

School Information (FAQ's)

To begin the enrollment process, please:

1. Contact the Pre School Director by calling 922-2098 and ask for Pamela or email pseelig@waikikicommunitycenter.org.
2. If the Pre School Director or her assistant is unavailable, leave 1) your name, 2) child's name, 3) child's age, 4) address, 5) phone, 6) email, 7) Request a School Application
3. The Pre School Director or her assistant will contact you within the next two business days
4. Arrange for a tour

Openings are often booked far in advance and your child's enrollment process prior to his/her actual date of enrollment can take time. Once we receive your request, we will email important information (forms) you will need to begin the actual enrollment process.

FAQ's:

Q: What do I need to do to place my child on a waiting list?

A: A completed school application along with a \$35.00 nonrefundable registration fee is required to place your child on a waiting list.

Q: What are your hours of operation?

A: We are open from 7:00 am – 5:30 pm. An early morning program (6:30 - 7:00 AM) and extended day program (5:30 - 6:00 PM) is available for a limited number of students; please contact the Pre School Director or her assistant for pricing information.

Q: Do I need to drop my child off at 7:00 am?

A: No. Drop off and pickup time is based on your schedule. For your child to take full advantage of the scheduled learning activities for each day, have your child in school by 9:00 A.M

Q: What ages do you accept?

A: We accept children 14 months to 5/6 years old. Restrictions apply for children under the age of 2 (24mo.) Please contact the Pre School Director or her assistant for more information.

Q: Does my child need to be toilet trained?

A: Currently we accept two-year old children who are not potty trained. However, before a child can move to the 3yr olds classroom the child must be fully potty trained. What fully potty trained means is, the child wears underwear/panties (no diapers or pull-ups) and is able to tell the teacher when he/she needs to use the bathroom. It also means that the child is able to clean/wipe their bottom when they have a bowel movement (BM=poo poo) and they are able to take off and put on their underwear/panties by themselves. We understand that toileting/potty accidents do occasionally happen and that is acceptable; the key word being, "occasionally."

Q: Is there a fee for picking a child up late?

A: Yes. Our hours of operation are 7:00 am – 5:30 pm. If you are picking up after 5:30 pm and are not enrolled in our extended day program from 5:30 pm – 6:00 pm, there is a \$3.00 per minute late fee which is added to the following months tuition invoice. If you are enrolled in our extended day program (currently space is limited to 8 children) the \$3.00 per minute applies if you are picking your child up after 6:00 pm, and is to be paid directly to the closing TIC (Teacher in Charge.)

Q: When is my child's tuition due?

A: Tuition payments are due on the **first** day of each month. Tuition or extended day payments received by our office after the 10th day of the month are considered delinquent. A late charge of \$30 will be assessed on all tuition and extended day payments received after this due date. If full payment of the previous month and the current month, plus late fees, is not received by the beginning of the current month, your child will be suspended from school until the delinquent fees are paid in full. A child remaining on suspension for more than one week may be subject to termination of enrollment.

Q: Is there an additional charge for meals?

A: No. Because we participate in the USDA Food Program we do not charge you for meals served. We serve nutritious, USDA-approved meals at no additional charge. Meals include breakfast, lunch and an afternoon snack.

Q: What if I want my child to eat a special diet?

A: If your child is allergic to certain foods a doctor's note is required specifying which foods should be avoided and what the acceptable options for substitutions are. Substitution information needs to be provided to us immediately in order to allow our vendor adequate time to provide suitable substitutions. If the diet is a personal preference, we have a special meals form which you will need to complete during the enrollment period. Our preference is that your child eat the USDA-approved meals so that he or she doesn't feel out of place amongst his/her peers.

Q: Is there any financial assistance available?

A: A tuition scholarship is available to qualifying families on a first come first serve basis. You may also be able to obtain financial assistance through Department of Human Services (ResCare Workforce Services, aka Child Care Connection Program): 566-2600 (Town Unit.) Assistance is based on age of children, need for child care, and financial need. To apply for our in-house scholarship, we may require information from you that shows you have already applied for financial assistance through the Department of Human Services (ResCare Workforce Services, aka Child Care Connection Program or, other tuition assistance resources.

Q: When does the school year start? Are you closed in the summer?

A: We have a year-round program with roughly a one-week summer break and roughly a one-week winter break. Generally, currently enrolled children are "promoted" to their new age-level class throughout the summer and we accept new students any time of the year provided we have an opening in the age appropriate a classroom. Monday, **August 3, 2015 is the "official" beginning of our 2015/2016 school year.**

Q: When can I expect my child to be moved to the next age group or classroom?

A: Children are moved into the next higher age group as the teachers, in consultation with the Pre School Director and parent to the extent possible; assess the child's "readiness" to move into the next age group. A child's birth date and classroom availability are not the only factors considered for movement to the next higher age group. Several factors are considered before a child will be moved; those factors include but are not limited to: the child's developmental abilities, whether moving a child midyear and not with his/her current classroom peers, could possibly have a negative effect cognitively or social emotionally on the child. One of the acceptance requirements for our 3 year olds classroom is that a child be fully potty trained. A child that has been moved or placed with this age group who significantly regresses in their toileting abilities for an extend period of time, may either be moved into a younger age classroom, or charged additional tuition fees until they are once again fully potty trained.

Q: Do you have a sibling discount?

A: Yes. There is a 10% discount for the child with the lower tuition.

Q: When should I apply?

A: The Pre School will accept a school application for a child of any age from birth to four years. Your child's birth date is required on the application and it's a good idea to start the application process at least a year in advance and earlier if possible. This assures ample time for processing and provides an earlier confirmation date for your child. Please call the Pre School Director or her assistant with further question.

Q: Are there any specific health requirements needed for my child to enter preschool?

A: Yes, a 908 Supplemental Health Form, a Form 14 (Student Health Record) – Immunization Records, Physical examination and Tuberculin Skin Test **must be administered prior to your child's first day of school and must be administered in the State of Hawai'i.** For non-resident children the Physical examination and Tuberculin Skin Test **must be administered in Hawai'i or, by a Physician in the country you reside who has an ACTIVE State of Hawaii MD License (proof of this active license is required.) The TB test must be**

recorded on the Form 14 (Student Health Record.) These requirements must be completed prior to the scheduled enrollment date. A copy of all immunizations received outside of the USA and translated into English, and a completed 908 form is also required for school entry.

Q: Does the school participate in any Excursions?

A: Yes, The entire school goes on 4 walking excursions throughout the school year and we do participate in various excursions where a bus is required; volunteers are always welcome however, you may not necessarily be placed with your child's class for the excursion, also, siblings are not allowed to accompany you on an excursion.

Q: What happens if a child becomes ill while at school?

A: When a child becomes ill, we will immediately notify the parent or guardian at the top of the emergency contact list and proceed to the alternate names designated in the event the main contact cannot be reached. Please arrange to have your child picked up within one hour of this notification. Your child will be allowed to **return** to school when he/she is symptom-free and cleared by his/her doctor.

Q: Do you have a health room where ill children rest while they are waiting to be picked up?

A: No. Children are generally kept isolated in their respective classroom and allowed to rest in a designated area, or, in the Pre School Directors office until they are picked up. Again, please arrange to have your child picked up within one hour of notification. **If you cannot pick up your child within 1 hour, please make other arrangements. If staff is unable to reach you, they will call the persons listed on your child's emergency card.**

Q: If a child is on medication, who on your staff is allowed to administer the medication?

We will only administer "RESCUE" medication. Rescue medication is defined as: Medication that is given during a medical emergency such as, anaphylactic shock, asthma attack, allergic reaction to food or insect bites. Acceptable "Rescue" medications are: Asthma Inhaler, EpiPen, Oral or Topical Benadryl.

Only "Rescue" medication prescribed by your child's licensed physician can be administered by school staff. All other medications must be administered by the child's parent or guardian before attending school for the day; we will no longer Administer medication during the school day. Non-prescription "Rescue" medication will NOT be administered by staff. "Rescue" medication must be given to your child's teacher in its original prescription bottle/container, showing your child's name, dosage, date filled (it must be a current prescription), reason for medication and instructions for use and proper storage. The child's parent of guardian must complete and sign a medical authorization form that specifies the dosage of "Rescue" medication, the reason for medication and instructions for use and proper storage. Parents fully understand that WCC is extending a service above the normal and WCC will not be held responsible for any missing medication or, missing any dispensing of medication.

Q: Are children required to wear shoes to school?

A: Yes. In order to avoid injury to their feet while playing outdoors on our play structure or in our backyard playground, footwear is required.

Q: Does your school have a curriculum?

A: Yes. Our school uses the Creative Curriculum which emphasizes the development of the whole child. The CC focus is on FOUR major areas of a child's development: cognitive, social emotional, language and physical. Activities are designed to meet a child's needs, abilities and interests at each developmental stage and to enhance learning throughout the day. Depending on the age group, classroom curriculum plans are either developed and posted on a weekly or bi-weekly basis. The Creative Curriculum allows children to learn by: **ACTIVE PARTICIPATION; WORKING AT THEIR OWN PACE AND IN THEIR OWN STYLE, TALKING WITH EACH OTHER, USING REAL, AUTHENTIC OBJECTS, BUILDING ON THEIR OWN EXPERIENCES, FOLLOWING THEIR NATURAL CURIOSITY, EXPERIMENTING TO FIND SOLUTIONS TO THEIR OWN REAL PROBLEMS, CHOOSING WHAT THEY WANT TO DO AND PLAYING, PLAYING, PLAYING!!!**

As of June 2013 we have also integrated a service learning component into our Pre School curriculum! The purpose behind this addition is to further enhance the children's learning and social development with actual experiences of reaching into the neighborhood community and beyond. Through direct experience, the

children not only connect their classroom curriculum with real issues but they get to actually demonstrate to themselves as well as understand, that they have the ability to make a positive impact and the power to make a difference in the world around them. "Research shows that both children and adults gain a sense self worth and are happier when they feel they are contributing to society, so...it benefits the 'giver' as much as the 'recipient'."

Q: What is your program Philosophy and Goals?

A: Waikiki Community Center's Early Education Center philosophy strives to help children develop into confident and competent learners, endowed with a zest for life and an appetite for all that life offers. We firmly believe this philosophy invites and encourages children to think creatively, to use of all of their senses and to become involved in every facet of learning. Innovative developmentally appropriate activities, coupled with a sensory-rich learning and play environment, are provided to encourage intellectual, physical, social and emotional growth. We develop within each child a sense of self-esteem, self-confidence, and self-worth through group activities and creative effort. The children can explore the world around them within appropriate guidelines. Opportunities for success are ongoing as each child develops a positive self- image, the foundation on which social and academic success is built.

Our goals are:

To help every child become ready to learn and succeed in kindergarten.

To help every child build a positive foundation to become lifelong learners.

To offer a variety of developmentally appropriate skills that nurture cognitive, social, emotional, and physical development.

To encourage every child to develop into confident, responsible and caring individuals.

To help every child develop an understanding and awareness of the world through a multicultural environment.

Q: What should I do upon dropping my child off at school for the day?

A: After signing your child IN for his/her respective classroom, you can check his/her individual mailbox or cubby for any important information or updates and, please communicate with your child's teachers' whether there is anything of importance regarding your child that they needs to be aware of for the day.

Q: How many children are enrolled in your school?

A: We are licensed for a maximum of 100 children however, in order to optimize teacher/child interactions we generally only enroll up to 84 children at any given time throughout the year.