



WAIKIKI COMMUNITY PRESCHOOL

Parent Handbook 2026-2027

2026-2027 SCHOOL YEAR

WWW.WAIKIKICOMMUNITYPRESCHOOL.ORG

310 Paoakalani Avenue | Honolulu, HI 96815

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Our Mission

To inspire young learners to reach their fullest potential through community-focused learning that celebrates diversity, encourages creativity, and builds strong foundations for future success.

Our Vision

To be the heart of our keikis' early education, where children and families learn, grow, and create a better future together.

[OUR PROGRAM PHILOSOPHY AND GOALS]

“I AM! I CAN!” captures Waikiki Community Preschool (WCP) philosophy. We strive to help children develop into confident and competent learners, endowed with a zest for life and an appetite for all that life offers. This philosophy invites and encourages children to think creatively, to use 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.

[EDUCATION]

Educational services are designed to meet each child’s individual needs. Services include learning experiences for children and opportunities for parents to interact positively with their child. The program promotes an appreciation for cultural, language and ability differences.

Children participate in a variety of indoor and outdoor activities that introduce new concepts and develop their interests, strengths, self-confidence and social skills. Children are encouraged to express feelings, make positive choices, solve problems, and initiate ideas.

It is our goal that all children and families make a smooth transition into Preschool, Kindergarten or other educational settings. School readiness is the ability to cope with the school environment without undue stress. We aim to lay a strong foundation for success in elementary school and for later learning.

[OUR CURRICULUM]

Curriculum activities are designed to meet each child’s needs, abilities and interests at each developmental stage and to enhance learning throughout the day. Our curriculum focuses on important areas of a child’s development and one of the exciting things that makes our Preschool unique is that we offer further enhancement to children’s learning and social development through a special component in our curriculum: Keiki Building Community Service Learning. Through this service-learning component of the curriculum, children gain direct experience of reaching into the neighborhood community and beyond, not only to connect their classroom curriculum with real issues here in Hawai‘i, but 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. Through engagement in processes such as this, along with hands-on experiences in planning and implementing community projects, your child has the opportunity to learn the importance and value of community.

Our Preschool Program encourages interests among children in areas such as: Language (books and other language development materials), Science and Nature, Family Life and Dramatic Play, Art, Pre-Math and Pre- Reading skills (blocks and manipulative toys that support learning pre-math and pre-reading skills and concepts), and Social skills (sharing, taking turns, using positive words). These skills help to prepare your child for success when they move to the next classroom and on to Kindergarten.

How Do Young Children Learn Most Effectively?

[The Creative Curriculum®](#) believes that young children learn best when they:

- Actively **PARTICIPATE**
- Work at their **OWN PACE AND IN THEIR OWN STYLE**
- **TALK** with each other
- Use **REAL, AUTHENTIC OBJECTS**
- **BUILD ON THEIR OWN EXPERIENCES**
- Follow their **NATURAL CURIOSITY**
- **EXPERIMENT** to find solutions to their own real problems
- **CHOOSE** what they want to do
- **PLAY, PLAY, PLAY!!!**

[DAILY SCHEDULE]

Each class has a daily schedule of activities and curriculum posted on the classroom bulletin board. We encourage you to read the latest information about what your child is doing in the classroom and to discuss the day's events at home with your child. This will encourage language development and create meaningful family time together.

[OUR STAFF]

Our staff is carefully selected for their caring attitude toward children, educational qualifications, and strong experiences in early childhood education. Our staff also continues to increase education and professional skills through workshops and other professional development opportunities. The heart of the quality care offered at WCP Charter School is related to the quality of the staff that cares for your child. They are certified in First Aid and CPR. Criminal history checks, health clearances and Child Abuse and Neglect background checks are conducted on all WCP employees.

[HOURS OF OPERATION]

Monday – Friday, 7:30 am to 2:30 pm

Please consult your child's 2025/2026 School Calendar and your child's teacher for information regarding dates and times of school closures and school activities.

[BEFORE YOUR CHILD STARTS SCHOOL]

Adjusting to school is a gradual process. Much is new and unfamiliar—the school building, teachers, other children, food and daily schedule. Each child makes this adjustment at his or her own pace. You can help your child to adjust to his/her new environment by talking about their teachers, school activities, saying “good-bye” and avoiding a long stay, being consistent, and reassuring your child that you will return at the end of the day on time. Feel free to discuss any transition issues your child may be having with his or her teacher.

[SUPPLIES AND PERSONAL BELONGINGS FROM HOME]

Parents are asked to bring the following items for your child on the first day of school or at the start of the new school year: **(All personal items such as clothing, blankets, etc. must be labeled with your child's name and be able to fit into your child's cubby or tray.) WCP is not responsible for lost or missing items.**

For 3 and 4 years old classroom

- 1 family photo and 1 copy of your child's most recent photo of their face.
- 3 complete sets of clothing including underwear. Each complete set of clothing needs to be labeled and in 2 separate plastic bags.
- A blanket, towel or crib sheet. Please know that these **MUST** be labeled and able to fit in your child's cubby.
- 1 pair of slip-on shoes for the bathroom – child's name must be written on the side of footwear w/a Sharpie.
- 1 standard toothbrush with a thin base. **No fancy or electric/battery toothbrushes; they will be sent home.**
- 1 water bottle.

Blankets, towels and crib sheets need to be brought home each Friday for washing and returned on the following

Monday or the next day of school. Wet or soiled clothing needs to be brought home the day of and a clean set returned the next school day. Parents are responsible for bringing the items/supplies listed, or otherwise requested by staff in a timely manner.

We DO NOT allow the following items to be brought to school:

Personal toys unless requested by your child's teacher for special activities.

Toy guns, knives, swords or other sharp objects.

Expensive or costume jewelry such as earrings, bracelets, necklaces, rings, watches etc.

Candy

Videos

Balloons

Money

Shoes with heels

Princess dresses or costumes - except for Halloween

Other valuables

Crowns and tiaras – except for Halloween

Sunglasses

Although we appreciate your child sharing with other children, these items may get lost or broken. If staff feels that an item brought to school is inappropriate or not safe, the item will be returned to you at the time of morning drop off or placed in your child's cubby for the day. Staff is not responsible for any damaged or lost belongings. **We do allow books to be brought to school; however, please check with your child's teacher as he/she will need to see if the book is age appropriate.**

[SCHOOL PROCEDURES]

We ask that you bring your child to school by 8:30 am each day. This will ensure that your child will be involved in all school activities and learning opportunities. It also teaches your child the important responsibility of arriving at a scheduled destination on time. Arriving on time is required when going to Kindergarten. Breakfast is served from 8:00 am to 8:30 am.

Drop-off/Pick-up Procedures

Children must be walked to their classroom by an authorized person for drop-off and picked-up by an authorized person in their classroom each school day.

Tardiness/Absences

Parents are responsible for reporting their child's absence or tardiness to the Preschool office on a timely basis. The school will maintain daily records of attendance and absences. Please note that if you do not report your child's absence or tardy to the office admin, it will be marked as unexcused. Children with excessive absenteeism/tardiness will be subject to counseling with teachers and/or the Preschool director.

Students arriving after 8:30am are considered tardy. To report your child's absence or that your child will be arriving to school after 8:30 am, the office must be notified by 8:30 am on the day of the absence or late drop-off. When notifying the school of an absence or tardiness, please state the child's first and last name, classroom name, reason for absence/tardy, and length of absence. Parents can notify the office in the following ways:

- Call the school at (808) 922-2098.
- Send an email to: info@waikikicommunitypreschool.org
- Send a message through the school's communication app.

Regardless if you have notified the Preschool office of your child's tardy, you **MUST** check in with the office before dropping off your child to their classroom.

Absences/tardies will only be excused for the following reasons:

- Illness
- Medical, dental, or therapeutic appointments
- Family emergencies
- Observation of a holiday or ceremony of the family's religion
- Approved planned extended family travel; written request submitted to the office at least 10 school days prior to absences to include: date of request, student's name, dates of absences, reason for absence, and parent's name, and parent contact number

- Bereavement
- Other justifiable reasons evaluated on a case-by-case basis and approved by the Preschool Director

Documentation may be required to excuse the absence.

Unexcused absences or tardies are defined as absences or tardies without valid reasons or proper notification.

Excessive Absenteeism/Tardiness

Excessive absenteeism or tardiness can negatively impact a child's educational experience and may jeopardize continued enrollment. When a student accumulates four or more unexcused attendance marks throughout the school year, it is considered excessive. **WCP treats excessive tardiness the same as unexcused absences.**

Excessive Absenteeism/Tardiness Counseling

- **After 4 Absences/Tardies:** Parents receive a notification letter/email with an attendance summary.
- **After 8 Absences/Tardies:** A parent-teacher conference is scheduled to discuss attendance concerns and develop strategies to improve attendance.
- **After 12 Absences/Tardies:** Parents will meet with the child's teacher and WCP Director to discuss reasons for continued absences/tardies. Alternative strategies may need to be developed.
- **After 16+ Absences/Tardies:** Enrollment status may be reviewed. **Continued excessive absenteeism or tardiness may result in placement on the waitlist or withdrawal from the program.**

Authorized/Unauthorized Adults for Drop-Off and Pick-Up

Adults, age 18 years or older, who are authorized by you, can pick up or drop off your child from school. Your child will not be released to a teenager or adult who is not authorized to do so as indicated on your child's Drop-Off and Pick-Up Authorization. For your child's safety, please be sure to let your child's teacher know if some other authorized person will be picking up your child that day. In addition, unfamiliar persons will be asked to show a picture ID that will be checked with your authorized pick-up list.

You are responsible for notifying staff, in writing, in advance as to any changes in the names of individuals authorized to pick up your child since the time of enrollment. You are required to provide us with the person(s)' name, phone number as well as the relationship to the child. It is for your child's safety to keep this information and your contact information current.

In an emergency, should you need someone other than who you have listed for authorized pickup on your child's Emergency Information Card, you must let either your child's Teacher, the Preschool Administrative Assistant or the Preschool Director know. We allow a onetime authorized "phone in" from you for a person not listed on your child's Emergency Card. This one-time "emergency" pickup person **MUST** bring with them a valid form of identification in order for us to release your child. If this person is to be picking your child up more than the "onetime" emergency pickup, they **MUST** be added to your child's Emergency Information Card.

Last minute emergency pick-up approvals must be given by the parent with primary custody, and only if these procedures are followed:

- Parent with primary custody calls the Preschool, identifying him or herself by providing student's name.
- Parent then provides the Preschool with the name, relationship to the child and telephone number of the person authorized for the emergency pick-up.
- Parent informs authorized person that he/she must present a picture ID upon picking up the child.

Failure to Pick Up Your Child

If your child is not picked up by closing time at 2:30 pm (according to WCP's clock), the WCP Charter Preschool staff will make every effort to contact you by telephone.

If your child has not been picked up within 10 min. after the school is closed, the Admin Staff will call:

1. Your home/employer/school.
2. The emergency numbers listed on the emergency card. We cannot allow any "other authorized pick-up" person to authorize a third party to pick up your child without prior notice from a parent or guardian.

At 3:00pm if the admin has not heard from you or your authorized emergency contacts, the admin will alert the preschool

director that your child has not been picked up. If there has been no contact by 3:30 pm, the Preschool Director will authorize the admin to call 911 HPD.

If, one hour after the scheduled closing of the Preschool (3:30 pm), we are unable to confirm that an authorized person is on the way to the Preschool to pick up your child, we will report your child as an “Abandoned Child” to the Honolulu Police Dept. (HPD). HPD has the ability to check with local hospitals and police units to determine whether or not you have had an accident. If circumstances necessitate, HPD will take your child into protective custody until your status is confirmed.

Because we do not have supervision after school, parents are asked to pick up their children on time. Should late pick up become a chronic problem, you will be contacted by the school and arrangements will have to be made to enroll your child into the Waikiki Community Center Afternoon Program.

Parental Custody Advisement / Release of Child

The custodial parent may provide current copies of any certified court orders or Temporary Restraining Orders (TROs) that restrict parental custody or visitation rights to your child so that WCP staff are aware of the situation. If a situation arises, WCP staff will call the appropriate party (i.e. the custodial parent, police, etc.).

A child will not be released to his/her parent, guardian, family member or other individuals on the child’s “Drop-Off and Pick-Up Authorization” form if their condition at the time of pick-up clearly poses a threat to the child (e.g. - parent is clearly under the influence of drugs/alcohol and normal function is impaired.) Staff will attempt to contact alternate authorized persons for pickup and may, ultimately, contact HPD or Child Welfare Services. The Preschool Director or Preschool Administrative Staff (upon approval from the Preschool Director) will make a determination if authorities should be contacted when no other authorized persons can be reached.

[EXCURSIONS]

Excursions and In-House Guests

During the year, the teaching staff plans various ways to enhance the children’s learning experiences. Real-life, hands-on learning experiences are offered by taking children on excursions or by inviting guests (parents, community members, and service animals) into the classroom. Parents will be notified by the staff via weekly lesson plans or daily newsletters. Both excursions and in-house guests are planned around:

1. The development level of the children, and
2. The children’s interest and experiences.

Parents and community members are always encouraged to share family traditions, talents, hobbies, demonstrations, and information with WCP staff and students. Interested parties must first obtain approval from the student’s teacher and the Director.

Excursions are offered as an educational learning experience for your child. Please look for upcoming excursions on the “Sign-In/Out” excursion clipboard for your child’s classroom. Parents will also be notified of excursions via an email. Written permission is required for all excursions away from WCP grounds. Please sign the excursion signup form on your child’s Sign-In/Out excursion clipboard promptly and submit any required paperwork from the excursion destination to your child’s teacher promptly. Specific times will be stated on the excursion signup form of when your child must be in school. If transportation is required, WCP will contract with a commercial school bus company. **Failure to bring your child to school in time for the excursion will result in your child having to remain with you until his/her class has returned from their visit. For safety and transportation reasons WCP does not allow a child who is brought to school late on the day of a scheduled excursion to “meet up” with their class at the Excursion destination.** All children attending excursions must wear a WCP T-shirt, covered shoes (no Crocs) and pants. Additional admission and/or transportation fees and a sack lunch may also be required.

*Most of our excursions are usually within safe, walking or driving distance of the center. Parent volunteers are present to assist the teaching staff on both walking and bus excursions. For this reason, parent volunteers may not bring siblings or other children with them on the excursion. **While on excursions we have specific excursion requirements and guidelines (see below) for parent volunteers.***

Requirements/Guidelines for Excursion Volunteers

- Please know that we LOVE and NEED parent volunteers to go on the excursions with us! Also know that where we are visiting often has a specific child to teacher ratio requirement that we must follow/meet. If we don't meet the specified requirement, the place we are visiting has the right to refuse our entry into their establishment. Going on a school excursion is generally very exciting for a child and because of their exuberance, you may need to plan ahead so that you are able to get to school at the time we've requested. We need you to be at the Preschool at the requested time. The time children are asked to be at school will vary from excursion to excursion.
- We request that children be in school at a certain time (at least half an hour before we leave on the excursion) so the teachers can get the children settled down, have them use the bathroom, review where they are going, and go over special rules for excursion. If you as a parent are volunteering on an excursion, you also need to actually sit with your child during circle time to hear what the rules are.
- It's important to know that excursions are often planned as early in the day as possible. On the day of the excursion, breakfast may be earlier than regularly scheduled and you can find this time information on the excursion signup form on your child's Sign-In/Out excursion clipboard and an email notice will also be sent.
- All volunteers must comply with the [Harm to Students Registry](#). WCP will confirm that potential volunteers are not listed on this Registry before allowing them to volunteer.
- SAFETY! While on excursions we have specific excursion expectations/requirements and guidelines such as:
 - No use of cell phones
 - No purchasing food or other items from concession stands
 - Staying with your child's classroom at all times
 - Being alert and aware of your surroundings at all times
 - Assisting the teachers and other volunteers in your child's classroom with a frequent head count of all of the children in the class
 - Helping to distribute lunch to the children and help with cleaning up the lunch area before leaving

[TRANSPORTATION]

WCP may provide its own transportation services, provide transportation through an agreement or contract with a private provider, or access any other school transportation provided to it by law. Pursuant to section 286-181, Hawaii Revised Statutes, any transportation services provided by the school shall follow the safety rules and standards relating to school vehicles, equipment, and drivers adopted by the Department of Transportation.

WCP will not provide transportation services for your child to and from school during the 2025-2026 school year.

[FOOD SERVICE]

Meals

A nutritious breakfast and lunch are provided for your child on a daily basis. WCP contracts with a local catering firm which follows USDA-approved menus for young children. A monthly menu is posted in every classroom and will be posted on the school website. For more information on daily nutrition recommendations and prevention of malnutrition from the USDA, please visit: <https://www.usda.gov/topics/food-and-nutrition/dietary-health>.

Studies have shown that breakfast is the most important meal of the day. Breakfast is served from 8:00 am to 8:30 am each morning. **If you are dropping your child off before our scheduled breakfast time and your child is hungry, we ask that you provide a small snack or a small breakfast for your child BEFORE entering the center.**

Lunch is served between 11:15 am and 12:00 pm. Please check your child's classroom daily schedule for specific lunch times.

Allergies/Dietary Restrictions

If your child has a food allergy or dietary restrictions that are not accommodated by the school meal menu, families should provide food for their student. Please see the home lunch policy below.

Home Lunch Policy

Students may bring lunch from home if they choose not to participate in the school meal program. If students are bringing home lunch, please notify the office via phone or email by 8:30 am that day. To ensure the health and safety

of all students, please follow the guidelines below:

Home Lunch Guidelines

- Send **nutritious, ready-to-eat meals**.
- Use insulated lunch bags and ice packs. **No refrigeration or heating** is available.
- Students are **not permitted to share food** with classmates.
- Avoid sending sugary drinks, candy, or junk food.
- **No glass containers** allowed.
- Do not send any products containing peanuts or tree nuts in your child's lunch or snacks, as there may be children present with life-threatening allergies.

Allergy Awareness

- If a classroom or student has a known severe allergy, parents will be asked to **avoid sending specific foods** (e.g., nuts, shellfish).
- Designated **allergen-free tables** may be used to protect students with life-threatening allergies.

Due to USDA food safety regulations, all remaining food served to your child at school will be thrown away at the end of mealtimes.

[BIRTHDAY CELEBRATIONS]

A birthday is a special day for your child, and we understand your desire to make it a memorable one. However, we must also consider the needs of the other children. In our commitment to promote healthy eating habits, we discourage foods with high sugar content, such as candies, and ask instead for the following:

- Consider donating a book, puzzle, or an educational toy to your child's class in your child's honor. Books help your child and his/her classmates enhance their literacy skills and will be a lasting gift from your child.
- If you choose to send food to celebrate your child's special day, please send only healthy items such as frozen yogurt, muffins (instead of frosting-laden cupcakes), fresh fruit, granola bars, and plain cookies. All food items being brought in for a celebration must be **"store bought" and sealed**. Currently we ask that you provide individual servings of foods such as cupcakes, muffins, brownie bites, etc. Please know that if you bring a sheet cake for your child, it may not be served due to time constraints.

You may bring goodie bags; however, please know that we will not be allowing the children to open them while in school. Goodie bags will be sent home with the children at the end of the school day. **Always consult with your child's Teacher, Preschool Administrative Staff or the Preschool Director prior to your child's birthday, as there may be children in your child's class with specific food allergies.**

Your understanding and compliance with this policy is appreciated.

[USDA Meal Benefit Form]

The school requires completion of a US Department of Agriculture Meal Benefit Form, which is distributed at the beginning of each school year or upon enrollment. This information is required annually by the USDA and the State of Hawaii. WCP requires ALL parents to complete, sign and return this form, even if your family is above income guidelines.

A Non-discrimination Statement: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

[PARENT COMMUNICATION]

WCP is committed to working with parents to provide a supportive learning environment for children. We provide a variety of forms of written communication to keep parents informed about current class and school wide activities.

Each classroom maintains a Parent Bulletin Board where lesson plans, monthly menus, special news, USDA guidelines and other important information are posted. Please take a moment to read the bulletin board. EACH DAY, we ask that you take the time to:

- **Read the teacher's daily summary of activities.**
- **Check the child's mailbox or folder for important notices and read them.**

Parent/Teacher Conferences

Please make the time to attend your parent/teacher conference. This is an important opportunity to meet with your child's teacher and share information on your child's development and progress. You will receive written progress and assessment reports on your child's development at these conferences. Conferences are scheduled twice during the year. You will be notified via email of your individual meeting time. You may also call for an appointment anytime during the year if you want to discuss any concerns that you may have regarding your child.

Updating Records

It is of the UTMOST IMPORTANCE that you inform your child's Teacher, Preschool Administrative Staff, or the Preschool Director IMMEDIATELY of any changes to the home, cell, or work numbers or addresses of either parent or any of those persons listed as Authorized Pick-Up. This will ensure that we are able to reach you promptly in the event of an emergency.

Parent Participation

Parents are encouraged to visit the classroom and may do so with prior approval from the student's teacher. We also encourage you to share your talents, culture and time with us. Parents are also always welcome to participate in class presentations, excursions, story times, classroom activities, and special events. Interested parties must obtain approval from the student's teacher and the Director.

Parent/Guardians/Family Members Expectations

We encourage parents/guardians/family members to play an involved role in their child's education and experience at WCP.

Parent/guardians/family members are expected to behave civilly in their interactions with all Preschool employees and other parents/guardians/family members, and to respect the policies and functions of the school. In situations where a parent's/guardian's/family member's behavior disrupts the function of the Preschool, or harasses, threatens or behaves disrespectfully towards Preschool employees or others, they will incur consequences, including restricted access to the Preschool campus. In rare cases, the child or children may be immediately released from WCP.

Concerns or Complaints

Teachers are available by phone and email to respond to questions. Parents are reminded that the proper channel for communication is first to your child's Teacher and then the Preschool Director. The school staff appreciates and does their best to listen. We also understand that situations may arise which need special attention. Please let us know, either in person or in writing, if you have particular concerns. Feel free to call or meet with your child's Teacher or the Preschool Director to share your concerns.

Formal Complaints Procedure

The administration and governing board of WCP shall respond to all reasonable complaints or concerns expressed by members of the general public. The following procedures will be followed in receiving and processing such complaints or concerns.

Procedure:

1. Complaints/concerns may be either written or oral. Complaints/concerns will initially be referred to the Preschool Director. The Preschool Director may require that oral complaints/concerns be stated in writing in order to facilitate investigation and resolution.
2. The Preschool Director shall inform the complainant in writing within two working days that the complaint/concern has been received and will be investigated.
3. The investigation shall be initiated within ten working days of the receipt of the complaint/concerns.
4. The Preschool Director shall propose a resolution to the complaint/concern that is agreeable to all parties. The Preschool Director shall inform the complainant of the resolution in writing within two working days of the effective date of the resolution.
5. If the complaint/concern cannot be resolved at the Preschool Director's level, the Preschool Director shall inform the complainant in writing of his/her right to submit the complaint/concern to the governing board. The complaint/concern to the board shall be written.
6. The governing board shall consider the complaint/concern at the first board meeting following the date the complaint/concerns is received. If the complaint/concerns requires that confidential information such as a personnel matter or Family Educational Rights and Privacy Act (FERPA)-protected student record be included in discussion, the governing board will hold the discussion in closed session.
7. The governing board shall make a final resolution regarding the complaint/concern. Such resolutions shall be included in the minutes of the board.
8. The final resolution shall be promulgated in writing to all persons for whom it may represent new information, a change in practice, or who would be impacted by the resolution. This shall occur at either step 4 or step 7 above.

Health/Incident/Accident/Observation Reports

A health/incident/accident/observation report will be completed by Preschool staff when a child becomes ill, exhibits behaviors of concern or has an accident requiring first aid. Reports are reviewed with parents and a parents' signature is required on the report. Parents receive a copy of a completed health/incident/accident/observation report for any occurrence of illness, injury, behaviors of concern or any unusual situation that may have occurred during the day. Parents are asked to discuss any incident reports with their child's Teacher.

[STUDENT CONDUCT/DISCIPLINE]

WCP provides opportunities for children to develop positive social interactions, develop friendships, and learn new communication skills. We focus on the use of positive intervention methods that are respectful of the child and are individualized according to each child's strengths and needs.

If a child displays challenging behaviors, preschool staff will adhere to a process that takes reasonable and appropriate steps to provide for the safety of all children. In addition, staff will work to correct challenging behaviors by providing support to students to ensure the quality and safety of the learning environment for all members of the classroom community.

Examples of challenging behaviors may include, but are not limited to:

- Disruptions that affect the learning environment
- Biting another child or staff member
- Self-injury

- Bodily injury, such as kicking, pushing, or shoving another child or staff member
- Inability to self-regulate behavior, such as tantrums, inability to separate from parents, inability to participate in a variety of large and small group teacher-directed activities
- Inappropriate sexual behavior
- Inappropriate use of language

Addressing Challenging Behaviors

WCP promotes the development of pro-social behaviors through teaching and modeling Program-Wide Expectations (Be Safe, Be Respectful, Be Responsible) and the systematic use of WCP's Behavior Support Process (BSP). Our BSP is a system designed to teach young children social skills (e.g., making friends, taking turns, expressing feelings appropriately, problem solving) and to prevent and address challenging behaviors.

When a child requires individual support, we will work with the family using our BSP – a team process that joins the staff and family together to address a child's persistent challenging behaviors.

If challenging behaviors occur, staff will take steps to provide for the safety of all students and to address the behaviors using a positive and whole-child approach. These steps may include, but are not limited to:

- Talking to the child to determine what happened
- Discussing and acknowledging the child's feelings/emotions
- Discussing alternative appropriate choices
- Reviewing desired expectations
- Providing teacher-directed alternative choices
- Teaching and modeling problem-solving techniques such as using your words, taking turns, walking away, finding another activity, etc.

If the challenging behavior (such as tantrums or minor disruptions) continues and/or there are safety concerns (such as biting or self-injury) the following steps may occur:

- Behaviors will be documented, and the family will be notified
- Families will meet and discuss the behavior with school staff
- Discuss possible solutions and develop an individual plan to help the child learn and use appropriate behaviors

WCP reserves the right to suspend or expel any child or parent who jeopardizes the safety and welfare of the other children, parents, and any WCP employee, Waikiki Community Center employee, its clients, or tenants.

Involuntary Termination-Suspension and Expulsion

WCP makes all reasonable efforts to help both children and parents succeed in our program. However, when it is determined that this is not possible, WCP reserves the right to terminate enrollment. Teachers will communicate in a timely manner any concerns regarding a child's behavior or a parent/guardian's non-compliance via written or verbal communication. Written records of a child's behavior and parent/guardian communications are maintained by the Preschool and its teachers, which include conditions of behaviors leading to expulsion, parental notification, and any action taken. In the event of a possible expulsion, the parents/guardians will be given 30 calendar days to either find alternative childcare services or to take all necessary actions to remain enrolled in our program. In cases of imminent danger to the health, welfare, and safety of the children, parents, and staff, this 30-day grace period will not be permitted, and immediate expulsion will occur.

Involuntary Termination/Suspension/Expulsion may occur as a result of, but is not limited to:

1. Abusive behaviors and/or verbal threats by a parent, guardian or other adult toward children, staff, other parents, or any other individual who enters the grounds and/or participates in program activities.
2. Parent, guardian, or any other adult who consistently fails to abide by the policies and procedures outlined in this Handbook.
3. Child or parent/guardian's behavior is disruptive to normal functioning of the Preschool.
4. Lack of parent or guardian cooperation in efforts to resolve differences.

[SAFETY]

Your child's safety is our top priority. Please read the following section carefully.

Accidents or Injuries/Emergency Care

Injuries consist of cuts, scrapes, bruises, head injuries, broken bones, internal injuries, dislocations or dental injuries, excessive bleeding, poisoning, drowning, burns, choking and suffocation. All accidents and injuries are reported to the Preschool Administrative Staff and/or the Preschool Director and documented in writing through the appropriate report.

- a. Emergency contacts and applicable consent forms will be readily accessible to staff on every routine or non-routine activity that takes place outside of the center.
- b. Fully stocked First Aid Kits will be readily accessible to staff and families for all center sanctioned activities.
- c. In the event a child becomes injured:
 - i. Staff will administer First Aid.
 - ii. Staff will complete an accident-incident report and notify parent of the injury.
 - iii. Staff will have the parent sign the accident-incident report at pick up and a copy will be given to the parent.
 - iv. Staff will give a copy of the signed accident-incident report to the Administrative staff to file in the child's file.
- d. In the event a child becomes injured and needs greater First Aid expertise or CPR:
 - i. Staff will **Call 911 immediately.**
 - ii. Staff will call parent to notify them of the situation.
 - iii. Staff will contact the Administrative staff and Preschool Director.
 - iv. Staff will complete an accident-incident report and follow WCP procedure.
 - v. If a child needs to be transported via ambulance, every attempt will be made to have a staff accompany the child to the hospital if a parent is not available and without compromising staff supervision ratios of the remaining children. Persons listed on your child's emergency card will be contacted if we are unable to contact you. Parents or guardians will be responsible for all related medical expenses.

Parking Lot Safety

For everyone's safety, **please drive slowly through our parking area when dropping off or picking up your child.** Be careful when taking your child out of your car since many cars often pass through the parking lot. Always hold your child's hand while walking through the parking lot, do not allow your child to run ahead of you.

Park your car in one of the marked stalls. Do not park on the street near the Paoakalani Ave. driveway, even just for a "few minutes" – this is a no parking zone. Visibility for exiting cars is limited when cars are parked close to the driveway, this has resulted in many near accidents.

Do not leave children in your car without an adult with them. [Our State Legislature has passed a law](#) where parents can actually be fined if a child is left unattended in a car for more than 5 minutes. Please do not leave valuables, such as purses, cell phones, etc., in your unlocked car. Many people pass through Waikiki Community Center property and we will not be held responsible for theft or damage to personal items.

If you are visiting the Preschool for more than 15 minutes, you must get a parking pass from either the Preschool Administrative Staff or Preschool Director. The parking pass is good for up to 4 hours and needs to be displayed on the dashboard area visible through the windshield of your car. Our parking lot is monitored by a parking company and cars will be towed to: MR. TOW located at 123 Puuhale Rd. Street Honolulu, Hawai'i 96819 (808) 486-4665.

Always lock the bolt at the top of Preschool Entry Gate and be sure to close the gate to the "indoor" playground upon entry and exit for the safety of all children. For overall safety reasons, do not teach your child the entry code or how to open the gates.

For safety and liability purposes, the following areas are not to be used unless supervised by Preschool staff.

- Gated backyard Preschool playground
- Parking lot areas (Paoakalani & Ohua parking lots)
- Concrete walkway/lanai areas of building A (Administrative building is located across the parking lot from the Preschool.)

- Auditorium (building A)

No after hours, weekend or holiday use is permitted in any of these areas or on the Preschool premises.

Once you have arrived to pick up your child, please leave the classroom/playground as soon as possible as generally it is very hectic, and we want to ensure that we are tracking/counting **ONLY** the children that are still waiting to be picked up.

Please be respectful of other activities/classes that may be occurring on the premises.

To help your child become familiar with safety and safety procedures, our school curriculum includes car and traffic safety, fire safety and poison awareness.

Intruders/Lockdown

In the event there is imminent danger that may include, but not be limited to an intruder or threat on or near the premises, The Preschool Director or the Preschool Administrative Assistant will immediately call 911. Children and staff will remain in designated locations until all clear is given by law enforcement, Preschool Director, Assistant Preschool Director or Administration.

If an emergency requires lockdown, parents/guardians will be notified as soon as possible. All entrances to the school will be secured. No one, including parents/guardians, family members or other individuals on a Childs Emergency Information Card will be allowed to enter or exit the building. The lockdown will be lifted when notification is received from law enforcement officials.

Missing Child

Every precaution is taken by staff to ensure close supervision of all the children all of the time. However, should a child go missing, the following procedure will be followed:

- In an event of any member of staff being unable to locate a child, they will immediately inform the Preschool Director and Preschool Administrative Staff, who will call 911, giving a detailed description of the child and if there is a photo of the child, it will be given to the police. All other Preschool staff will be notified.
- A thorough search of the inside and outside of the building and play area/parking lot will be conducted, checking all possibilities of the child being in the building and on property.
- The Preschool Director or Preschool Administrative Staff will contact the child's parents/guardians of the situation and reassure them that everything possible is being done to locate the child and informing them that the police have been called. Once the child is found, the Preschool Director or Preschool Administrative Staff will notify the police and the parents the missing child has been found. All other children will remain with their respective teachers.

Child Abuse and Neglect

WCP is mandated by state law to report any unusual or suspected incidents of child abuse or neglect to Child Welfare Services for the protection and safety of the child. Any suspected incidents may be reported without parents' prior knowledge.

Insurance Coverage

WCP operates in compliance with State of Hawaii Group Child Care Center Licensing requirements for general liability and property damage insurance.

[EMERGENCY EVACUATION PROCEDURES]

It is important that you are aware of the procedures we will follow in the event of a natural disaster or emergency. Our emergency plans are in accordance with the recommendations of the Hawaii Emergency Management Agency. Please be assured that the safety of your child is our primary concern and no child will ever be left unattended. Our Center is equipped with fire extinguishers, emergency flashlights, and First Aid Kits.

In the event a natural disaster or emergency occurs during school hours, do not attempt to call the school. Phone lines will be very busy. We will need to keep our phone lines clear as possible. Instead, teachers will make every attempt to contact YOU and provide you with instructions on how to pick up your child. **In the event of a natural disaster or emergency during non-school hours, DO NOT BRING YOUR CHILD TO SCHOOL.**

In the event of a fire, flood or natural disaster, the following procedures will be taken:

Fire Drills: Fire drills are held monthly. Children learn to leave their classrooms in an orderly fashion under the supervision of teachers to a designated area. If our facilities become damaged by fire and uninhabitable, we will care for your children in WCC's auditorium or alternate safe place and call/email you to pick up your child as soon as possible. Fire drill/emergency evacuation logs are maintained monthly and kept in the Preschool Director's office.

Reunification after emergency/natural disaster: If a WARNING is issued during our school hours, parents will be called/emailed to pick up their children as soon as possible. The Preschool will remain open until all children have been picked up.

Flooding: If flooding occurs during school hours, we will make every attempt to contact parents directly to pick up your child. If we must evacuate our Preschool, we will take the children to a safe location, as instructed by the Oahu Civil Defense Agency and the Honolulu Police Dept. Parents will be contacted by phone/email regarding the location of children. A notice will be posted at the front gate, describing the location where the children have been evacuated. Listen to the radio for immediate specific information regarding WCP and our location.

Earthquakes: Should an earthquake of significant magnitude occur on Oahu; we can anticipate considerable disruption to our roads. If your children are at school, you may not be able to get to them even if you live close by. Please be assured that we will take care of your children until you can safely pick them up. If our buildings are structurally sound, we will remain at the school and follow the Hawaii Emergency Management Agency instructions. If the school is damaged, we will evacuate the children to the safest nearby location, as instructed by the Hawaii Emergency Management Agency and the Honolulu Police Dept., and we will contact you by phone/email with instructions to pick up your child.

Tsunami/Hurricane/Tropical Storm: Hurricane and tropical storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of storm effect. Hurricane or tropical storm WARNINGS are issued when one of these storms could affect OAHU in 24 hours or less. When a WATCH is issued, we will monitor the storm and make decisions to close the school before the issuance of a WARNING. **IF A TSUNAMI OR HURRICANE WARNING IS ISSUED PRIOR TO THE OPENING OF THE PRESCHOOL, WE WILL BE CLOSED. DO NOT BRING YOUR CHILD TO SCHOOL.**

If a WARNING is issued during our school hours, parents will be called/emailed to pick up their children as soon as possible. The Preschool will remain open until all children have been picked up.

The following off-site safe zone locations will be potential evacuation sites:

1. Kapahulu Branch Library, 400 Kapahulu Avenue
2. Hilton Waikiki Beach Hotel (lobby), 2500 Kuhio Avenue
3. Aston Waikiki Banyan Hotel/Condominium, 201 Ohua Avenue
4. Diamond Head Theatre, 520 Makapuu Avenue

Listen to the radio for immediate specific information regarding WCP and our location. For further information, parents should contact the **Hawaii Emergency Management Agency – Oahu (Formerly Oahu Civil Defense Agency) at (808) 733-4300.**

WCP will determine if it is safe to return to the building site when it has the all-clear from the Hawaii Emergency Management Agency and/or other safety agencies such as the Honolulu Fire Department. WCP will contact the parents via phone or email on when the Preschool will re-open.

No Water at the Center: In the event there is no water available in the Preschool, the staff will alert the families of any change of operation after getting directions from the Preschool Director. Classes will not be cancelled except at the discretion of the Preschool Director. **Please be assured that we will take good care of your child during any emergency or disaster.**

[HEALTH POLICIES]

THE STATE LAW AND OUR PROGRAM REQUIRES THAT ALL CHILDREN MUST HAVE A CURRENT PHYSICAL EXAM REPORT (FORM-14), INCLUDING REQUIRED IMMUNIZATIONS, AND TUBERCULOSIS CLEARANCE (TB) OR WAIVER (AGES 12 MONTHS AND OLDER) BEFORE A CHILD CAN ENTER SCHOOL.

Daily Health Check

- Every child will be greeted with a daily visual health check that will be completed by a staff member.
- This is a good opportunity to talk to your child's Teacher or morning staff about how your child is feeling, how well he/she slept, etc.
- If a staff member observes symptoms of illness, your child will not be admitted to school that day.

When to Keep Your Child Home

Below is a list of a few of the most common contagious childhood illnesses. In order to protect the health of all children, families and staff of the WCP, it is very important to contact your child's Teacher if your child comes down with a suspected or diagnosed contagious condition.

Contagious Conditions	Symptoms & when a child may return to the classroom
Active Tuberculosis	Child may return when authorized to return by a doctor or the Department of Health stating that the child is non-infectious.
Chicken Pox	Onset is 11 – 21 days after exposure. Symptoms: Slight fever for 1 day, followed by itchy, blister-like reddish rash on the body, trunk and face. Your child is contagious until all blisters have dried up, usually around 5-7 days. A vaccine is available. A doctor's note is required for your child's return to school.
Conjunctivitis/pink eye	Onset is 12 hours to 12 days after exposure. Symptoms: Irritated, reddened, and tearing eyes, swollen lids and yellow mucus discharge that makes the eyes sticky. It is very contagious if disorder is caused by infection. Children under the age of 5 are most susceptible. A doctor's note is required for your child's return to school.
COVID-19	COVID-19 is highly contagious and symptoms may appear 2-14 days after exposure to the virus. Symptoms: include fever, cough, fatigue, shortness of breath/difficulty breathing, chills, muscle/body aches, headache, sore throat, congestion/runny nose, new loss of taste or smell, nausea, diarrhea, or vomiting. Symptoms range from mild/severe. This list does not include all possible symptoms. Some people with COVID-19 don't display any symptoms.
Diarrhea	Onset is 1 day to 2 weeks. Symptoms: Abnormally loose stools. Diarrhea is symptom of infection caused by any of several kinds of germs, bacteria, parasites or certain types of viruses, and may indicate intestinal infection. A person with <u>very mild diarrhea</u> may spread infection to someone else that may become very sick. Diarrhea infections are very contagious and can spread quickly through a center. A child with diarrhea will need to be diarrhea free for 24 hours in order to return to school. For your child to be able to return sooner than time stated, a doctor's note is required.

Flu	Onset is 1-7 days after exposure. A child is considered contagious (able to spread infection) 1 day before symptoms start and for an average of up to 10 days after. An infected person is likely more contagious on days with fever. Symptoms: Fever, lethargy, lack of appetite, sore throat, nausea, vomiting, diarrhea, fast or troubled breathing, bluish skin color, irritability, fever with a rash and in some cases a runny nose. A doctor's note is required for your child's return to school.
Hand Foot and Mouth	Onset is 3 – 6 days after exposure. Symptoms: Mild fever, sore throat, loss of appetite, general feeling of not being well. In the next two days small blisters will appear on the palms of the hands, soles of the feet & cold sores develop on the tongue and sides of the mouth. This illness is very contagious and is caused by a virus. Your child should be seen by a doctor to verify the symptoms and the information posted on his/her records. Child will be excluded until blisters over palms of hands and soles of feet have dried and are no longer “weeping.” A doctor's note is required for your child's return to school.
Head Lice (“Ukus”)	Onset is 2-3 weeks after exposure. Symptoms: An itchy scalp or head with the presence of nits (tiny, pearly white eggs) which stick to the hair shafts at the neckline and around the ears of your child's hair and scalp. Consult your physician or pharmacist for treatment. Remove all nits from hair strands. Carefully check other members of the family for nits. Launder clothing and bedding in <u>hot soapy water</u> , and soak all combs, brushes, etc., in soapy water containing household bleach. Children with head lice may return the day after treatment begins, provided the child does not have any nits.
Hepatitis B	Hawaii has a high risk of Hepatitis B because of its close proximity to Asian and Pacific Island countries. Symptoms: Loss of appetite, extreme tiredness, abdominal pain, nausea, vomiting and jaundice (yellow skin and eyes). Hepatitis B is caused by a virus in a person's blood or other body fluids. It is a very contagious illness, but can be prevented by being immunized with a Hepatitis B vaccine. The vaccine can be given to infants, older children and adults. Hepatitis B is a serious illness that can cause lengthy hospitalization, cirrhosis of the liver, and death due to liver cancer. A doctor's note is required for your child's return to school.
Impetigo	Onset is usually 1-3 days. Symptoms: Reddish spots which become filled with fluid or pus and dry up, forming honey-colored scabs or sores. May occur on face, hands, legs, feet or buttocks and may spread rapidly; children must be treated by a physician. A doctor's note is required for your child's return to school. All sores should be dried or securely covered. This illness is highly contagious.
Measles – Rubeola (Common measles)	Onset is 1-2 weeks after exposure. Symptoms: Runny nose, fever (may be quite high) and cough, followed by blotchy rash on face and body. This illness is highly contagious. A vaccine is available. A doctor's note is required for your child's return to school.
Measles – Rubella (German measles)	Onset is 2-3 weeks after exposure. Symptoms: Rash, fever, body aches, headache, runny nose. The lymph nodes just behind the ears and at the back of the neck may swell causing some soreness and/or pain. This illness is highly contagious. KEEP YOUR CHILD AWAY FROM WOMEN WHO ARE IN THE FIRST 3 MONTHS OF PREGNANCY. A vaccine is available. A doctor's note is required for your child's return to school.

Meningococcal Meningitis (Haemophilus B Disease) (Spinal meningitis)	Onset can range from 2 to 10 days and usually starts 5 days after infection with the bacteria. Symptoms: Sudden onset of fever, headache, vomiting, neck stiffness, and rash. Meningitis is a very serious illness. If left untreated, permanent damage to the nervous system can occur, and up to 10% of infected persons may die. Consult your physician immediately as antibiotics are required. A doctor's note is required for your child's return to school.
Meningitis (viral) (Non-bacterial meningitis)	Onset usually occurs within 7 days of infection with the virus, depending on the specific virus involved. Symptoms: Sudden onset of fever, headache, and muscle aches, sore throat, and a general feeling of not being well. This is usually followed within a day, by stiffness of the neck and back, nausea and vomiting, especially in children. These symptoms typically fade 3 to 7 days after onset. A doctor's note is required for your child's return to school.
Mononucleosis(Infectious)	Onset usually begins 4 to 6 weeks after infection with the virus. Symptoms: Include fever, sore throat, and fatigue that may extend from one to several weeks or more. The lymph nodes in the neck may be enlarged and tender. This illness is seen more often in high school and college age persons; however, children can become infected. A doctor's note is required for your child's to return to school.
Mumps	Onset can range from 12 to 25 days and usually starts 18 days after infection with the virus. Symptoms: Fever, swelling and soreness of the salivary glands in the neck region, most often in the area of the lower jaw near the ears. About one third of persons infected with the virus do not show any symptoms. A doctor's note is required for your child's return to school.
Otitis Media (Ear Infection)	Onset varies and usually begins with a cold, flu, or allergy. Fluid and germs from the nose and throat travel through the connecting (Eustachian) tube and collects behind the ear drum, causing increased pressure and earache. Symptoms: Repeated pulling tugging of ears, ear pain, "ringing" or "popping" sounds in the ears, sensitivity to normal noise. Babies may be unusually fussy. Prolonged or repeated attacks of otitis media may cause temporary or permanent hearing loss and result in damage to the eardrum. It is very important to follow the doctor's orders and finish all medication, even if your child seems well.
Pertussis (Whooping cough)	Onset usually begins within 7 to 10 days after exposure to the bacteria. Symptoms: Mild influenza-like symptoms that include a runny nose, sneezing, low-grade fever, and a slight cough. Cough may gradually worsen over the next 2 weeks, whereby the afflicted person experiences violent fits of coughing. Episodes of violent coughing can be prolonged and severe enough that the afflicted person has difficulty in catching a breath of air. When this occurs, one can often hear the characteristic "whooping sound." Whooping cough is a highly contagious bacterial illness of the respiratory tract. The illness is most serious in infants and children of preschool age. Consult your physician immediately as antibiotics are required. A doctor's note is required for your child's return to school.
Pinworms	Onset is 2 weeks to 2 months after exposure. Symptoms: Itchy anal area, especially at night, is the most common sign. Tiny worms may be observed in the stools. Your child may have insomnia or nightmares and may experience a loss of appetite. Observe other members of the family for symptoms. Launder all clothing and bedding in <u>hot soapy water</u> . Wash hands frequently, especially after using the toilet. Child and family will require treatment from his/her physician in order to get rid of pinworms.

Pneumonia	Onset varies and usually begins with an infection of the lungs. Pneumonia is often caused by viral infections, including <u>RSV</u> the parainfluenza virus adenovirus, and the <u>flu</u> . Pneumonia can also be caused by a bacteria. <u>Walking pneumonia</u> is caused by the <i>Mycoplasma pneumoniae</i> bacteria and is usually a milder form of pneumonia than other bacterial forms of pneumonia. Children who develop pneumonia may develop other symptoms including: worsening cough, wheezing (usually a sign of viral pneumonia,) decreased breath sounds, Cyanosis, fever, increased respiratory rate retractions (labored breathing), crackles, chest pain, abdominal pain, vomiting. A doctor's note is required for your child's return to school.
Rashes	Unidentified rashes need a note from a doctor stating that the illness is not communicable.
Ringworm (Fungal Infection of the Scalp)	The onset varies. Symptoms: Reddish, rounded hairless patches or rash on the scalp; grayish scales; broken hairs and itching. Ringworm is highly contagious. Do not bring your child to School until the day after treatment begins. A doctor's note is required for your child's return to school.
Ringworm (Fungal Infection of the Body)	The onset varies. Symptoms: Rounded, flat, scaly reddish area with a raised scaly or blistery border, often itchy. Ringworm is highly contagious. Do not bring your child to school until the day after treatment begins. Cover sores with clothing is advised. A doctor's note is required for your child's return to school.
Roseola	Onset is 10-12 days after exposure. Symptoms: Presence of a fine pink rash, mainly on the trunk. High fever during the preceding 2 to 4 days that cleared within 24 hours before the rash appeared. Rash lasts 1 or 2 days, followed by a complete recovery. This virus is contagious until the rash is gone, and some children have 3 days of fever without a rash. A doctor's note is required for your child's return to school.
Scabies (Parasitic infection of the skin)	Onset is 2-6 weeks after exposure. Symptoms: Intense itching of the skin, caused by tunneling of extremely tiny, spider-like insects called mites under the skin. Tiny, blister like round or elongated bumps on skin areas such as fingers, hands, wrists, armpits, abdomen, buttocks, genitals and feet. Scratching may result in development of scabs or crusts. Scabies is highly contagious. Do not bring your child to School until the day after treatment begins. Check all family members. Launder clothing and bedding in hot, soapy water.
Strep (Including Strep Throat and Scarlet Fever)	Onset is 1-3 days after exposure. Symptoms: Sore throat, inflamed tonsils, fever, swollen neck glands. May include reddish rash, vomiting, high fever, and red swollen tongue. A doctor's note is required for your child's return to school.
Vomiting	Child may return after 24 hours have passed since onset.

Notify WCP immediately when your child is ill and what type of any contagious illness he or she may have. As a courtesy, we do inform all families whether their child(ren) have been exposed to any of the above listed contagious illnesses.

In order to protect the health of all children in our program and WCP staff, your child will be sent home if any of the above contagious illnesses or below conditions exist.

Do **not** bring your child into school if he or she has or develops any of the following:

- Fever – 100 degrees or higher. We require that your child remain home for 1 complete day (24 hrs.) before returning to school. **Take note; your child will need to be fever free and medication free for 24 hours before returning to school. This means that in the past 24 hours no medication was used to bring your child's fever under control. Examples of such medications are, but are not limited to: Tylenol, Aspirin.**
- Persistent/consistent deep congested cough (lasting more than 3 – 4 days) **If you're having to give your child**

cough syrup to suppress his/her cough, your child will need to be “Cough Syrup” free for 24 hours in order to be able to return to school

- Yellow or green mucus discharge from the eyes, nose or ears (watch for fever, child’s alertness, and flu like symptoms)
- Excessive nose bleeding
- Signs of weakness, listlessness or drowsiness
- Continuous clear mucus discharge from the nose (**this could be the early stages of a cold and when it is at its most contagious**)
- Hives
- Diarrhea
- Sore throat
- Difficulty breathing
- Unusual looking rash or bumps on skin, and any other health condition as determined by the WCP staff.
- If a child has just started antibiotics, he/she may return to school after **1 day (24 hrs.) provided the child has not had an allergic reaction or any side effects to the antibiotic.**

WCP does not have a separate facility or adequate staffing to care for sick children for an extended period of time.

When any of the above symptoms occur, your child’s Teacher, Preschool Administrative Staff or Preschool Director will call you immediately. You are expected to pick up your child within 1 hour of our telephone call. If you cannot pick up your child within 1 hour, you will need to make other arrangements for someone else to pick your child up within the hour. If staff is unable to reach you, they will call the persons listed on your child’s emergency card. We will make your child as comfortable as possible until you or your designated person can pick up your child.

[ADMINISTRATION OF MEDICATION]

WCP’s administration of medication policy is as follows:

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
- ❖ 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. 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. Teachers will store medication in areas appropriate to prescription instructions (i.e. temperature control) and always in areas inaccessible to children.
- The child’s parent or 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.
- WCP will not be held responsible for any missing medication or missing any dispensing of medication.
- Never leave medications inside your child’s cubby, mailbox or bag. Do not tell your child to take any medication without their Teacher’s knowledge.

Blood Borne Pathogens

In the event of an injury, our first and foremost concern is always the health and safety of your child. Due to increased concern regarding the risk of exposure to blood borne pathogens (disease-causing germs carried by blood, such as Hepatitis B virus and HIV) and to ensure our compliance with the federal Occupational Safety and Health Administration’s (OSHA) regulations for employers, we will follow the procedures listed below in administering first aid to your child:

- In circumstances in which blood or other body fluids are in evidence, your child’s Teacher will wear the
- appropriate personal protective equipment which must always include disposable gloves and may include a

face mask and/or gown to prevent your child's fluids from entering the Teacher's system through cuts/hangnails or a splash into their eyes or mouth.

- Any clothing, which is bloodstained, will not be rinsed out at school. It will be placed in a sealed bag and marked with a "Biohazard" label to ensure that it remains sealed until you take it home.
- If your child is exposed to another child's blood, we will notify the parents of both children immediately and
- strongly encourage you to contact your Doctor for follow-up.

[MEDICAL EMERGENCY]

Our designated hospital in the case of an emergency is Kapiolani Medical Center for Women and Children. Therefore, beginning December 2015, Kapiolani will be the hospital that your child and/or yourself will be taken to in the case of an emergency. Those of you who have a medical plan such as Kaiser, will need to designate on your child's "Emergency Card" the Kaiser Hospital you want your child, or yourself, to be taken to in the case of an emergency. If there is an emergency and it is not specified, or nothing is said at that time, your child and/or you will be taken to Kapiolani Medical Center for Women and Children.

[Tobacco Policy]

Research has shown that smoking poses serious health risks not only to smokers but also to those exposed to secondhand smoke. Additionally, smoking contributes to increased absenteeism and decreased productivity in the workplace. In light of these concerns, **smoking is strictly prohibited anywhere on the WCP Complex premises**, which includes:

- **310 Paoakalani Avenue**
- **277 Ohua Avenue**

In accordance with Hawaii state law, **smoking is also prohibited within 20 feet of any entrance, exit, openable window, or ventilation intake** of any building.

This policy applies to all forms of smoking, including but not limited to:

- Cigarettes (including electronic cigarettes or e-cigarettes)
- Cigars
- Tobacco pipes

WCP is committed to providing a healthy and safe environment for all staff, children, families, and visitors. **We are a 100% smoke-free facility.**

[GENERAL PROGRAM POLICIES]

[Hand-Washing Guidelines]

Hand-washing is one of the best ways to prevent the spread of germs and communicable diseases. Staff and students must follow this hand-washing policy.

Situations that require hand hygiene:

1. Before and after:

- a. All meals
- b. Handling food for a cooking activity
- c. Playing in water that is used by more than one person

2. After:

- a. Using the bathroom
- b. Contact with bodily fluids (mucus, blood, vomit), sneezing, wiping and blowing noses, from mouths, or from sores
- c. Handling animals
- d. Outdoor play

During the children's hand-washing procedure we make sure:

1. A clean, disposable paper towel is available.
2. We teach them to moisten their hands with water and then apply soap to their hands.

3. We teach them to rub hands all over with soap and water for at least 20 seconds and make sure they rub areas between fingers, under and around nail beds, back of hands.
4. We teach them to rinse hands well under running water with fingers down so water flows from wrist to finger tips. Leave water running.
5. We teach them to dry hands with paper towel.
6. We teach them to use a paper towel to turn off faucet and, if inside a toilet room with a closed door, use the paper towel to open the door.
7. We teach them to discard the towel in an appropriate receptacle.

Using the same hand-washing procedures at home, helps to keep everyone in the family healthy.

School Attire

Dress your child in comfortable, washable clothing that will allow them to move about freely in the classroom and outside. Long dresses or muumuus may cause children to become injured when playing. Your child must wear footwear (shoes or slippers) at all times while outdoors. Shoes are not required while in the classrooms. No shoes with heels are allowed. Costumes, such as princess dresses, crowns or tiaras are only allowed on Halloween. This is a precautionary measure in the event an emergency requires immediate evacuation.

Photo/Story/Social Media Releases

WCC often has organizations who donate material and labor. These organizations will sometimes want to feature what has been accomplished in a story, photo or video on their organization's web or social media site. From time to time, WCC also will take photos or videos of the children, or have a story of unique interest that we want to include in promotional and advertising materials or feature on our web or social media site. In addition, we often receive requests from visitors and volunteers to take photos of the children. We will utilize stories, photos/videos of your child per your permission. See General Acknowledgements Section 15.

Siblings

While we encourage family members, including brothers and sisters to visit our school, siblings who are not enrolled at WCP need to be supervised by parents or guardians at **all times while on the Preschool property**. There may be occasions where siblings are not allowed to accompany a parent, for example, during the child's excursion.

Disclosure of Information

WCP will maintain and disclose student records for current and former students in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. §1232g ("FERPA"), HRS Chapter 92F, the Uniform Information Practices Act, and other applicable federal and state laws as may be amended from time to time.

WCP may disclose the following records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to Hawaii laws.
- Government agencies and health institutions have the right of information when the welfare of the child is in question. We are required to release this information to official government entities, when needed.

Directory Information

WCP must notify parents and eligible students annually of their rights under FERPA through either a special letter, a Parent and Community Group (PCAG) bulletin, parent handbook, or email. WCP will provide families and eligible students 30 days from the start of school to request that the school not disclose directory information about them.

Equal Opportunity

WCP does not discriminate on the basis of race, religion, national or ethnic origin, gender, age or disability in administration of its admission or program policies.

Special Services

Students suspected of having a disability are referred to the appropriate services in accordance with Hawaii Revised Statute 302D-30. The preschool partners with families to support the referral process through documentation, observations, and assessments that align with Hawaii Department of Education (HIDOE) procedures. All referrals are managed in collaboration with the HIDOE Child Find program.

The Preschool Director and teaching staff collaborate closely with families to ensure understanding and active participation in the referral process. This includes:

- Collecting supporting documentation (assessments and observations)
- Meeting with parents/guardians to explain referral steps
- Assisting with the Authorization to Release/Obtain Information form
- Supporting the completion and submission of DOE Form 101 – Request for Evaluation
- Providing applicable screening data with parent consent

For children transitioning to receive services through the HI DOE, the preschool provides support to both the student and their family to ensure a smooth handoff and continued access to necessary services.

Children with Special Needs

Per HRS section 302D-34, a “public charter school shall not discriminate against any student or limit admission based on...disability...[and] need for special education services.” WCP will provide for the inclusion of all students, including those with disabilities, based on individualized education program placement, provided that the in-classroom ratio of students with disabilities shall be based on the inclusion of children with disabilities in proportion to the general population of the school. HRS § 302D-39(d).

WCP will collaborate with the Hawaii Department of Education (DOE) to coordinate services for students with disabilities. HRS § 302D-39(d)(3)(C). The programs and services for the student shall be determined collaboratively by the student's individualized education program team, which includes the student's parents or legal guardians. HRS § 302D-30(b).

If WCP is unable to provide all of the required services, then the DOE shall provide the student with services as determined by the student's individualized educational program team. HRS § 302D-30(b).

Voluntary Withdrawal

If you need to withdraw your child from our program, **written notification is required.**

[Waikiki Community Preschool Governing Board]

The WCP Governing Board is responsible for the oversight of the charter school. It is an independent board that is a party to a charter performance contract with the State Public Charter School Commission. The governing board is responsible for the financial, organizational, and academic viability of the charter school. WCP Governing Board positions are voluntary and unpaid. The Governing Board meets every other month. Its meeting notices, agenda and minutes are posted on the school website in compliance with [Hawaii State Public Charter School Commission requirements](#).

[Equal Opportunity Employer]

The WCP is an equal opportunity employer and does not discriminate based on race, color, national origin, sex, disability, age, or religion.

[Statement of Self Insurance]

WCP is a State of Hawaii entity and is insured through the State of Hawaii, a sovereignty that is self-insured.

Children Learn What They Live

If children live with CRITICISM, they learn to CONDEMN.
If children live with HOSTILITY, they learn to FIGHT.
If children live with FEAR, they learn to be APPREHENSIVE.
If children live with PITY, they learn to feel SORRY for themselves.
If children live with RIDICULE, they learn to feel SHY.
If children live with JEALOUSY, they learn to feel ENVY.
If children live with SHAME, they learn to feel GUILTY.
If children live with ENCOURAGEMENT, they learn CONFIDENCE.
If children live with TOLERANCE, they learn PATIENCE.
If children live with PRAISE, they learn APPRECIATION.
If children live with ACCEPTANCE, they learn to LOVE.
If children live with APPROVAL, they learn to LIKE themselves.
If children live with RECOGNITION, they learn it is good to have a GOAL.
If children live with SHARING, they learn GENEROSITY.
If children live with HONESTY, they learn TRUTHFULNESS.
If children live with FAIRNESS, they learn JUSTICE.
If children live with KINDNESS and CONSIDERATION, they learn RESPECT.
If children live with SECURITY, they learn to have FAITH in themselves and in those about them.
If children live with FRIENDLINESS, they learn the world is a NICE place in which to live.

By Dorothy L. Nolte



[COMMUNITY RESOURCES FOR FAMILIES]

ALCOHOL AND DRUG ABUSE (ADAD) Substance Abuse Prevention Programs

601 Kamokila Boulevard, Room 360 Kapolei, HI 96707

(808) 692-7506

www.health.hawaii.gov/substance-abuse

ADULT MENTAL HEALTH DIVISION (AMHD)

1250 Punchbowl Street, Room 256 Honolulu, HI 96813

(808) 586-4686

www.health.hawaii.gov/amhd

CHILD & ADOLESCENT MENTAL HEALTH DIVISION (CAMHD)

3627 Kilauea Avenue, Room 101 Honolulu, HI 96816

(808) 733-9333

www.health.hawaii.gov/camhd

DEPARTMENT OF HEALTH, BEHAVIORAL HEALTH SERVICES: ADMINISTRATION

1250 Punchbowl Street Honolulu, HI 96813

(808) 586-4416

www.health.hawaii.gov/about/program-directory/behavioral-health-serviceadministration

Administers mental health and substance abuse programs for the State, including the Adult Mental Health Division, Children and Adolescent Mental Health Division and Alcohol and Drug Abuse. Assistance for individuals and families needing mental health or substance abuse services.

DIAMOND HEAD HEALTH CENTER

3627 Kilauea Avenue #302

Honolulu, Hawaii 96816

Ph.: 733-9220

Provides free TB (tuberculosis) testing on Mondays (between 1:30pm – 3:30pm) and clearance provided on Wednesdays (between 1:30pm – 3:30pm.) A picture ID is required.

HAWAII STATE COALITION AGAINST DOMESTIC VIOLENCE

1164 Bishop Street, Suite 1609 Honolulu, HI 96813

(808) 832-9316

www.hscadv.org

The Hawaii State Coalition Against Domestic Violence is comprised of at least 20 domestic violence agencies and programs throughout the state of Hawaii, which accounts for the majority of domestic violence agencies and programs in the state. The coalition's website provides statewide resources for victims and survivors of domestic violence.

RAINN (Rape, Abuse and Incest National Network)

A Domestic Violence Hotline and resource agency staffed 24 hours a day by trained counselors who can provide crisis assistance and information about shelters, legal advocacy, health care centers and counseling. The rape, abuse and incest national network (RAINN) will automatically transfer you to the rape crisis center near you, anywhere in the nation. Call them @ 1-800-656-HOPE.

www.rainn.org

HELPING HANDS HAWAII'I - main office:

2100 N. Nimitz Hwy. Honolulu, HI 96819 (Entrance is off Puuhale Road in the back of the building)

(808) 536-7234 - Dial "0" to reach an operator.

www.helpinghandshawaii.org

email: hkh@helpinghandshawaii.org

Administers numerous programs, which benefit Hawaii's people - including the Bilingual Access Line, Community

Clearinghouse, and Ready to Learn, Emergency Assistance Program, Adopt A Family, Supplemental Nutrition Assistance Program (SNAP), and Representative Payee Services. Their programs represent a full continuum of care for their clients. Separately, these programs represent distinct areas of need. Together they work in concert to help all of Hawaii realize its fullest potential in a rapidly evolving, increasingly global society.

H-KISS (Honolulu Office) Hawaii Keiki Information Service System

Hawaii Department of Health

1350 South King St. Room 200 Honolulu, HI 96814

(808) 594-0066

Early Intervention Section (808) 594-0000

Early Intervention is located in the Kamamalu Building., Suite 811 (1010 Richards Street) Honolulu, Hawaii 96813

www.health.hawaii.gov/eis

The Early Intervention Section of the State Department of Health provides services for children from birth to three years of age with special needs. Services assist your child in five developmental areas:

1. Physical (sits, walks)
2. Cognitive (pays attention, solves problems)
3. Communication (talks, understands)
4. Social or emotional (plays with others, has confidence)
5. Adaptive (eats, dresses self)

Children are qualified when they have an evaluation of an Individual Family Support Plan (IFSP). This is when DOH, family doctor, or specialist will come in and do some type of special testing that determines if child needs special care.

JEFFERSON ELEMENTARY

324 Kapahulu Avenue Honolulu, Hawaii 96815

(808) 971-6922

www.jeffersonsurfers.k12.us

Jefferson Elementary School serves Pre-K through 6th grade students from the City of Honolulu, which is Part of Honolulu County. This school is eligible for participation in State & Federal Title I Programs. Some or all students from this school participate in Free or Reduced Lunch Programs. Should you live outside of this school district you can contact them for a geographical exemption.

LANAKILA HEALTH CENTER

1700 Lanakila Avenue Honolulu, HI 96817

(808) 832-5731

www.health.hawaii.gov/tb/tb-testing-locations-times

Provides TB (tuberculosis) testing on Mondays, Tuesdays, Wednesdays, and Fridays
Between 7:45am – 3:30pm. May be asked to return Monday-Friday 7:45am – 3:30pm.

LANGUAGE SERVICES HAWAII LLC

(808) 892-3446

www.languageserviceshawaii.com

Provides communication services to various ethnicities, cultural backgrounds and languages of the people of Hawaii.

PARENTS AND CHILDREN TOGETHER (PACT)

1300 Halona St., Honolulu, HI 96817

(808) 847-3285

www.pacthawaii.org

Target Population: Implementing Youth Leadership Programs in Youth Serving Organizations

PARENT LINE

Oahu: (808) 526-1222

www.spinhawaii.org/parent-line or www.theparentline.org

The Parent Line is a confidential statewide “phone line” for parents and others with concerns about children. They specialize in child and adolescent growth, development and behavior and offers support, encouragement, and information on parenting. The staff helps callers’ problem solve concerns, sends parenting information when requested, and makes referrals to community resources when appropriate.

THERAPEUTIC HORSEMANSHIP OF HAWAII

P.O. Box 138 – 41-1032 Kalanianaʻole, Hwy. Waimanalo, HI 96795

(808) 342-9036

www.thhwaimanalo.org

Improves the life of an individual's mind and body using horses as a tool. Sessions include grooming, saddling, riding, and learning all about horses (varies depending on the abilities of the riders). Individuals, who would benefit from the program, include children/youth with special needs, or behavioral or physical challenges.

WAIKIKI ELEMENTARY SCHOOL

3710 Leahi Avenue Honolulu, HI 96815

(808) 971-6900

www.waikikischool.org

Waikiki Elementary School serves Kindergarten through 5th grade students from The City of Honolulu, which is part of Honolulu County. This school is eligible for participation in State & Federal Programs. Some or all students from this school participate in the Federal Free Lunch and Reduced-Price Lunch Program. Should you live outside of this school district you can contact them for a geographical exemption. Waikiki Elementary was named a 2020 National Blue Ribbon School.

WAIKIKI HEALTH

277 Ohua Avenue Honolulu, Hawaii 96815

(808) 922-4787

www.waikikihealth.org

Waikiki Health has been providing quality medical and social services to the community since 1967. They deliver compassionate and affordable patient centered health care to thousands of Oahu residents and tourists. Waikiki Health Center accepts most insurance plans. Sliding fee scale available for those without insurance.

WAIMANALO HEALTH CENTER HALE OLA ‘Akahi (3 locations)

41-1347 Kalanianaʻole Hwy. Waimanalo, HI 96795

(808) 259-7948

Services: Dental Services, Eligibility, WIC, Kū I Ka Māna, and Administration

www.waimanalohealth.org

Hale Ola ‘Alua

41-1295 Kalanianaʻole Hwy, Waimānalo, HI 96795

Services: Medical Services, Behavioral Health, Vision, Maʻiōla Services, Nutrition, Community Services, and Pharmacy

Hale Ola ‘Akolu Luluku

45-600 Kamehameha Hwy, Kāneʻohe, HI 96744

Services: Dental Services

Waimanalo Health Center is rooted in Native Hawaiian values and devoted to improving the health and wellness of all people, regardless of ability to pay, by providing comprehensive primary and preventative health care services of the highest quality.

[FUN THINGS TO DO]

CHUCK E. CHEESE'S

1199 Dillingham Blvd., Honolulu: 851-7400

700 Haumea St., Kapolei: (808) 762-7414

www.chuckecheese.com

Chuck. E. Cheese's is an excellent environment to spend time with your children. There are lots of games both for young children as well as adults. Each game provides tickets, to be collected to purchase toys or accessories. Besides having fun playing games, they have food. Some items on their menu are pizza, pasta, breadsticks, and a variety of fruits and vegetables in their salad bar. There are also combo specials that include a pizza, drinks and some tokens.

CHILDREN'S DISCOVERY CENTER

111 Ohe Street

Honolulu, Hawaii 96813

(808) 524-5437

www.discoverycenterhawaii.org

This is a facilitated, self-guided exploration of the Center's exhibit galleries. The Discovery Visit is designed to give children an overview of the Children's Discovery Center and a sampling of the many exhibits and activities. Interactive exhibits are designed to stimulate curiosity and to help children develop problem solving skills. Tuesdays – Fridays 9am – 1pm; Saturdays & Sundays 10am – 3pm; Closed Mondays.

ICE PALACE

4510 Salt Lake Blvd. Ste. B6

Honolulu, HI 96818

(808) 487-9921

www.icepalacehawaii.com

Ice Palace is a cool place to hang out and have fun. Ice Palace provides 26 arcade games to choose from, food and drinks to enjoy. Ice Palace repairs skates, mounts and sharpens blades and has a full range of ice skate apparel, equipment and outerwear. Ice Palace also provides party packages for birthday parties; reservations must be made 24 hours in advance.

KIDS CITY HAWAII (Multiple Locations)

See website for location addresses.

808-888-2700

www.kidscityhawaii.com

Kids City is a premium indoor playground that caters to children 10 months to 13 years of age offering a variety of attractions to entertain the whole family.

KEIKI KINGDOM (Multiple Locations)

See website for location addresses.

808-515-3454

www.keikikingdom.com

Keiki Kingdom is the biggest indoor playground in Hawaii offering a multi-level play structure, separate area for younger children, party rooms, slides, climbing walls, ball pits, sand box, and much more.

THE HONOLULU ZOO

151 Kapahulu Ave., Honolulu, HI 96815

(808) 971-7171 - 24-hour visitor information

www.honolulu zoo.org

The Honolulu Zoo is a fun environment to spend time with family and children. There are different sections to explore such as the Karibuni Reserve where you can walk through and be a part of the African Savanna. There's also the South

American Aviary where you can walk through the Toucan Trail and listen to the different types of birds. There's also the Tropical Forest where you can take a look at some exotic plants. For the Keiki there's a Petting Zoo where they can get a close look at some animals and have an opportunity to pet some of the animals.

SEA LIFE PARK

41-202 Kalanianaʻole Highway #7
Waimanalo, HI 96795
(808) 259-2500
www.sealifeparkhawaii.com

Admission includes three main water shows and an animal presentation. Some animals you can visit are bottlenose dolphins, tropical penguins, playful sea lions and Hawaiian green sea turtles. There are also aquariums with tropical fishes and sea creatures you can visit. It's a great place for children and adults to explore and learn about sea animals. Check website for calendar and hours.

WAIKIKI AQUARIUM

2777 Kalakaua Ave.
Honolulu, HI 96815
(808) 923-9741
www.waikikiaquarium.org

A visit to the Waikiki Aquarium is a good opportunity to spend a family fun day with the children. You can visit the huge aquarium tank filled with fish, sting rays and also home to some sharks. There's also a showroom full of aquariums filled with different sea creatures. Some creatures you can expect to see are jellyfish, the state fish and other tropical fish. Open daily 9am – 4:30pm.

NU'UANU YMCA

1441 Pali Highway
Honolulu, HI 96813
(808) 536-3556
www.ymcahonolulu.org

The YMCA provides swimming classes for children of 6 months to adults. Offers a well-equipped fitness center and group exercise classes.

KAIMUKI YMCA

4835 Kilauea Avenue
Honolulu, HI 96816
(808) 737-5544
www.ymcahonolulu.org

The YMCA provides swimming classes for children of 6 months to adults. Offers a well-equipped fitness center and group exercise classes.

YWCA (LANIAKEA)

1040 Richards St
Honolulu, HI 96813
(808) 538-7061
www.ywcaoahu.org

The YWCA provides swimming classes for children of 6 months to 12 years old, fitness club for adults, ceramic classes, dance classes and more.

`EWA TRAIN RIDE

91-1001 Renton Road
`Ewa Beach, Hawaii 96706
(808) 681-5461

www.hawaiianrailway.com

The Hawaiian Railway Society is an educational, non-profit organization dedicated to saving, restoring and protecting Hawaii's railroading history. They have the only historic railroad on the island of Oahu and the only operating railroad museum in the state. Train rides are available year-round and a picnic area is available to use before or after a ride. Wednesdays: 1pm, Saturdays: 12 noon & 3pm and Sundays: 1pm & 3pm. Weekday charters available.

HO`OMALUHIA BOTANICAL GARDEN

45-680 Luluku Road

Kaneohe, Hawaii 96744

(808) 233-7323

9am to 4pm

Group Tours – Please call (808) 233-7323

Camping – 9am Friday – 4pm Monday: Reservations are required

OTHER BOTANICAL GARDEN PHONE NUMBERS

Foster Botanical Garden (808) 768-7135

Wahiawa Botanical Garden (808) 621-5463

Koko Crater Botanical Garden (808) 768-7135

Lili`uokalani Botanical Garden (808) 768-7135