable disease.

Stay at Home If....

Children with the following **MAY NOT** be brought to school:

- COVID-19 symptoms (fever or chills, cough, difficulty breathing, fatigue, headaches, loss of taste or smell, etc.)
- A constant cough and/or runny nose with either clear, green, or yellow colored nasal mucus
- Open sores/wounds and rashes
- Vomiting
- Diarrhea
- Fever over 100 degrees
- Chicken pox
- Conjunctivitis (Pink eye)
- Ukus/Lice
- Flu

Unusual behaviors will be monitored closely, and parents will be contacted if other symptoms develop. These behaviors include, but shall not be limited to:

- cranky or less active behavior than usual
- crying more than usual
- feeling general discomfort or seeming unwell
- loss of appetite

Children Sent Home for Illness

Children sent home from Keikiland due to illness shall not return to school the following day. A child who is feeling ill needs to be in a quiet place where he/she can rest and have lots of attention and care.

Children may return to school *two full days* after the disappearance of all symptoms of a fever without medication. Children returning with any of the previous symptoms or illness will be sent home immediately.

Medication Authorization

If a prescription medication must be administered at school, a “Medications Authorization” form must be filled out and signed by the parent. The prescription medication should be in its original container and labeled with the child’s name, and instructions for administration, including times and amounts of dosage and the physician’s name. Parents are responsible for making sure they take the medication home with them as needed.

Accident and Illness Policies and Procedures

Parents will be notified of minor injuries via “Accident/Incident Reports” left in their child’s mailbox.

If a child has an accident at school that requires more than a band-aide or ice pack after arriving at school, a parent will be called. It is the parent’s responsibility to update the family’s emergency contact numbers. If we cannot reach a parent, the next emergency contact will be phoned. The emergency contact must be someone who can be available in case of mild illness, to provide temporary care of a sick child, and has transportation to Keikiland.

If the child requires treatment in the Emergency Room, the parent will be contacted, and arrangements will be made for transporting the child to the Emergency Room.

If a child needs immediate medical attention, the teacher will call 9-1-1, and then the parent will be called. If we cannot reach the parent(s), the next emergency contact will be phoned. The teacher who witnessed the emergency will accompany the child to the hospital, bring records and all parent permission forms.

Reporting Child Abuse

As professionals in contact with young children and their families, we at Keikiland are required by law to help The Department of Human Services to become aware of children who may be abused or neglected. According to the law, public or private school teachers, educational educators, guidance, or family counselors; as well as day care/childcare workers are mandated reporters. Thus, it is policy at Keikiland to report all suspected cases of child abuse and/or neglect to DHS immediately by telephone and to follow up in writing within 24 hours. Our school will offer full cooperation from its staff during the investigation of the reported incident.

Guidance and Discipline

One of our goals at our preschool is to help children develop a positive self-image. We hope to encourage children to be self-directed, exhibit self-control and become problem solvers. Young children, due to their developmental age, are not capable of understanding the consequences of many of their behaviors. Therefore, teachers will model and encourage children to make good choices, thus preventing harm to themselves and others. This can be best accomplished through close supervision, gentle guidance, and most importantly, redirection. Children will learn to identify and express their feelings appropriately, which requires teachers to provide support in using appropriate problem-solving strategies.

Discipline Strategies

- Providing clear and simple boundaries
- Redirection
- Giving choices between two appropriate alternatives
- Encouraging children to work together to solve problems
- Encouraging children to use their words to solve problems
- Providing logical and natural consequences for actions

When there is an ongoing behavioral concern, teachers will contact the child's parents. Communication may be in the form of a conference or written behavioral reports. Conferences with parents will include a plan of action to help promote appropriate behavior. If the behavioral concern continues, a child may be asked to leave the program for a short time (1–5 days). If the problem is still not resolved, the child may be removed from the program. It is our intent to work together with the family to promote a positive experience for the child. However, we do realize that there may be circumstances that keep a child from being capable of fully participating in a group program and that the program may not be equipped to deal with all circumstances underlying certain behavioral issues.

Clothing

To foster independence and self-help skills, we ask that you send your child to Keikiland in **clothes that he/she can manage independently**. Active indoor and outdoor play is a regular part of our school day.

Please dress your child in clothing that is...

- Suitable for running, climbing, and other vigorous activities
- Appropriate for the hot weather in Waikoloa
- Can be easily laundered

Please **do not** dress your child in...

- High heels or pretend play shoes
- Costumes/masks that cover their whole face
- Overalls, rompers/jumpsuits, or belts as this makes it difficult for children to go to the potty
- Pretend jewelry or real jewelry because it is a distraction and often becomes lost

We also kindly ask that children do not wear makeup to school. If they do, we will have the child wipe it off.

Footwear: **We highly recommend that your child wear slippers/sandals or Crocs to school. If you send your child in shoes, they MUST be able to put their socks on independently as well as their shoes.** We take our shoes off when we are inside the classroom and put them back on when we go outside, so this is especially important.

Extra Clothing: **We should always have at least *two full pairs* of extra clothing in your child's cubby in case of an accident.** Please store them in a zip-lock bag with your child's name labeled on the bag. A jacket or sweater should also be stored in your child's cubby if there are changes in the weather.

Toys

We provide a wide variety of things to play with here at Keikiland, therefore, we ask that **no toys are to be brought from home.** Anything brought from home will be taken and put aside for pick up.

Lunch

Your child will have lunch around 11:30am every day. We typically have about thirty minutes to eat and then children are asked to use the bathroom and wash their hands before getting their nap items from their cubby.

Do:

- Pack foods that you know your child likes and eats at home
- Pack a variety of *different* foods and snacks everyday
- Pack easy finger foods like sandwiches, chicken nuggets, pizza, quesadillas, etc. (Children are encouraged to use utensils when appropriate)

Please avoid packing soups and spaghetti as this gets very messy

Do NOT:

- Pack foods that must be cooked for longer than one minute

**Instant cup of noodle, instant macaroni and cheese, frozen pizza, etc. need to be cooked at home and then warmed up at school*

- Pack just snacks for your child's lunch; a granola bar, a cheese stick and/or an apple sauce packet is not sufficient for lunch

We are happy to give you ideas for lunches if needed

- Pack any candies or soda in your child's lunchbox as they will not be allowed to eat/drink this at school

We teach the children to eat their "main food" first (sandwich, musubi, pizza, etc.) After we see that they have eaten at least half of what was given, then they are able to eat their non-sugary snacks (chips, crackers, fruits, etc.). After naptime, the children can then have their more sugary snacks like gummies and/or juice.

Parents that have children with food allergies or a specific diet must notify his/her teacher at the time of enrollment or upon a diagnosis.

Snack

Keikiland provides two snacks each day, in the morning around 8:45am and another after nap time, around 2:45pm. However, you are more than welcome to pack extra healthy snacks for your child in their lunch box.

Every few months we will put out a "Snack Donation" signup sheet at our front doors. If you are able to and would like to donate a dry snack of your choosing for all Keikiland students to enjoy, we would really appreciate it!

Part-Time Attendance

Keikiland has a limited number of part-time spots available in our program. Your child may attend five half days, Monday through Friday from 7:00am to 12:00pm. **Please make sure you pick up your child on time as the rest of our students will be settling down for nap time during this time.**

Or your child may attend your choice of three full days from 7:00am to 5:15pm. **However, we do highly recommend three *consecutive* full days, as this gives the child more consistency and helps with any adjustment/separation issues. Once you specify the three days a week that your child will attend, these days are set and cannot be changed or swapped for other days due to holidays or schedule conflicts.**

Your child can come an extra unscheduled day if we know in advance and the \$45.00-day rate is paid.

Misc. Tuition Information

Your child's tuition is based on a ten-month calendar year. Every month the tuition is the *same* whether there are holidays or not. We set the amount this way so that each month does not vary. *Summer program rates may vary.

When the 10th falls on a weekend or holiday, tuition is due on the first business day afterward. A \$25 late fee will be applied if paid after this date. Tuition reminder notes will normally be posted on our front doors, but **it is your responsibility to pay on time.** If tuition is not paid by the 20th of the month and you have not spoken to the Director, your child will *not* be allowed to attend Keikiland, until tuition is paid in full, including the late fee.

There are no REFUNDS due to child's illness, absence, or any other reason. We do not pro-rate due to vacations. Full fees are required regardless of whether your child attends school.

Each month, please hand your tuition check to a staff member at the front doors during drop-off/pick-up time. You can make your check payable to Waikoloa Baptist Keikiland for Tuition. Cash is also accepted if given in a *sealed* envelope. Please write the amount given, your child's name, and the date on the envelope.

A notice will be given if we receive a returned check. After that, you will be charged \$30.00 for all checks returned due to non-sufficient funds. Parents who have two or more N.S.F. checks will be asked and required to pay by money order.

Late Pick-Up:

You should be at Keikiland with plenty of time to gather your child and their things and be out of the door by 12:00pm for (part-time students) or 5:15pm (full-time students). **There is no grace period for late pick up. There will be a late fee if children are picked up after 12pm (part-time students) or 5:15pm (full-time students).**

After the first time arriving late to pick up, you will be warned about the late policy. The next time, you arrive late, a late fee will occur. **The late fee is \$5 for every minute after 12pm (part-time student) and 5:15pm for (full-time students).** (For example, if you pick up 5 minutes late = \$25 late fee will be applied.) Late fees must be paid at the time of arriving late or the following morning.

If a child is picked up late more than three times from school, a mandatory meeting will need to be scheduled with the Director. Your child will not be able to return to school until the meeting has happened. Repeated late pickups are unacceptable and may require dismissal from Keikiland.

Classroom Rules

Please go over these classroom rules with your child frequently. These are especially important for the children who will be going to Kindergarten soon.

1. Be kind to others
2. Work and play safely
3. Listen to the teachers
4. Talk quietly indoors
5. No running inside the classroom

Communication & Confidentiality

Communication is very important to us here at Keikiland. Please keep teachers informed about your child's health, mood, hours of sleep, new family arrangements, and/or any major changes, etc. that might affect your child's behavior at school. The more transparent you are, the better we are able to support your child at school.

Your child's teacher will send home on any given day(s) a Daily Recap sheet that answers frequently asked questions from parents. For example, your child's mood and behavior during the day, if they ate all their lunch, if they napped, if they had any accidents, etc. Our school also uses a free app called Class Dojo to post pictures/videos of your child, fun activities/crafts we do in class, and any important reminders. You are also able to privately message your child's teacher with any sensitive topics. Class Dojo will be one of the quickest ways for us to update you on things.

Personal information regarding a child or family will be held in strict confidence and will not be discussed with anyone outside of Keikiland staff. Within school, information regarding a child should only be discussed when it will benefit the child or their education. We welcome questions, feedback, or discussions of any kind that can positively affect your child. Sensitive issues will be discussed at a scheduled time either by phone or conference. If you prefer a specific form of communication, please inform your child's teacher or the Director.

Our school number is (808)883-8202

Director's Phone Number: (808)769-0100

Director's email: wbkdirector@gmail.com

Family Arrangements

Keikiland recognizes that all families are not structured similarly and that some families may live apart due to a variety of circumstances. If information is needed by the Keikiland staff regarding custody, child pick-ups, etc. please provide us with the formal paperwork. Unless we have appropriate paperwork, we cannot keep a child's biological mother and/or father from picking up his or her child. Communicating the specifics of your family dynamics with the teachers will help us to better care for your child.

Homework

Homework may be given out on any given day. Homework in preschool is meant to be fun and include parent participation. Small prizes are normally given when homework is completed and returned in a timely manner.

Holidays & Birthdays

Keikiland will be closed to students on the specified dates. We provide a monthly calendar indicating days off and sometimes a newsletter that will explain special events, and other pertinent, fun, and helpful information.

Although we try and remind parents before days off, it is the parent's responsibility to know these dates. Ask your child's teacher if you have yet to receive a list of holidays and special events. If any policy provision or additions take place during the school year, a written notice of 30 days before it becomes effective will be given.

At Keikiland we make it a point to celebrate each child's birthday at school. If your child's birthday falls on a weekend or day off, we will always celebrate their special day beforehand. You are more than welcome to bring a store-bought or homemade treat like cupcakes, cake, ice cream, etc. for just your child's class or for the whole school. Please make sure to inform a member of our staff if you choose to do so.

Closing Statement

A strong home and school environment are essential for the success of young children. Our staff will do our absolute best to keep you informed and involved in our preschool program. We will always strive to create an environment where families and students feel supported and heard. We look forward to getting to know you and your family. Thank you for entrusting us to guide and care for your precious child while you are away. Welcome to the Waikoloa Baptist Keikiland Ohana!