



# Policies and Procedures

## COVID Policies

**The Green Preschool in Kailua is following the recommendations of the Federal and State governments regarding keeping our facility safe for you and your children during the COVID pandemic. Please see our COVID policies for more detailed information.**

## “The Work of the Child is Play”

Creative play is the basis for constructive learning in young children. As a state-licensed preschool teacher and a certified Waldorf early childhood educator, I strive to provide the children at my school with the best play materials, a gentle daily rhythm and age appropriate creative and intellectual activities in a warm, loving environment. Creative group play provides a wonderful opportunity for children to learn social skills and develop a genuine sense of caring and love for their playmates. Creative play also encourages children to develop their initiative and learn how to create themes and images from their own imagination, which is supported and inspired by our daily circle and story. The most recent studies on brain development stress that movement and learning go hand in hand. The best vehicle for intellectual stimulation and development in young children is creative movement and creative play.

## The Green School in Kailua Curriculum

The Green Preschool in Kailua combines the best of Waldorf early childhood curriculum and environmental learning for children two and a half through 6 years old. Our maximum students per day is 6. Our teacher/child ratio is 1/6. Activities provided for the children on a daily and weekly basis include circle time, story time, gardening, composting, sewing, drawing with crayons, water color painting, play dough, finger painting, sand play, water play, cooking and bread baking, games and creative play.

Our curriculum follows the seasons of the year. In the fall the festivals of Michaelmas, Halloween, St. Martin and Thanksgiving are acknowledged through stories and activities. December begins the Advent Season celebrated with the traditional Waldorf Advent Garden. St. Nicolas visits on December 6. The holiday season is celebrated with special craft activities, songs, stories and circle activities. After Christmas, the Three Kings linger with us, followed by the celebration of the Chinese New Year. In February we celebrate St. Valentine’s birthday. March brings us Girl’s Day and St. Patrick’s Day followed by Easter. Spring celebrations begin with May Day, Boy’s Day and Mother’s Day; followed by Father’s Day in June. The traditional Waldorf birthday celebration is experienced by each member of the class and their parents.

In addition to the traditional Waldorf curriculum, children can learn to print their name, using finger paints or crayons. One to one correspondence and simple adding and subtracting is learned through practical counting exercises and creative games. Letter recognition is taught by playing Alpha Cards, Auntie Pualani’s own invention.

**Parents participate at the school by attending school community events.** Families, including siblings and grandparents, aunts and uncles and family friends, are always cordially invited to attend seasonal celebrations and field trips. In particular, Advent Garden, which is celebrated on the first Sunday of December and May Day, which is the first Sunday in May, should not be missed! These festivals are an integral part of our curriculum.

Our field trips feature locations of interest to young children. Ho'omaluhia Gardens, local farms, Pae Pae He'eia Fish ponds and the Lo'i at Papahana Kuaola in Kaneohe, are some of the places we visit annually. Field trips are announced during the school year.

### **Yearly Schedule**

**The Green Preschool has a year round schedule beginning in August and ending at the end of the following July.** We have one week of Autumn Break, 2 weeks of Winter Break, a week of Spring Break and a week long Interim Break before Summer Session begins which is the month of June. **We are closed the month of July for Summer Break.** State and national holidays are observed. The school calendar on the website provides the specific schedule.

### **School Hours/ Absences & Tardiness**

School hours are from 8:30 am to 3:00 pm. It is important to be prompt. **If you are running late and will arrive at school after 9:00 am, please call or text the school (262-3253) and inform us when you expect to arrive. If your child will be absent please inform us by 9:00 am.** Children may dismiss earlier than 3:00 pm if their parents want them to have a shorter day. Early dismissal does not affect tuition. Children must be picked up promptly from school by 3:00 pm., by the parents or designated care giver (See Student Information Form). There is a 5 minute grace period. After 3:05 pm a \$1.00 a minute late fee applies. Late fees are placed in the Tuition envelope on the sign-in table. It is your responsibility to pay the late fee promptly. **If you are going to be late to pick up your child, please call the school and let us know when you can pick-up your child ASAP. Children become anxious if their parents are late. It's helpful to let them know when they can expect to be picked up.**

### **Application Procedure & Wait List**

The Green Preschool in Kailua accepts applications year round. Acceptance to the school is decided on a first-come-first-serve basis and the availability of openings.

**It's a good idea to apply to the school at least 6 months in advance of the date you wish your child to begin attending the school. If you wish to be placed on the wait list, you must submit a completed application form at the website on the enrollment page. The non-refundable application fee of \$150.00 will become the your registration fee when you enroll at the school.**

**The registration fee of \$150.00, the annual supplies fee of \$150.00 and first month's tuition are due upon acceptance to the school.** All forms in the registration packet must be completed and returned to the school.

Children must be between 2 and a half and 6 years old and toilet trained in order to qualify as a student at the school.

### **Maintaining a Healthy School Environment**

**Consistency of our student body is key to providing a safe environment for our students. This was key during the COVID pandemic and is still a main advantage for our students and families. Parents MUST commit to enrolling their child for the entire academic year: from August through May. When joining the school mid-year, families must commit to finishing the current semester when their child enters the school. We have three semesters: Fall Semester: August - December; Spring Semester: January - May; Summer Session: the month of June.**

### **Tuition**

Tuition and fees are listed on the enrollment page of the website. **We are presently a 4 day program, Monday - Thursday. Tuition is due at the beginning of every month.** Please pay your tuition by leaving a check, made out to: The Green Preschool in Kailua or cash, in the designated envelop on the sign in table at school. You can charge your tuition using "Square" or use Pay-pal, but you are responsible for any fees the school is charged for the transactions. **Tuition for your child is the same each month that your child is enrolled regardless of scheduled school breaks or days missed by your child. No tuition is due for the month of July when we are on break.**

### **Withdrawing from the School before the end of the school year**

**Once the student is signed up for the semester, due to the limited spots and school's inability to replace a student on such short notice, if the student leaves before the end of the semester, parents are responsible for 100% of the tuition for the entire semester. Some exceptions may be given at the discretion of the School's owner due to an emergency.**

### **Health Policy**

Parents need to submit a current copy of the State of Hawaii Health Form: "Form 14", to the preschool to be kept in your child's file. You may get this form from the preschool or your doctor. If you already have a Form 14 for your child, please submit a copy of it to the school. **All students must have had a tuberculosis test within a year before entering the school.** The results of the test should be recorded on the health form by your health practitioner. (The state Health Clinic in Kaneohe does TB tests for free. Call the State Health Department for more information.) The health form must be completed by a doctor and record the following information: physical examination report, immunization records, any medical problems including restrictions and allergies, results of chest x-ray or tuberculin skin test.

If you are not immunizing your child please fill out the Hawaii State Immunization Waiver form available at the school. Children are not required to have been immunized to attend The Green Preschool in Kailua. Children are exempted for religious reasons only according the Department of Health Examination and Immunization guidelines, state statute 11.157-5 (b). If state law regarding immunizations should change, The Green Preschool is obliged to follow the law.

**Please be sure to personally inform Auntie Pualani of any pre-existing health conditions your child might have such as allergies, or injuries.**

**Illnesses and Possible Exposure to COVID-19.**

**Children's temperatures and their general well being are checked upon arrival to school. If any family member of a student is sick or has traveled via airplane, the student must adhere to any quarantine policy the state is presently enforcing.**

**Sick children cannot come to school.** If a child has a fever, severe congestion, conjunctivitis or anything contagious, the child should stay home. It is advisable to keep children home for an additional day after a fever has subsided. If your child has head lice or pin worms they are required to stay home until the condition has been properly treated. In cases where children are recovering from measles, mumps, chicken pox, rubella, etc. a doctor's note stating that the child is no longer contagious will be required before the child can return to school.

**If a child becomes ill while at school, the parents will be notified and be asked to pick up their child as soon as possible.**

**Administration of Medication**

There is no administration of medication by myself to any child, during school hours.

**Emergency Medical Care**

**Emergency contacts and information is recorded on the Student Information Form which is filled out prior to enrolling at the school. (It is on the website.)** In an emergency every attempt will be made to contact the parents or the alternative persons listed on the Student Information Form. If these people cannot be reached in a timely manner, Auntie Pualani will assess the situation and if necessary transport the child to the nearest EMS facility, which would be Castle Hospital, if the emergency occurs at school. In extreme situations, it may be necessary to call an ambulance. It is the responsibility of the parents to pay for any medial expenses the child incurs while at school.

**Transportation and Field Trips**

Parents or a designated care giver are responsible for transporting children to and from school. Each child must have a completed field trip permission slip on file with the school. Parents will be asked to volunteer to accompany and transport students on field trips. Car seats or booster seats are required for preschool age children. **On field trip days, parents must leave car seats or booster seats at school if they will not be transporting their children themselves to and from the field trip. All children and their families are welcome to attend any field trip.** Field trips and preschool events are a wonderful way to introduce prospective families to The Green Preschool. If you know families who would be interested in attending a preschool event or field trip you may invite them. Please let Auntie know they are coming when you RSVP.

## Meals

The preschool prepares a nutritious snack each day comprised of a cooked organic grain or main entree, a non-meat protein, four fresh organic fruits or vegetables and organic coconut milk. The “snack” is served at 11:00 am. **Families supply lunch for their children.** Please send your child’s lunch in a plain lunch box that closes tightly and is labeled with your child’s name. **Please include a little “wash cloth place mat” and reusable napkin with your child’s lunch.** Use a cold pack if you need to. Lunches are stored in your child’s cubby. We will heat any thing that needs heating. Water is served at every meal and is always available to the children throughout the day. Each child has his own cup which the school provides. Candy is not allowed at school. Sugary drinks including juice are discouraged.

## Dress Code

Children should wear comfortable play clothes to school; clothes that can get dirty and not be ruined. **Elastic waist bands are particularly helpful to young children as it makes it so much easier for them to use the toilet.** Children must have an extra set of clothes at school at all times including two pairs of underwear. These clothes are stored in your child’s cubby. Commercialism is discouraged at school. **Please do not allow your child to wear T-shirts that sport commercial images from Disney or the “Super Hero” crowd, etc.** Writing, generic images like cats or butterflies, or abstract images or logos that are not suggestive of anything in particular are ok. Commercialism has a negative influence on creative play. Mahalo!

## Toys from Home/ Show and Tell

**Toys from home are not allowed at school.** There are plenty of toys for the children to use at school and all of the school toys have been carefully selected to encourage imaginative and cooperative play. Home toys might be broken or lost at school. **Please keep home toys at home.** If a child brings a toy to school, we will keep it “safe” in the child’s cubby until the child can take it home at dismissal time. The same goes for wearing jewelry to school, which can cause injury to a child or their friends during free play or easily get lost or broken. Little girls in particular like to wear their finery, but if it comes to school, it will stay in their cubby.

In keeping with the “home toys at home” policy; Auntie Pualani does not do “show and tell”. If there is something special a family or child wants to share with the class, please talk to Auntie about it first and we can arrange a time during the day when we can view it. Children are encouraged to have pleasant conversation at meal times and have plenty of opportunity to talk to their peers about their lives and their favorite possessions.

## House Pets

Auntie Pualani’s house includes the resident dog and cat. If your child is allergic to pets, or you object to your child interacting with animals, this is probably not the right facility for you. The pets are “child friendly” and the children are allowed to interact with the animals with supervision, as long as the interaction is serving the best interest of the child. The pets have places of confinement, away from the children when we do not wish to interact with them.

## **Parent Participation & Parent/Teacher Communication**

Parents are invited to participate in their children's education and may visit the preschool anytime. As a courtesy to Auntie and the children, it is important to make an appointment before visiting the school. There are many times during the year when we will be counting on parent volunteers to help out. Special craft projects, holiday celebrations, field trips and garden work days at school, are just a few examples of times when we will need parent volunteers.

**Parent-teacher conferences commence during spring semester and are announced. You will receive a written evaluation of your child's progress and have an opportunity to confer with Auntie regarding your little one. All questions and concerns are welcome.**

**Please feel free to call or text (262-3253) or email Auntie Pualani ([thegreenpreschoolkailua@gmail.com](mailto:thegreenpreschoolkailua@gmail.com)) any time you have a question or concern.**

Sometimes it is not practical or timely to talk to the teacher at dismissal or drop off time, especially in front of the children, but please do not hesitate to contact Auntie right away if you have any questions or concerns.

**Field trips, seasonal festivals and scheduled breaks, are listed on the school calendar at the website and announced via email and are posted at school. Please RSVP via the sign-up email that is sent out for each event.** Any unforeseen, last minute changes regarding field trips, etc. are conveyed by email or text by Auntie.

The Green Preschool promotes a sense of community as part of our curriculum. I am always pleased to see the many good friendships that form between the families and the students at the school.

## **Media Policy**

The Waldorf curriculum strives to develop the imagination of the child and encourages children to discover who they are through imaginative play that is fashioned from their own impulses. Imaginative play lays the foundation for creative problem solving, self motivation and self confidence in later years. The teacher gently guides free play. Play that is initiated by the children themselves and is not taken from commercial sources tends to be cooperative in nature and deeply satisfying to the children.

In light of this goal, parents are strongly encouraged to limit and monitor the viewing of television, movies, videos, DVDs, etc. **Please, do not let your children view TV, videos or play video games before coming to school.** Ideally, young children should not engage in "screen activities" more than a half an hour a day. (You might consider watching the evening news on line after your child is asleep.) The use of computers, video games, etc. is also strongly discouraged. Old fashioned board games like Candy Land and Shoots and Ladders, Hoot Owl Hoot! or even checkers or simple card games are fun for parents and children, encourage age appropriate hand/eye coordination and support conversation skills.

The developmental needs of the young child are different from those of adults and older children. Recent scientific studies strongly suggest that young children who are exposed to excessive television and electronic viewing are at risk for attention deficit disorder and other behavioral problems. Excessive TV viewing inhibits proper speech and motor skills development and causes children to mimic what they see on the screen such as “cartoon” type speech and behavior, and even violence. Please note that children are discouraged from using TV or movie themes in their creative play at school. We don’t talk about movies, etc. at school.

Many families can attest to improved family life when less TV means more quality time together and a less noisy and more peaceful environment in the home. Please help us protect and nurture “the kingdom of childhood”, so that our children can grow in a wholesome way and become responsible, conscious, happy adults. If you would like to read more about the effects of TV and media on child development, please ask Auntie for articles on this topic.

### **Emergency Evacuation**

In case of a natural catastrophe, parents will be advised to take their children from school ASAP, but if we must evacuate our location, we will go to:

Aikahi Elementary School, 281 Iliha Street, Kailua, 96734 808-254-7944  
the designated neighborhood emergency shelter.

### **Insurance**

The preschool is insured by Assure Child Care & Hays Companies for the general aggregate amount of 3,000,000.

### **Discipline & Behavior Problems**

Auntie does not engage in corporal punishment or solitary time-outs. If a child needs to be taken out of play, he/she will spend time with Auntie until he/she is ready to play again. There are plenty of little chores that need doing throughout the day: folding kitchen laundry, watering plants, cleaning, etc. A student may help Auntie with chores until the student can calm down and is ready to interact with their peers in a constructive way.

In situations where a particular unsocial behavior is repeating itself (biting or bullying for instance), parent support will be necessary. The parents must be willing to work with Auntie in solving the problem. If the behavior continues to persist and is deemed detrimental to the well being of the other students, the child will be sent home from school whenever he or she exhibits the inappropriate behavior.

### **Safe Sleep Requirements**

The Green Preschool does not have a scheduled nap time. Children are not required to sleep or nap at school. If a child wishes to lay down and rest, they will be provided with an individual mat and a clean cover for the mat.

### **Reporting Requirements**

This child care facility 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 child care facility that results in a child's hospitalization, including emergency room admittance.

### **Children With Disabilities**

It is our school's policy to operate within our State and Federal law to follow the ADA law and accept children with disabilities within reasonable boundaries by considering whether the acceptance would result in undue hardship to the preschool.

### **Bring Your Own Utensils to Community Events**

As we are The Green Preschool in Kailua, we strive to conduct ourselves in an environmentally conscious way. Towards that effort, please bring your own eating utensils; plate, fork, spoon, napkin, etc. to all of our community events and field trips that involve eating. Mahalo!

### **Changes to the Policies and Procedures of the Preschool**

Notification of any changes in service shall be made not later than thirty days before the date of the change.

**The Green Preschool in Kailua 1139 Mokapu Blvd. Kailua, HI 96734 808-262-3253**