



Bright Beginning Parent Handbook

Where every child can shine

**54-109 Kawaipuna Street Hauula, HI
808-293-1801**

www.brightbeginningpreschool.com

Established 2002

Important Information:

Your Child

- *Your child must be three years old at the time he/she starts school.
- *Your child must be fully toilet trained.
- *Your child will need a healthy lunch and water bottle every school day.
- *Your child will have homework to do from Monday to Thursday. Please assist with the assigned work.

Form Information

The following items need to be submitted to Bright Beginning before your child may begin attending school:

1. Application Form
2. Medical Care Permit
3. Pick-up Authorization
4. Media Consent
—*Submit these documents to the preschool and wait for a conditional acceptance letter to come in the mail. Then, proceed with the next steps.*
5. Early Childhood Pre-K Health Record Supplement 908
6. Student's Health Record with a copy of the Immunization Record
7. TB Document F
8. Birth Certificate

*You will need to schedule a doctor's appointment to complete items 5,6,& 7.

Daily/Monthly Information

- Daily - Sign your child in and out of class.
- Daily - Drive cautiously. Do not double park, and assist your child in getting to the classroom.
- Daily - After-school care provided from 2-4 pm for \$300 a month
- School Hours: MTTTF - 7:30 to 2 pm Wednesday: 7:30 to 1 pm
- Monthly Cost - \$900 per month financial aid students/\$600 in-house scholarship students.

MISSION STATEMENT:

Bright Beginning's mission is to create a stimulating and positive environment, magnify children's natural curiosities, and contribute to the quality of each student's life.

Self-Esteem - We will provide a warm and loving environment to help each child feel successful and happy.

Others - We will provide opportunities to encourage each child to respect and appreciate others, in spite of differences.

School Activities - We build a solid and positive foundation for future education by challenging each child to become the best they can be by helping them feel capable and excited about learning.

Citizenship - We will strive to help each child develop skills related to important human values of cooperation and responsibility as they learn to contribute to our school community.

APPLICATION PROCESS:

To be eligible for an opening at our preschool, your child must:

1. Be three years old at the time they enter school.
2. Be FULLY TOILET TRAINED.
3. Be able to feed self and drink from a cup.
4. Be able to understand and follow simple directions.
5. Be able to dress and undress self.
6. Be safe to themselves and others.

Step 1: Go to www.brightbeginningpreschool.com and click the link titled enroll.

Step 2: Print four documents (application form, legal medical care permit, pick-up authorization, media consent).

Step 3: Fill out the documents and bring them to the preschool with a nonrefundable \$20 application fee. (You may also mail these documents to the address: PO Box 638 Hauula, HI 96717)

Step 4: Wait for a conditional acceptance letter from our director, Lara Wasson. This will come in the mail.

Step 5: Once you've received your child's conditional acceptance letter, you should continue the application process by returning to our website and printing the following forms:

Early Childhood Pre-K Health Record Supplement,908

Student's Health Record + Immunization Records

TB Document F

*You will need to schedule a doctor's appointment to complete these three forms.

Step 6: When all forms are complete, bring all forms with a copy of your child's BIRTH CERTIFICATE to the preschool. Your child may attend the preschool once all these forms are completed along with a \$50 deposit. This deposit shows you are serious about attending and will be deducted from your child's first month's tuition. Bright Beginning maintains the right to disqualify your child's acceptance to our preschool based on information obtained from these forms.

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Attendance Procedures

Bright Beginning is committed to educating your child. Ideally, consistent attendance yields the best learning results. **Parents will not be refunded money due to absences.**

Attire

Children should come to school in clean, comfortable clothing that is easy to remove and put back on. (They will need to be able to do this especially when using the bathroom.) We recommend pants with elastic waistbands, slippers, and/or shoes with velcro closures and loose-fitting clothes. **Also, please send an extra change of clothes to keep in their cubby in case of accidents. Please label all clothing.**

Authorization List

Children will be released from school only to a parent or an authorized adult. Therefore, at the beginning of the school year, parents are to list at least three names of those authorized to sign their child in and out of school. Parents may make changes to the authorized list at any time by notifying the school and making written changes to the form.

Change of Student Info

Please notify the lead teacher for your class immediately if there are any changes in your address, phone number, email, emergency contact persons, doctor, health conditions, family situation, or pick-up authorization form.

Communicable Diseases
We ask that you keep your child home if they have any of the following illnesses or health conditions: mumps, conjunctivitis, chicken pox, measles, impetigo, strep infection, influenza, rubella, scabies, ringworm, scarlet fever, hepatitis A or B, active tuberculosis, ukus (head lice), discolored nasal discharge, pink eye, croup, covid-19, diarrhea, fever, allergies, a rash, hives, upset stomach, open sores, ear aches, or any unusual discharges. Please have your child treated by a doctor before returning to school with a doctor's note. Children not feeling well enough to participate in school should be kept at home. Students should not return to school until their temperature is normal for 24 hours without medication. Bright Beginning maintains the right to use discretion to protect the health of the students attending the school and may request that a child stays home due to potential health risks to others.

Children with Special Needs

It is our policy to operate within our state and federal law guidelines regarding the Americans with Disabilities Act (ADA) and accept children with disabilities within reasonable boundaries. As we consider acceptance for a special needs child, our final decision will be based on what is best for the child and our school.

Classroom Rules/Consequences

1. Keep your hands and feet to yourself.
 2. Use quiet voices and listening ears.
 3. Show respect and say nice things.
 4. Keep ourselves and our classroom clean.
- (Consequences)
1. Reminder.
 2. "Reflection Time" for five minutes.
 3. Privileges taken away.
 4. Parents will be informed and a conference will be scheduled if necessary.

Class Size and Staffing

The NAEYC accreditation guidelines require a class size of 20 students with a ratio of 10 students to one adult. The State of Hawaii preschool licensing guidelines require that two adults must be within sight and sound of all children at all times.

Communicable Diseases

We ask that you keep your child home if they have any of the following illnesses or health conditions: mumps, conjunctivitis, chicken pox, measles, impetigo, strep infection, influenza, rubella, scabies, ringworm, scarlet fever, hepatitis A or B, active tuberculosis, ukus (head lice), discolored nasal discharge, pink eye, croup, covid-19, diarrhea, fever, allergies, a rash, hives, upset stomach, open sores, ear aches, or any unusual discharges. Please have your child treated by a doctor before returning to school with a doctor's note. Children not feeling well enough to participate in school should be kept at home. Students should not return to school until their temperature is normal for 24 hours without medication. **Bright Beginning maintains the right to use discretion to protect the health of the students attending the school and may request that a child stays home due to potential health risks to others.**

*Conflict Resolution Plan

We acknowledge the possibility that conflicts may arise at our school. To honor all involved with potential conflicts, we offer the following procedures:

The Circle Process - In this process, a person may contact the director to request a conference with the parties involved in the conflict. A meeting will be scheduled and everyone will have a chance to speak without judgment. Speaking will proceed in a circle manner with everyone allotted 3 minutes to explain their side of the story. Once all have shared, we will offer a second circle share that will last for one minute each. At this point, the director will come up with a solution. He/she may consider this for a few days or decide at the meeting the most important course of action.

Ho'oponopono - In this Hawaiian practice of conflict resolution. Ho'oponopono is an ancient Hawaiian spiritual practice that involves learning to heal all things by accepting "Total Responsibility" for everything that surrounds us – confession, repentance, and reconciliation. In this practice, we will bring the conflicting parties together and work through these steps:

Step 1: Show Remorse – SAY: I'M SORRY.

Step 2: Ask Forgiveness – SAY: PLEASE FORGIVE ME.

Step 3: Gratitude – SAY: THANK YOU.

Step 4: Love – SAY: I LOVE YOU.

Curriculum

LANGUAGE ARTS

Bright Beginning uses a reading program called Success in Reading and Writing by Anne Adams. We spend two days on each letter. The letters are introduced in a fun way through ABC stories, songs, and games.

Reading

themes follow monthly values, monthly holidays, and special occasions. Stories, crafts, songs, and movements are incorporated into the lessons. Look for opportunities to buy books through Scholastic book orders or visit your local library! Story Time A variety of children's books are read aloud daily. Open-ended questions and discussions help with creating meaning and understanding. Stories help to create a love of reading that will be the foundation for each child's academic future. The children have great imaginations and stories are in every subject area. Writing As letters are introduced we write them. The letters are introduced beginning with the simplest letters to write first and the same motions are grouped together (l t f h d I j a p b v x w y u z m n r c e o k g s q). We introduce lower case first and then the upper case in the same order. Each child will practice writing in a variety of ways (chalkboards, etch-a-sketch, paper/ crayon, play-doh).

MATH

Children use hands-on learning from manipulatives and activities to build understanding. We introduce the following concepts, but mastery is not expected until Kindergarten: •Classifying (shapes, sizes, colors, position,

alike/ different) •Patterns (shapes, colors, number pattern) •Numbers 1-20 (recognizing, understanding, writing, counting) •Time & Money (telling time, penny, nickel, dime, quarter)

SOCIAL STUDIES

Our exciting lessons start with all about me and extend to my family and the world around me. Lessons include family, homes, seasonal holidays, my address, pets & responsibilities, my neighborhood, other countries, etc.

SCIENCE

We encourage curiosity and exploring. The children are introduced to topics such as plants, animals, space, rocks, etc. They are encouraged to participate in experiments and activities to expand their understanding and enjoyment of these topics.

HEALTH & P.E.

Our health curriculum includes discussions, games, songs, and stories that are used to learn about our bodies. In P.E. gross motor skills are used to promote development, enhance creativity, and increase knowledge.

ART

(Artistic Response Training) lessons will focus on building and developing basic art skills in creativity, imagination, fine motor, and inspiration. Every child is an artist!

MUSIC

Singing songs, learning rhythm while playing a variety of instruments, becoming acquainted with a wide genre of music, dancing, learning about the orchestral piece Peter and the Wolf, and much more!

HAWAIIANA

Lessons on Ke Kino, Na Waiho'olu'u, Na Helu, Ohana, Piapa, and Care for the Aina. Stories, instruments, songs, values, hula, games, and crafts.

***Discipline Policy/Procedures**

We believe that children at our school should be treated with dignity and respect. We also believe children learn by example. Teachers should model correct behavior.

It is never permissible for staff to use any form of physical punishment, psychological abuse, or coercion when disciplining a child. Appropriate use of restraint for safety reasons is permissible. For more information please refer to rules/consequences

Emergency Contact

Parents must provide emergency contact numbers on the EMERGENCY FORM. It must include adults who can be reached during the school day. These people must have access to transportation and be within 15 minutes' driving distance from the school.

Emergency Response Plan

We have a plan to ensure the safety of students and minimize the fears, disruption, and confusion that often accompanies an emergency. Parents can be informed in the following ways: * telephone calls made to parents *radio announcements about school closure or evacuation * emails * depending on the nature of the emergency (fire, flood, hurricane, etc.) Please ask to see the posted plan.

Excursions/Field Trips

Excursions are planned several times throughout the year to explore interesting experiences and places. Excursions may be by bus or foot. Parental permission forms will be sent home in advance as this is needed to take your child on the field trip. Parents may chaperone to help and interact with students. Medical coverage is required for field trip participation. A two-week notice will be given to parents for information on the date, time, place, proper clothing, and footwear for trips. Excursions are planned several times throughout the year to explore interesting experiences and places. Excursions may be by bus or foot.

First Aid and Emergency Care

Staff members are certified in CPR and First Aid procedures. If a child is injured and requires medical attention parents will be called immediately. If necessary, an ambulance will be called and your child will be transported

to the nearest medical facility. (If time permits we can request that your child be taken to your designated medical facility).

Food Services

MORNING SNACK: children will be served a morning snack of milk, fruit, crackers, or other nutritious food. This snack is not intended to take the place of breakfast at home. It is important that your child have breakfast each morning before school in order to learn and function properly. Please let us know if your child is allergic to milk, nuts, or other food items. A snack calendar will be posted in the classroom. **LUNCH:** parents are to provide a nutritious home lunch for their child each day. Please refrain from sending too many sugary snacks and desserts. Children will be expected to eat healthy food before enjoying their treats. Also, we cannot microwave your child's food for them, so please plan accordingly. Students will usually eat outside with their class under the covered lanai. **SPECIAL OCCASIONS:** the preschool must comply with all Department of Health Food Service Guidelines. When holiday and birthday events are planned, the parent who is bringing food should consult with the lead classroom teacher in advance.

Fund Raising

Families and children will not be asked to participate in any fundraising.

***Guidance Policy/Procedures**

We offer learning guidance with our curriculum and homework program. We also provide valuable guidance. See the list of values in that section of this handbook.

***Health and Safety Precautions**

Please see the emergency response plan and items to be left at home.

Items to be Left at Home

For the safety and welfare of all, the following items should be left at home: * money, valuables, guns (real/pretend), knives (real/pretend), fragile items, expensive jewelry, cosmetics, etc. ** We are NOT responsible for lost, stolen, or broken items brought to school (including slippers and shoes).

Keeping Track of Your Child

Knowing where your child is matters. It is important from the time of arrival until departure that the following procedure be followed:

***SIGN-IN:** a parent or authorized adult brings the child into the classroom and writes the **TIME of arrival and INITIALS the sign-in sheet.**

***SIGN OUT:** a parent or authorized adult must sign out the child (write TIME and INITIAL the sign-out sheet) and say bye to the teacher so they know the child is leaving.

***LATE FEES:** If you are more than 15 minutes late, we will charge a \$5 late fee. We charge \$1 for every minute after that.

Mandated Reporter Disclosure

All employees of public and private schools are mandated to report any suspicion of child abuse or neglect. A report of suspected child abuse or neglect or substantial risk of child abuse or neglect must be made to the Child Welfare Services or to the police. Any suspicion is enough to report; proof is not needed.

Medical Insurance

Bright Beginning does not provide medical insurance or accident insurance for students for any accidental injury which may happen during their participation in any preschool function, activity, or trip. Nor does it pay any deductible incurred by the use of a parent's personal medical insurance. Every family must have their own private medical insurance.

Medication

The staff at Bright Beginning are not permitted to give medication to students. If a child needs medication during the day, the parent or authorized adult must give the medication. Children will not be allowed to medicate themselves. Let us know if your child is on medications.

Parent Helpers

Parents can volunteer time in the classroom to assist with academics. We enjoy parents and need them mainly in the mornings, on party days, and especially on field trips.

Progress Report

Your child will be given a progress report twice a year. Grading will reflect the academic, social, physical, and emotional growth observed and/ or achieved. This report helps parents and teachers understand the strengths and needs of each individual child. If you are unsure of your child's progress or have any concerns, please consult with your child's lead teacher.

Reimbursement

No reduction in tuition will be made for absences, holidays, or breaks. However, if a student withdraws during the school year a partial refund will be made within 60 days of such withdrawal.

Parking Safety Concerns

The parking lot may be congested at drop-off and pick-up times. We ask your assistance in following these safety rules: * Drive slowly and cautiously * DO NOT double park or block the driveway * DO NOT allow young children to exit your car unassisted * WATCH your children while they are in the parking lot * DO NOT leave children unattended in your car *TURN OFF ignition when in the parking lot.

Scholarships

Preschool Open Doors (808) 791-2130 Has income requirements and deadlines to meet in order to qualify. Kamehameha's Pauahi Keiki Scholars also have their own specific requirements including service, in-service training, and submitting quarterly reports. Please fulfill the requirements and apply early. Keiki O' Ka Aina - www.koka.org is an additional organization who gives funding

School Day Schedule

7:30-8:15 Arrival Time (Child arrives, parent signs in, play/ socializing)

8:30-9:15 Classroom Opening/ Sharing/ Lesson #1 The whole group meets with the teacher for the lesson, games, stories, songs, and/ or activities.

9:15-10:00 Snack/ Indoor Centers Indoor play allows the students to interact, socialize, develop friendships within their class, and make choices in a small group setting.

10:00-10:30 Recess Outdoor play allows the students to interact, socialize, develop friendships with others, and make choices in an outdoor play setting while exercising gross motor skills.

10:30-11:15 Lesson #2 The whole group meets with the teacher for the lesson, games, stories, songs, and/ or activities.

11:15-12:00 Lunch/ Recess

12:00-12:45 Nap Time, Video, Quiet Music

12:45-1:15 Lesson #3

1:15-2:00 Indoor Centers/ Classroom Closing

2:00 Parents Sign Students Out

* WEDNESDAY dismissal time is 1:00

*Some classes have different schedules.

School Day Supplies

This may change from year to year. We will bring a separate page for this information.

Sick or Injured Children Procedures

A CERTIFIED First Aid staff member will check body temperature when the child appears ill. If the child has a fever or flu-like symptoms the First Aid staff member will call the parents or an authorized contact to pick up your child. When a child appears to be slightly injured (such as bumps or bruises) the certified First Aid staff member will clean the wound with water and apply a band-aid or dressing. They may use an ice pack if swelling occurs. When a child is seriously injured, the child will remain in the position where they are injured. An ambulance will be called and parents notified. The certified First Aid staff member will accompany your child to the nearest hospital. Bright Beginning will report to DHS within 1 working day of the occurrence of any illness, injury, or death that required hospitalization while being under our care.

Tardy/Late Pick-up Policies

Excessive tardies are disruptive to your child's preschool education. When your child is late they miss learning activities and important adjustment time to transition into lessons. Late pick-up, however, is emotionally unsettling for young children. Being the last child to go home is never a good feeling. **Children are considered tardy or picked up late if they are more than 15 minutes after the scheduled time.** PLEASE CALL IF CHILD WILL BE PICKED UP LATE* If you are more than 15 minutes late we will charge a \$5.00 late fee. We will also charge \$1.00 for every minute after that. Repeated offenses may lead to suspension, un-enrollment, or other consequences. *** **PLEASE PICK UP YOUR CHILD ON TIME!**

Transportation

Please arrange your own transportation. The school does not provide transportation to or from school.

Tuition

Tuition is the basic charge for classroom instruction. Tuition is \$900 per month, however, we have in-house scholarships for those who did not qualify for other financial aid. Those in-house scholarships reduce our tuition to \$600 per month. After school is an additional \$300. Tuition is due by the 10th of every month. Payments must be kept current. If payment is not received within 30 days enrollment will be terminated. Please note that months with holidays are still full tuition months. There are no adjustments for holidays. We require a \$50 deposit if you are paying out of pocket with no tuition scholarships. This lets us know you are serious about enrolling your child. The deposit can be deducted from your first month of tuition.

Values

Every month we craft lessons that teach a specific value. This helps unify our teaching. In addition, this practice helps our students to learn that they are responsible for their behavior and choices. Values that are covered:

Be Happy

Be Friendly

Be Safe and Respectful

Be Honest

Be Loving

Be Courageous

Be Giving and Thankful

Be Obedient

Be a Hard Worker

Be Responsible

Parent Handbook Signature

Dear Parent, Thank you for all you are doing to prepare your child for a great year of growth and learning. Please sign this form stating that you have read the handbook and agree to comply with the handbook. Return the form as soon as possible. You can email a signed copy or send in a printed one with your child when they come to school. If you need additional help or information, don't hesitate to call our Director Lara Wasson. We'd love to help you however we can.

Yes! I have read the parent handbook and will comply with the policies outlined.

Name - _____

Signature - _____

Date - _____

Name of Student - _____