

Bright Beginning Parent Handbook

54-109 Kawaipuna Street - Hauula, HI

Phone: (808) 293-1801

“EVERY CHILD CAN SHINE!”



CHILD Information

- Child must be three years old by the time they enter school.
- Child must be fully toilet trained.
- Please pack a healthy lunch and a water bottle daily.
- Please let us know of any food allergies.
- Your child will have homework to do Monday-Thursday. Please spend 15-30 minutes helping your child complete the assignments .

FORM Information

- After being officially admitted to Bright Beginning, print all forms.

List of Forms

- Student Health Record
- Pick-up Authorization
- Media Consent Form

Make a doctor's appointment and take the Student Health Record with you to be filled out there. Once complete, return all forms and a birth certificate to Bright Beginning.

DAILY/MONTHLY Information

- Sign your child in and out of class daily.

Parking

The parking lot may be congested at drop-off and pick-up times.

- Drive slowly and cautiously
- Do not double park or block the driveway.
- Do not allow children to exit your car unassisted.
- School Day is 8:30 to 2 p.m.
- Wednesday is 8:30 to 1p.m.
- Earliest drop-off is 7:30a.m.
Cost \$600
- After School Care is 2-5pm
Cost for 2-3:30pm \$150
Cost for 2-5pm \$300

Preschool Admission Procedures

ENROLLMENT & ADMISSION REQUIREMENTS

Eligibility requirements for Bright Beginning are as follows:

be **3 years** old by the time they enter school

be **FULLY TOILET TRAINED**

be able to **feed self and drink from a cup**

be able to **understand and follow simple one step directions**

be able to **dress/ undress self**

demonstrate safe behaviors which do NOT pose a threat to self and others

Parents must complete and turn in ALL required forms

1. Print the Application Form and the Legal Medical Care Permit. Mail or bring the forms with your \$20 application fee to Bright Beginning in Hauula.

2. We will contact you if your child is accepted.

3. Once your child is accepted, please print and fill out the remaining forms:

*** Student Health Record Packet * Pick up Authorization Form * Media Consent Form**

4. Make an appointment with your child's doctor. Take the *Student Health Record Packet to the doctor's appointment and have him/her fill it out for you.

5. Bring the forms from Step 3 and a copy of your child's birth certificate and their school supplies to the Bright Beginning at least one week before your child's first day of school.

***Note: Enrollment will usually be determined on a first come, first serve basis. HOWEVER, priority will be given to those who are four turning five and will be entering Kindergarten the following year. Applications in excess of the maximum enrollment will be placed on a waiting list.**

**** Any noncompliance may result in your child being dismissed from the program. ****

SCHOOL CONTACT INFORMATION

Bright Beginning
54-109 Kawaipuna Street
P.O. Box 638
Hauula, HI 96717
(808) 293-1801

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 about who s/he is.

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

School Activities We will challenge each child to become the best they can be. Each child will feel capable and excited about learning, in order to build a solid, positive foundation for future education.

Citizenship We will strive to help each child develop values, cooperation, and responsibility skills to work together as an essential part of a community.

Classroom Rules

1. Keep your hands and your 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. The child will be given a reminder.
2. The child will be put on "Time Out" for 5 minutes.
3. Privileges will be taken away.
4. Parents will be informed and a conference will be scheduled if necessary.

General Information

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. The monthly fee is the same.**

ATTIRE

Children should come to school in clean, comfortable clothing that is easy for them to remove and put back on. (They 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, send an extra change of clothes to keep in their cubby in case of accidents. Please label all clothing.

AUTHORIZATION LIST

Children are to 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 3 names of those authorized to sign their child in and out of school. Parents may make changes in the authorized list at any time by notifying the school in advance in writing.

CHANGE OF ADDRESS

Please notify the teacher immediately if there are any changes in your address, phone number, emergency contact persons, doctor, health condition, or who is authorized to pick up your child. This information is vitally important to us while your child is in our care.

CHILDREN WITH SPECIAL NEEDS

It is Bright Beginning's policy to operate within our state and federal law to follow the American's with Disability Act (ADA) law and accept children with disabilities within reasonable boundaries by considering whether the acceptance would result in undue hardship to Bright Beginning.

CLASS SIZE AND STAFFING

The typical classroom for Bright Beginning consists of 18-22 children with a qualified teacher and teaching assistant. The adult ratio is 1:11. 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

Young children are often exposed to many different illnesses. **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, cough, 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 home. Students should not return to school until their temperature is normal for 24 hours without medication.

***See additional COVID-19 Plan.**

**** Bright Beginning maintains the right to use their discretion to protect be the health of their students. ****

DISCLOSURE OF INFORMATION

All the information you share with us will be confidential. No information will be released to anyone not connected with Bright Beginning unless you have requested that we do so and we have your prior written approval. Exceptions will be made in cases where the preschool has received a legal subpoena, guardian ad litem court requests, or a request from Child Protective Services.

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 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 to the field trip site. **Parents may sign up as a field trip 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 excursions.

FIRST AID & EMERGENCY CARE

We have staff members certified in 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 we must inform you that in the case of serious emergency, your child will be transported to the nearest medical facility, and if time permits, 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 their healthy food before enjoying their treats. Students will eat outside 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 teacher in advance.**

FUNDRAISING

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

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 in 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 says bye to the teacher so they know the child is leaving.

*LATE FEES: If you are more than 20 minutes late, we will charge a \$5 late fee. We charge \$1 for every minute after that.

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 your teacher know if your child is on any 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. Please check with the teacher so we don't get too many adults crowding in the classroom all at once.

PROCEDURE FOR SICK OR INJURED CHILDREN

A CERTIFIED First Aid staff member will check body temperature when 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.

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 will help parents understand where their child excels and where they will need more support. The teachers are dedicated to creating a positive learning environment and it helps us see where the greatest needs are so we can adjust our teaching if necessary. **Please see us at any time if you are unsure of your child's progress or have any concerns.**

REIMBURSEMENT POLICY

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.

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 drive way
- * 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

Open Doors requires that you send your monthly paycheck stubs and a receipt from Bright Beginning for the previous month or they will not send financial aid for the current month. **Kamehameha's Keiki Pauahi** also has their own specific requirements including service, attending in-service training, and submitting quarterly reports. Please fulfill all necessary requirements and submit items in a timely manner so it will not affect your tuition payments. Parents will be responsible for any unpaid balances on their child's account.

SCHOOL DAY

7:30-8:30 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/ Sesame Street, Video, or 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 a different schedule. Check with your teacher for more info. ****

SCHOOL SUPPLIES

Look on the Bright Beginning website for an updated list. These are required materials to be submitted one week before school starts.

TARDINESS AND LATE PICK UP

Excessive tardies are disruptive to your child's preschool education. When your child is late they miss learning activities and the important adjustment time to ease into lessons. Late pick up, however, is emotionally unsettling for young children. Being the last child to go home is never a good feeling. Late pick up creates fear and anxiety about going to school. Children are considered tardy or picked up late if they are more than 15 minutes after the scheduled time. **Parents will be warned for the first 3 late pickups. The 4th time parents will be charged a late fee.**

*** 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. Repeat offenses may lead to suspension, disenrollment, 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 \$600 per month .** Tuition is due by the 10th of every month. Payment 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.**

CURRICULUM

LANGUAGE ARTS

Bright Beginning uses a reading program called Success in Reading and Writing by Anne Adams. It is divided into the following four modules:

Pictures & Words

The teacher leads a discussion about the ABC letter the picture starts with. Pictures are objects we might be using in our lesson or seasonal. The students help spell the words to label the pictures and draw a line to match the word to the picture. After the first semester we add more such as a title/ sentence. Children repeat all spelling after the teacher to reinforce letter recognition and formation. We identify certain letters by circling the same letters in a certain color. The chart is given to a child to take home. This helps to connect the concept that every object starts with a letter.

Alphabet

We spend two days on each letter. The letter are introduces in a fun way through ABC stories, songs, and games. Some of the fun activities we do are ABC Bingo, ABC Fishing, ABC Puzzles, ABC Puppets, ABC Feely Box, ABC Play-doh, etc...

Story Time

A variety of children 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 by the simplest letters to write and the same motions are grouped together (l t f h d l 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 upper case in the same order. Each child will practice 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 to the hour, penny, nickel, dime, quarter)

SOCIAL STUDIES / SCIENCE

Our exciting lessons start with Me and extend to Family, My World Around Me and our Country. Lessons include: I'm Special, My Body, Five Senses, Feelings, Family, Homes, Seasonal Holiday, My Address, Family Rules & Traditions, Pets & Responsibilities, My Neighborhood, Transportation, State/ Country, Earth, Planets, Night/ Day, Seasons, Weather, Animal Babies, Farm, Jungle, Forest, Rain Forest, Desert, Bird, Insect, Life Cycles, Water & Oceans, Plants & Seeds, and Food Groups.

HEALTH & P.E.

Discussions, games, songs, and stories are used to learn about our bodies. Health areas covered are: I'm Special, I Learn & Grow, My Teeth, Please & Thank-you, Say NO to Drugs, I'm an Angel, I Can Show Love, Pollution, Courage, Body Parts, Stay Away From Strangers, and values to cooperate and protect themselves, to work together for a safer and more caring community. In P.E. gross motor skills are used to promote development, enhance creativity, and increase knowledge through simple games and fun!

ART

A.R.T (Artistic Response Training) lessons will focus on building and developing basic art skills within the areas of creativity, imagination, fine motor, and inspiration. Students will learn art vocabulary, use simple tools,

and practice art skills by mixing, coloring, painting, cutting, stamping, gluing, drawing, crumpling, rolling, ripping, singing, reading, playing, and making a mess. 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!

READING

Books! Books! Books! Themes follow the monthly values, monthly holidays, and special occasions. Stories, crafts, songs, and movement are incorporated into the lessons. Look for opportunities to buy books through Scholastic book orders or visit your local library!

HAWAIIANA

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

VALUES

Every month we cover a value and every lesson connects into this value to keep us unified and teaches responsibility for behavior and choices. Values covered are:

Be Happy	Be Friendly	Be Safe & Responsible	Be Honest
Be Loving	Be Courageous	Be Giving & Thankful	Be
Obedient			
Be a Hard Worker	Be Responsible		