



Preschool Handbook 2025-2026

Wee Achievers
45-119 Kaneohe Bay Drive
Kaneohe, HI 96744

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Program Information

Mission Statement

Wee Achievers is dedicated to providing a fun, hands-on learning experience in a safe and nurturing environment, which promotes the “whole child”.

Program Goals

Achieving Excellence

- Through standards-based Curriculum that prepares our students for Kindergarten

Building a foundation for success

- Using thematic Units that integrate all subjects and promote the “whole child”

Creating a love for learning

- By allowing students to explore their curiosity through hands-on lessons

Curriculum

Our curriculum is delivered through Thematic Units and encompasses all the skills and understanding necessary for academic success and social growth. Teaching thematic units enables students to make personal connections, explore their curiosity through hands-on activities in various learning centers, and expand their knowledge through teacher led lessons/activities.

What WEE achieve in Preschool...

- **Circle time** is a group gathering during which we share our ideas, make observations, sing songs, and keep track of the calendar.
- **Creative movement activities** give children the opportunity to use their muscles, as well as their imaginations
- **Fine-motor activities** help improve small-muscle development and eye-hand coordination.
- **Art activities** help children creatively express their thoughts and feelings and help reinforce fine-motor skills and concept development
- **Dramatic-play activities** help children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary, and solve problems
- **Music activities** promote children's listening skills, creative expression, and social skills.
- **Science activities** offer children many hands-on opportunities for observation, exploration, investigation, making predictions, and experimentation
- **Exploration table activities** allow children to experiment with textures and the properties of different substances.
- **Center activities** give children experience with many different concepts. These activities also promote cooperative play skills, problem solving, creativity, and socialization
- **Story time** is designed to help children develop an appreciation and enjoyment of literature. Reading activities also enhance children's vocabulary and comprehension skills.

Daily Schedule

7:30-8:00	Curbside drop-off
8:15-8:55	Morning Circle
8:55-9:45	Academic Adventure: Language Arts
9:45-10:15	Bathroom/snack/recess
10:15-11:00	Math Magicians
11:00-11:40	Centers
11:45-12:00	Curbside pick-up
12:00-2:30	"Stay-n-Play"
	12:00-12:30p – Lunch
	12:30-12:50p – "Wee" Play to Learn
	12:50-2:00p – Quiet Time/Nap
2:15-2:30	Curbside pick-up

Academic Adventures (Thematic Units)

August: My Preschool, My New Friends, My Family

September: Apples, Community Helpers, Transportation

October: Fire Safety, Pumpkins, Halloween

November: Fall, Nutrition, Thanksgiving

December: 5 Senses, Holiday Traditions, Christmas

January: Winter, New Year's celebrations, Dinosaurs

February: Dental Health, Valentine's Day, President's Day

March: Spring Dr. Seuss, St. Patrick's Day

April: Easter, Earth Day, Rain Forests

May: Butterflies & Bugs, Mother's Day, Zoo Animals

Admission Requirements

Parent Orientation

Wee Achievers strongly recommends all parents to attend our Parent Orientation Night in order to be informed of all policies and procedures prior to your child's enrollment. This will also give parents the opportunity to meet the teachers and have any questions or concerns addressed at this time.

Maximum Number of Students Permitted

Wee Achievers is licensed to provide service for a maximum amount of 24 students ages 3-5 years of age. Our Teacher: Student ration is 1:12

TB Clearance and Health Form

The state requires you to turn in your child's TB Skin Test/ TB Negative Risk, Health Form 14, & DHS form 908 (physical and immunization records) results **before** your child can be admitted to attend school.

Health Insurance

Wee Achievers requires every child to be covered under a current medical plan before enrollment and during the duration of your child's participation in our school. The medical plan, physician's name, proof of insurance must be provided on the Emergency Form prior to enrollment. Failure to do so will result in termination from the program.

Every Student Needs to bring...

1. Change of clothes labeled in a plastic bag
2. Home lunch (daily)
3. Blanket for nap
4. School Supplies (see list)

Description of Fees

fees are subject to change

Registration Fee.....\$150

This fee is due upon registration and is *non-refundable*. It is a yearly fee to enroll and process documents prior to admittance.

Tuition

-Half day.....\$875 (+ tax)

-Stay-n-play.....\$1005 (+ tax)

Monthly tuition fees are due on or before the 1st of each month for that month's enrollment

School Supplies Fee.....\$75

This *non-refundable* annual fee is due upon enrollment and during the first month every school year thereafter. It covers the cost of student school supplies and curriculum supplies.

Other School Fees

Late Pick-Up Fee.....\$10+

There is a 5-minute grace period. On the 6th minute a \$10 fee will be charged and every 10-minute period thereafter an additional \$10 will be charged

Late Payment Fee.....\$25

Tuition not received on or before the 1st of the month for that month's enrollment is considered late and will be charged.

Returned Check Fee.....\$25

***Repeated failure to pick-up or pay tuition efficiently may result in disenrollment**

Health Policies

A child is considered ILL and must stay home if...

- He/she is has a severe cold and fever, sneezing, nose drainage, and coughing
- He/she has a fever of 100.4 degree F or more
- He/she is suffering from diarrhea
- He/she is vomiting
- He/she has a undiagnosed rash/blisters
- He/she has Head Lice (ukus)
- He/she is experiencing the following symptoms:
 - Chicken pox
 - Ring or Pin worm
 - Hand, Foot, and Mouth Disease
 - Impetigo
 - Thrush
 - Eye Infections
 - Any other contagious condition

A child may return...

- If a note is provided by their physician
- Symptoms are improving
- His/her temperature has been normal for 24 hours without medication
- His/her stools are back to normal for 24 hours without medication
- He/she has not vomited for 24 hours without medication
- He/she has been treated with antibiotic for at least 24 hours
- He/she is completely nit-free

Health Policies

For Staff and Children

In order to protect your child and other children, please follow the guidelines regarding illnesses. If at any time the lead teacher feels that your child is too sick or contagious, your child will not be able to attend. Should your child become ill while at the preschool, you will be immediately notified. By helping us to observe good health standards, you will be protecting your child and others at the preschool as well. Thank you for your cooperation.

Medications

In accordance with State Licensing Requirements, parents/guardians are required to complete a written Medication Form before medication may be administered to their child.

Based on State Regulations, we must follow the procedures listed:

1. Only medications prescribed by a licensed physician may be administered
2. Medication must be given to the school in its original prescription bottle showing the child's name, date filled, and directions for use
3. The parent/guardian must complete and sign an authorization form, specifying time and amount/dosage of medication to be given
4. Parent fully understands the school is extending an extra service and will not be held responsible for missing any medication doses.

Health Policies

Blood borne Pathogens

To ensure our compliance with the Federal Occupational Safety and Health Administrations (OSHA) regulations, we will administer the following First Aid Procedures:

1. Teacher will use the personal protective equipment, which includes latex gloves, and may include a face mask and/or gown to prevent the risk of exposure to any blood borne pathogens
2. Blood stained clothing will be placed in a sealed bag and labeled "Biohazard" to ensure it remains sealed until it is taken home
3. Parent/guardian will be contacted at the time of the incident
4. Should your child be exposed to another child's blood, both parents will be notified and advised to contact your physician for a follow-up

Child Health Records

Current information about any health insurance coverage is maintained by parents at all times and updated as necessary. Parents are responsible for all updates to health immunizations and emergency contact information. If a child has been diagnosed by a professional with a special health need, such as allergies or chronic illness (asthma, hearing or vision impairments, diabetes, etc.) the school must be provided with a doctor's note AND instructions on how to handle the child's special health needs.

Safety

Insurance

Wee Achievers Preschool has general liability insurance, through Philadelphia Indemnity Insurance

Protection for Children

- Wee Achievers Preschool is mandated by the Hawaii state law, to report any unusual or suspected incidents of child abuse or neglect to proper authorities. Such reporting is done for the protection of the child and family.
- All teachers are licensed and CPR/First Aid certified for the safety of the children. An incident report will be filled out and sent home for any minor accidents that occurred that day.
- Any behaviors causing harm or threat to another will be documented on a Disciplinary Action Form. All parties involved will be notified. Repeat offenses may result in disenrollment.

Emergency Medical Care

If your child requires immediate medical attention, an ambulance (911) will be called, and your child will be transported to the nearest hospital (**Castle Medical Center**) or at the discretion of the EMT. A staff member will accompany your child to the hospital and stay there until you or your representative (listed on emergency contact form) assumes responsibility for your child.

DISASTER PLAN

Evacuation Procedures

Wee Achievers has a detailed disaster plan and fire escape procedure posted in each classroom. You may request a copy if desired.

If evacuation is necessary, a notice will be posted at the school telling where the group has been evacuated to, as instructed by either Civil Defense (in case of a natural disaster) or Local Authorities (in the event of other types of emergencies). **Castle High School** is the facilities nearest evacuation center. We will also put information on the radio, as soon as possible.

If a tsunami or hurricane warning is issued before the opening of school, we will be closed. If either occurs during our hours of service, school will remain open until all children have been picked up.

Monthly emergency evacuation drills will be practiced with the students

FAQ's

1.) Where are "Wee" located?

- 45-119 Kaneohe Bay Dr. Kaneohe, HI 96744

2.) Who do "Wee" serve?

- Licensed by the state of Hawaii to serve children over the age of **3** and under the age of **6**
- Our staff to student ratio is 1:12 with a maximum of **24 students**

3.) When do "Wee" operate?

- "Wee" will follow the DOE public school calendar for holidays and intersessions
 - ½ day program = 7:30a-Noon Mon - Fri
 - Full-day program = 7:30a-2:30p Mon - Fri

4.) What food do "Wee" provide?

- "Wee" provide a morning snack, which is individually pre-packaged
- "Wee" encouraged all students to bring a labeled water bottle which will be taken home daily for cleaning
- Students who remain for our "stay-n-play" program are required to bring sack lunch (please use a personal ice pack to keep perishable items safe) refrigeration/microwave in NOT provided

5.) What are "Wee"?

- "Wee" are considered a Group Child Care Facility. But what "Wee" truly are, is an academically rigorous preschool with educators that have experience and an educational background to prepare preschoolers for Kindergarten and beyond

6.) How “Wee” provide Special Services?

- “Wee” do not discriminate against persons with disabilities on the basis of disability. Wee provide children and parents with disabilities an equal opportunity to participate in our program and services, in compliance with state law and federal Americans with Disabilities Act
- “Wee” enroll children on a first-come, first-served basis and do not discriminate on the basis of race, religion, national or ethnic origin, gender, age or disability
- “Wee” adhere to the ADA law
- “Wee” accept children with disabilities as long as it does not cause undue hardship to the program
- “Wee” offer developmental screening through an outside agency based on parent/staff observations of a child and is available upon request

7.) What do “Wee” Require for Registration?

- Completed Registration Form
- TB Clearance and Health Records (Form 14 & 908)
- Emergency Contact Form
- Enrollment Contract
- Proof of current Health Insurance
- Payment of Registration Fee, School Supply Fee, and 1st months Tuition
- Fully potty trained

8.) What will “Wee” do for emergency medical care?

- If your child requires immediate medical attention, an ambulance will be called, and your child will be transported to the nearest hospital, **Castle Medical Center** or at the discretion of the EMT. A staff member will accompany your child to the hospital

- and stay there until you or your representative (listed on emergency contact form) assumes responsibility.

9.) How are “Wee” insured?

- “Wee” are covered under a general liability policy provided by Philadelphia Indemnity Insurance...Policy #PHPK2564705-011

10.) What “Wee” ask of personal belongings

- “Wee” ask that children are dressed daily in school appropriate, comfortable, safe clothing. (long dresses and high heels can be dangerous and are not considered safe)
- “Wee” require students to ALWAYS have a complete change of clothes labeled and stored in a zip lock bag
- “Wee” ask that no toys, jewelry, games, or video be brought to school unless for special project purposes in which, it should be labeled
- “Wee” will not be responsible for lost/stained/damaged clothing, footwear, or items brought to school by your child

11.) What transportation do “Wee” provide?

- “Wee” **DO NOT** provide transportation to and from school for children enrolled in our preschool program
- However, “Wee” do plan to explore the community through a variety of walking excursions and field trips that are developmentally appropriate.
- Wee will provide parents with advance notice of the excursions and permission slips will be required for each activity. Transportation for these excursions will vary (i.e. Gomes bus, Ground Transportation, Parent transportation with current driver’s license, registration, insurance)

12.) Why might “Wee” fundraise?

- Fundraising will be conducted throughout the year to help improve our facility and/or program and also help fund special projects
- Every family is strongly encouraged to participate but fundraising is not mandatory
- Students, parents, and staff shall not be exploited in activities which would be detrimental to the individual or program

13.) Why “Wee” keep records confidential?

- Wee will not disclose confidential information unless requested in written form
- ONLY in an emergency we will release information without written consent

14.) How do “Wee” keep up the Sanitation?

- Wee sanitize tables and bathrooms daily (often multiple times a day) using Clorox wipes and/or Purell Surface Sanitizer
- Carpets/floors are vacuumed/swept daily
- Floors are mopped weekly
- Carpets are shampooed semi-annually
- Student's hands are washed or sanitized frequently throughout the day

15.) Where can Grievances be filed for “Wee”?

- May be filed with the Department of Human Services for the State of Hawaii via mail, email, or phone
- Address: 94-275 Mokuola Street Room 203, Waipahu, HI 96797
Email: BESSD.ChildCareLicensing2@dhs.hawaii.gov
Phone: (808) 675-0470

16.) How do “Wee” communicate with Parents/Guardians?

- Wee have a behavior calendar that goes home daily and gives a brief “written” description of how the child's day went.
- Wee “Verbally” communicate with parents about their child's day, daily at pick up
- Wee send an “email: Peek at the Week” to all families to communicate activities, important dates, and upcoming events
- Wee have an “open phone” policy for parents to reach out/contact us at any time

17.) Why might “Wee” suspend/expel a student

- Wee may suspend or expel a student if tuition is not being paid on-time & regularly
- Wee may suspend or expel a student if school rules are violated and/or the student behavior's pose a threat to the safety of others or learning environment
 - Concerns will have been communicated to parent/guardian and documented prior to suspension/expulsion
 - Two-Week Written Notice will be given if a child is subject to expulsion unless the conditions warrant immediate action due to imminent danger to the health, welfare, or safety of the children and/or staff
 - Wee will keep record of documents of incidents prior and current to suspension/expulsion (including, but not limited to: conditions, parental notifications, and action taken)