

**EMMANUEL LUTHERAN PRESCHOOL  
AND DAY CARE CENTER  
520 WEST ONE STREET  
KAHULUI, HAWAII 96732  
PHONE: 873-6339**



**We welcome your interest in our Preschool and Day Care Center. The Staff here at Emmanuel hopes to be able to serve your needs through our program. We trust that this handbook will explain our approach and philosophy and answer many of the questions that you might have. The director and other members of the staff will also gladly answer any further questions that may come to mind. If you have any questions after reading our handbook, please do not hesitate to call us at 873-6339.**

**Website: [els-maui.org](http://els-maui.org) email: [preschool.director@elcs-maui.org](mailto:preschool.director@elcs-maui.org)**

## PHILOSOPHY

We believe that God has given every human being a marvelous potential for leading a creative and successful life in this world. Your child, in his preschool years, is growing rapidly in all aspects of his life. Many patterns and attitudes are already formed by the time a child is ready to enter into the educational system at the kindergarten level. These patterns must be able to shape a personality which will be able to cope successfully with an ever-changing world.

We believe that effective guidance and teachings at this young age must involve the total person. We will begin with an approach of love and guide him in the dimensions of his intellectual, emotional, social, physical and spiritual growth.

We recognize the primary responsibility of the parents in this role and also that it most normally occurs in the home. However, we also know that, for many valid reasons, parents desire assistance in these aspects of care and training of their child. We are very aware that we cannot become a substitute for your own capable parental direction, but we are anxious to serve and assist you by providing the best possible away-from-home learning environment for your child.

The name "EMMANUEL" which our congregation has chosen means "GOD IS WITH US". We believe that He is with us and that He will bless the labors of our hands and hearts. We have chosen to carry over this name into the name of our Preschool and Day Care Center since it most adequately sums up our feeling and concern for you and your child.

We welcome students from all cultural, religious and socioeconomic backgrounds who agree to support the philosophy, mission, values, and beliefs of Emmanuel Lutheran Preschool as set forth in this handbook. We fully subscribe to the teachings of the Lutheran Church Missouri Synod (LCMS) regarding the inerrancy of scripture, human sexuality, marriage, and consider these and all other teachings of the LCMS to be the norm and guide of our practices, enrollment and employment. We uphold the traditional, biblical view of marriage as being between one man and one woman (Matthew 19:4-6) and encourage the support of family and parenting. Values that are given to us in the Ten Commandments and the Bible, form the environment in which your child will be taught. Children at Emmanuel are taught to honor and value life and to seek out the good of others.

Although our program does include Bible stories and their application to our life, we do not see this as the complete approach to your child's feeling of relationship with God and the rest of God's children. We believe that this faith must be displayed in all of life, and so Christian values will be integrated into our entire daily program.

"PRESCHOOL AND DAY CARE CENTER" indicates the level of our operation. We see a need for a well-planned learning curriculum to guide your child's intellectual, social and spiritual growth, as well as a need for all-day care for his physical and emotional well-being (especially if both parents work). We will attempt to serve the best interests of your child at any level of our operation. The program is for children who have reached their third birthday by September 1 of the year in which they enroll and is operated during the hours of 7:00 A.M. to 5:00 P.M. Monday through Friday from September through July. Included in the program will be the specific Preschool Program from 8:00 A.M. to 2:30 P.M. Those who desire only the Preschool portion of our program may enroll their child for these hours only. Those who desire the Preschool plus the Day Care service may enroll their child until either 2:30 or 5:00 P.M. Separate fee schedules will be used for each additional service. We trust that we can serve your child's needs in the best possible way. We look forward to working together with you and your child, to provide a happy and satisfying experience at Emmanuel Lutheran Preschool.

**The Hawaii Preschool Content Standards**  
**is used as a guide to ensure meaningful and age**  
**appropriate practices throughout our curriculum.**

### **BIBLE STORY TIME**

Through stories and a weekly chapel service we will introduce the Bible and its people to your child. Your child will also learn to know God as his loving Father and Jesus Christ, His Son, whom He sent to be the Savior of all mankind.

He will have the opportunity of learning simple Bible verses, songs and prayers. He will also learn, through his supervised contact with other children, that the worship of God is made real through harmonious and loving relationships with other people.

### **MUSIC AND ART**

Even before a child learns to read or write, he communicates through the language of music, arts, crafts and dance. To help your child express himself freely and communicate through different ways, the child will be given opportunities to use various art and musical media. Your child will be encouraged by teachers to express his own ideas in his own way and will be stimulated by teachers to think and work independently.

### **PHYSICAL EDUCATION**

Children need to be able to identify their body parts and to know how their bodies move. They must be taught to use their bodies smoothly and efficiently. The physical education program emphasizes the basic gross motor skills (running, jumping, sliding, leaping, hopping) along with balance and over-all body coordination. As your child masters gross motor skills, he is well on his way toward the development of his body for later life.

### **LANGUAGE EXPERIENCES**

A young child learns best through first hand experiences. These real experiences will be provided through carefully selected toys that allow your child to recreate and experiment with what he sees around him in books and through tapes and CDs, educational television and field trips. He will be given the daily opportunity to express these experiences by “writing” his own stories, by communicating with his teachers and friends, and through drawing, painting and movement.

### **NUMBER READINESS**

To help your child understand numbers and their meaning, the number readiness program includes manipulating counters and other small objects in relationships to numbers, counting, identifying the numbers, and placing numbers in proper sequence. Color recognition and shape recognition also are included in the number readiness area.

### **READING READINESS**

To support Language Development and Literacy, we strive to provide an environment filled with activities that promote skills in listening, speaking, communicating, vocabulary building and comprehension. The English language is explored through the use of Phonemic Awareness (the ability to learn, identify and manipulate the sounds in spoken words) as preparation for reading readiness.

### **SOCIAL STUDIES, SCIENCE**

An important aspect of a child’s learning experience is to help the child become aware of himself, his community and the world around him. To help him develop this awareness, your child will be encouraged to develop his five senses of sight, sound, touch, taste, and smell and to satisfy his curiosity of WHAT things are, WHY things are, and HOW things are. They will be encouraged to participate in group discussions and scientific inquiry.

## ADMISSIONS POLICIES AND PROCEDURES

- A. Children enrolling shall have at least reached their **third birthday by September 1** of the year in which they enroll.
- B. Children enrolling shall be **fully toilet trained** and **capable of caring for their personal needs**, and wake themselves to use the toilet. Regular underwear is to be worn at all times (no “pull-ups” or similar wear). Children **must be able to take a nap** or lie quietly during naptime without disturbing others.
- C. Emmanuel Preschool is licensed to enroll 36 students between the ages of 3 and 5 and carries liability insurance.
- D. It is our center’s policy to not discriminate against persons with disabilities on the basis of disability, and to provide children and parents with disabilities an equal opportunity to participate in the center’s programs and services, in compliance with state laws and the federal Americans with Disabilities Act within reasonable boundaries by considering whether the acceptance would result in undue hardship to the center. Admittance will be on an individual basis at the discretion of the Director and Board of Ed.
- E. Preschool is open 7:00 a.m. to 5:00p.m. Monday through Friday from September to July. We are closed during the month of August and on all State and Federal holidays. Christmas and Spring break (dates vary depending on days of the week).
- F. **Children must be picked up on time.** Prompt pick up of children is strictly enforced. Late pick up of children after their scheduled time will be charged **\$12.00 within the first half hour** and **\$6.00 per quarter** hour thereafter. Children remaining **past 5:00 p.m. will be charged a late pickup fee of \$2.00 per minute (this also applies to any early scheduled preschool closing)**. Please call if you are going to be late. Temporary schedule changes that are made with the Director will be charged an additional \$45.00 p/day. **Multiple late pickups (over 3) can result in termination of enrollment.** Children will only be released to their parent/guardian and any authorized persons on the pick up list. **Please notify school of any changes to pick up people. ID must be presented.**
- G. Please give us prompt notification of any change in address, phone number or place of employment so we can contact you immediately should the need arise.
- H. Inclement Weather: Cancellation of school will be announced on radio station KPOA (FM 93.5) or by PRAXI email. If students are at school when unexpected weather conditions occur, parents will be contacted for pick up.
- I. Picture/Video: As enrolled student, your child’s likeness within a group of children may be used on the school’s social media or advertising the school. Your child will not be individually identified or have an individual photo/ video of them without permission.

## HEALTH POLICIES

- A. If your child is sick, please do not send him/her to school. It is not fair to your child, other children, or the teachers. Please notify the Preschool if your child has a prolonged illness.
  - 1. **Children need to be fully immunized to attend Emmanuel.**
  - 2. MEDICATION WILL NOT BE GIVEN at the school by Staff members. Self-medication will not be allowed without a doctor’s written permission. Children **may not** have medication in their possession or in their cubby holes including: vitamins, inhalers, ointment, lotion, or sunscreen.
  - 3. Do not bring your child to school if he/she is contagious, or is vomiting, has a fever or diarrhea, has copious nasal discharge, or requires medication throughout the day.
  - 4. If your child has a **contagious disease** ie. pin worms, chickenpox, influenza, pink eye, measles, mumps, rubella, ukus, strep throat, impetigo, active tuberculosis, etc. Please keep your child at home until he/she has been treated by a doctor and **all symptoms are no longer present. A doctor’s note will be required in some cases, before your child can return to school.**

5. Children with any nit/ukus in their hair will be sent home. Children **need to be treated for ukus, stay home one day after treatment, and be nit free and uku free before returning to school and hair will be checked up on re-entry into school. Children will be sent home if any nit(s) are found.**
- B. First Aid will be administered immediately to any child who suffers a minor injury. In the event of a more serious injury, the parents will be contacted without delay. If the parents or the emergency person cannot be reached, a doctor will be called when necessary. The facilities of Maui Memorial Hospital are close by if immediate emergency care is needed. Any child who becomes ill during the day (vomiting, fever, diarrhea, hives, excessive coughing/runny nose, etc.) will be isolated from the group until one of the parents or the emergency contact person has been called and the child can be taken home.

### REGISTRATION

Upon acceptance of your child into our preschool, the following steps are necessary to complete the enrollment:

- A. Complete the "Application & Personal History" forms.
- B. Pay non-refundable registration and partial tuition fee.
- C. Schedule a visit of a least one parent and the child with our Director or other designated staff person. The phone number is 873-6339.
- D. All children starting preschool for the first time must meet health requirements upon acceptance/enrollment:
1. Tuberculin clearance notice.
  2. A completed record of **immunizations** and a physical exam record on Hawaii Form 14 & Health Supplement form 908A. These forms should be available at your doctor's office or call us for a copy.
  3. **All children entering Emmanuel preschool/grade school, must be fully immunized. No exceptions.**
- E. Establish an account on our PRAXI management system

### FEES

- A. A **non-refundable registration fee and non-refundable partial tuition fee** will be required at the time your child's application is accepted. The registration fee covers the cost of your child's sleeping mat, classroom supplies, group accident insurance, etc.
- B. **B. All attending families need to be enrolled into the PRAXI School mgt. system. Tuition and fees are paid only through this system. Tuition payment is due by the 5th of each month. It is mandatory that payments be setup as automatic/recurring payments from your account. Families are updated and notified of events through PRAXI email. Any child whose tuition has not been paid by the fifth of each month will be eligible for termination of enrollment unless prior arrangements have been made with the Director.**
- C. The current monthly tuition starting September 20\_\_\_\_:
- 1) \$\_\_\_\_\_ for the 7:00 a.m. to 2:30 p.m. schedule.
  - 2) \$\_\_\_\_\_ for Preschool plus Day Care until 5:00 p.m.
  - 3) All fees and schedules include the morning snack. Afternoon snack will be provided to those remaining for the 5:00 P.M. Day Care Program. However, in response to requests from parents, there is also a *voluntary* snack sign up sheet for those families wishing to bring snack on a chosen day (providing snack is not required or expected). Snacks must follow USDA approved nutritional guidelines (copies available upon request).

4) Since the Preschool budget is based on a full enrollment, *there will be no refunds for illnesses or absences.*

## BEHAVIOR GUIDANCE POLICY

*Discipline:* We strive to provide a safe and enriching environment for our children, an environment in which they can feel cared for and respected. It is our goal to help children develop self-control, respect for others and care for their surroundings. Children should be given clear and consistent limits and expectations on appropriate behavior. Positive discipline is practiced as a means to help children develop successfully.

- Child is directed onto a different activity or area.
- Time out: usually one minute per year of child's age or until child has calmed down enough to rejoin the group/activity.
- Suspend privileges (except food).

Children should be showed ways to cope with situations in a non-aggressive manner and develop a sense of empathy. Adults should look for meaningful ways to show children why aggressive and hurtful behavior is unacceptable. Where your child is concerned, we want to keep lines of communication open between teachers and parents. Working together is important in helping your child develop into a healthy individual. Usually talking with a child, a verbal warning or redirecting, is enough to stop inappropriate behavior. However, if a child continues to: harm others; use foul language; verbally or physically threaten children or teachers; cause damage to school property; intentionally ignore safety guidelines, and where improvement in behavior is not occurring, the following measures will be taken:

- A. At the discretion of the Director, the parents of any child who intentionally harms another child or staff member will be notified immediately. The parents will be requested to remove the child immediately for the remainder of the day.
- B. If, after a conference with the child's parent(s)/guardian(s), the above behavioral pattern continues, the Director and Board of Education will request the removal of the child immediately and without tuition refund.

**No Tolerance Biting Policy:** Human bites are very painful and can lead to serious infections and transmission of disease if skin is broken. In order to protect the children, the Director may terminate a child's enrollment at any time, depending on the severity of the situation.

## GENERAL INFORMATION FOR PARENTS

A. Your child should be dressed comfortably in washable clothing. *Regular underwear is worn at all times.* We ask that he/she wear slippers or shoes. For safety reasons we do not allow shoes or slippers *with any type of* **elevated or hard heels** (i.e. wedge, platform, low stiletto, boots). There is a **"no superhero"** policy. Therefore articles of clothing, lunchboxes, cards, toys, tattoos, etc. which depict Superheroes, Transformers, fighting figures or scary and inappropriate images are not allowed. Face make up is not to be worn in preschool as well as dangling earrings which can accidentally snag during play. Halloween costumes may not be worn to school. No heavy scented body lotion/spray, hair gels/spray or perfumes.

B. Your child will need the following items sized to fit easily in his/her cubby hole (please put child's name on items):

- 1) Extra change of clothing and underwear in ziploc bag.

- 2) A *small* blanket and pillow for nap time.
- 3) A *small* lunch box
- C. Children with milk allergies or non milk drinkers are given water during snack time. Please furnish us with a doctor's note for allergies or parent/guardian note for no milk given. Children on restricted diets need to bring their own snack
- D. Articles sent to school for "show and tell" should be marked with the child's first and last name. Easily broken toys, foods, candy, gum, toy weapons, and superhero toys are not allowed. All articles brought to school must fit easily into the child's 11"x 11" cubby hole.
- E. Individual Parent-Teacher conferences are held in November and May. Parents need to be on time for their time slot.
- F. A Pumpkin Fest fundraiser (or other fundraiser) will be held to benefit the grade school and preschool. There will be opportunities for parents to donate and volunteer during the event. Parent participation is vital for a successful fundraiser.
- G. You are welcome to visit and observe the Preschool and Day Care Program. We do, however, ask that you contact the Director before an extended visit so that the schedule is not upset by having too many visitors on the same day.
- H. Please notify the school if your child will be coming to school after 8:30 A.M. Also, please notify the school if your child will not be coming to school.
- I. "No candy policy" - candies, frosted and unfrosted cakes will not be served to the children as a snack. *Please do not send these items to school. Do not bring "Holiday" goodie bags or treats. Birthday goodie bags cannot contain candy, super heroes or fighting toys.*
- J. Information pertaining to an individual child or parents or guardians of the child shall not be disclosed to persons other than the facility staff unless the parents or guardians of the child grant written permission for the disclosure or an emergency arises.
- K. All children are accepted on a probationary period. If after a reasonable length of time, the director and staff feel that the child *cannot/will not adjust to the daily routine expected of a 3, 4 or 5 year old child*, or that the child would benefit from a more suitable environment, a conference will be held with the parent(s) /guardian and if it is in the best interest of the child to be removed, the school will refund the remaining tuition.
- L. Priority enrollment is given to the children of *active* church members, *preschool* alumni and *siblings* of the preschool and siblings of current grade school children (in good standing).

**Attending families will be notified in writing if any change in  
policy occurs that is not reflected in this handbook.**

## Daily Schedule

Our daily schedule is listed here for your general information. It is, however, flexible and is subject to some adjustment during the school year.

7:00 - 8:30 Supervised Free Play, Arts and Crafts, Music, etc.

8:30 - 8:50 Snack Time

8:50 - 9:00 Circle Time

9:00 - 9:30 Outside Play Time

9:30 - 9:45 Jesus Time

9:45 - 10:00 Indoor activities

10:15 - 11:00 Small Group Time\*

11:00 - 11:15 Story Time

11:15 -12:00 Lunch

12:00 - 12:30 Transition time from bathroom to sleeping mats

12:30 - 2:00 Nap Time

2:00 – 3:00 Wake up, 2:30 pick up, quiet play & projects

3:15 - 3:45 Snack Time

3:45 - 4:15 Story Time

4:15 - 4:45 Outside Free Play

4:45 - 5:00 Inside Activities

5:00 Closing - Children need to be picked up on time.

\*Specific subject area instruction occurs at this time. **A combined Preschool and Grade School Chapel is held every Wednesday at 8:10 a.m.**

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