



EMMANUEL LUTHERAN PRESCHOOL

520 WEST ONE STREET
KAHULUI, HAWAII 96732
PHONE: 873-6339

Thank you for your interest in our school! 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.

School Website: els-maui.org

Email: 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 the preschool years, grows rapidly in all aspects of 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 our students in the dimensions of their 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 school 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.

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 the first day of August and is operated during the hours of 7:00 A.M. to 5:00 P.M. Monday through Friday from August through May. Included in the program will be the specific Preschool Program from 8:00 A.M. to 2:30 P.M. A summer program will also be available during summer break. Those who desire only the Preschool portion of our program may enroll their child for these hours only. Those who desire PrePlus, our extended care service may enroll their child until 5:00 P.M. Early drop off is available with limited space starting at 7:00am on school days. 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 are 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 music, 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, confidence building, 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 AND 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 August 1.
- 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).
- C. Children must be able to take a nap or lie quietly during naptime without disturbing others.
- D. Emmanuel Preschool is licensed to enroll 36 students between the ages of 3 and 5 and carries liability insurance.
- E. 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 Education.
- F. Preschool is open 7:00 a.m. to 5:00p.m. Monday through Friday from August to May. We are closed on all State and Federal holidays, Fall Break, Christmas Break and Spring break. Summer schedules may change according to the need. (All dates vary depending on days of the week).

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 the school of any changes to pick up people. ID must be presented.

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.

F. Inclement Weather: Cancellation of school will be announced on our school website and Facebook or by PRAXI email or Brightwheel message. If students are at school when unexpected weather conditions occur, parents will be contacted for pick up.

G. The policies developed address all of the required measures in the DHS Guidelines for Child Care Facilities.

Picture/Video: As enrolled students, 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

If your child is sick, do not send him/her to school. It is not fair to your child, other children, or the teachers. We have limited staff available and need them to be healthy! 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 or has:

- contagious
- vomiting*
- a fever* or temperature measuring 99.8 or higher
- diarrhea*
- copious nasal discharge
- nasal discharge of any color
- requires medication before or during the day

**Keep your child home for 24 hours from the time the symptom is no longer present.*

4. If your child is unable to participate in a regular day of school activities as normal, do not bring your child to school.

5. Please inform the Director if your child has a contagious disease ie. covid-19, pinworms, chickenpox, influenza, pink eye, measles, mumps, rubella, ukus, strep throat, impetigo, active tuberculosis, etc. Please inform the Director and 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.

6. 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 and uku free before returning to school and hair will be checked upon 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 and a Brightwheel Incident Alert will be sent. In the event of a more serious injury, the parents will be contacted without delay by phone. 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 online.
- B. Pay non-refundable Enrollment Fee.

Schedule a visit of at 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 **and** 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 Enrollment Fee will be required at the time your child's application is accepted and enrolled.
- B. All attending families need to be enrolled into the PRAXI School management system. Tuition and fees are paid only through this system. Tuition payment is due by the 15th of each month. It is mandatory that payments be set up 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 fifteenth of each month will be eligible for termination of enrollment unless prior arrangements have been made with the Director.

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

*Please check the Enrollment tab on our school website for current tuition and fee information.

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

Children will be shown 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 must be 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).
- B. Clothing, backpacks, personal items and clothing should be appropriate. No characters portraying violence, unacceptable sayings, alcoholic beverages or other inappropriate pictures.
- C. 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.

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

- 1) Extra change of clothing and underwear in a ziploc bag
- 2) A small blanket and pillow for nap time
- 3) A small lunch box and child size water bottle
- 4) A backpack and folder to take home items from school

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, and toy weapons are not allowed. All articles brought to school must fit easily into the child's 11"x 11" cubby hole.

- D. Individual Parent-Teacher conferences are held in Fall and Spring. Parents need to be on time for their time slot.
- E. Fundraisers will be held throughout the year to benefit Emmanuel Lutheran School. There will be opportunities for parents to donate and volunteer during these events. Parent participation is vital for a successful fundraiser.
- F. Please notify the school if your child will be coming to school after 8:00 A.M or if your child will not be coming to school.
- G. **"No candy policy"- candies will not be served to the children at school.** Teachers will encourage students to eat their healthy snack and lunch portions first. Please pack healthy options for your child.
- H. Communicate with the teacher before sending birthday or holiday treats or goody bags.
- I. 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.
- J. 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.

- K. **Preschool Excursions:** We may leave campus for class field trips throughout the year giving our students to learn more out of the classroom. (rev. 7/6/20)
 - a. For any preschool excursions, parent permission is required.
 - b. The preschool class will be transported by school bus (Ground Transport Inc.).
 - c. All students must wear a red ELS t-shirt.
 - d. Parents may be asked to join as helpers.
 - e. Parents who choose to exempt their child from school sponsored activities are to keep their child home until the class returns to school.
- L. **School Meals:** Due to changes required by DHS in response to Covid-19, we are no longer serving snacks as part of our program. All meals must be sent from home in a lunch box/bag. (rev. 7/6/20)
- M. **Natural Disaster Response:** The school principal and preschool director will make the necessary decisions when/if emergency situations, such as flooding, tsunami or hurricane warnings arise.
 - a. Parents will hear of school closures by these methods: email from PRAXI, posted on our Facebook page, Brightwheel message and also on our school website.
 - b. Should early dismissal from school be necessary, all parents will be notified.
 - c. If it is determined to be safest outside, the preschool class will meet in the preschool play yard. Otherwise, students will stay inside safely away from windows.
 - d. Preschool will also follow the ELS safety policy when deciding how to respond to a natural disaster. (rev. 7/6/20)

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

-Revised June 29, 2020 L.Lewis
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