

# WEE ACHIEVERS



## Preschool Handbook 2020-2021

Wee Achievers  
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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**

#### **A**chieving Excellence

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

#### **B**uilding a foundation for success

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

#### **C**reating 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

<b>7:30-8:00</b>	Curbside drop-off
<b>8:15-8:45</b>	Morning Circle
<b>8:45-9:45</b>	Academic Adventure: Language Arts
<b>9:45-10:15</b>	Bathroom/snack/recess
<b>10:15-11:00</b>	Math Magicians
<b>11:00-11:30</b>	Centers
<b>11:30-12:00</b>	Curbside pick-up
<b>12:00-2:30</b>	“Stay-n-Play”
	12:00-12:30p – Lunch
	12:30-1:15p – “Wee” Play to Learn
	1:15-2:00p – Quiet Time/Nap
<b>2:15-2:30</b>	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.

### TB Clearance and Health Form

The state requires you to turn in your child's TB Skin Test and Health Form 14 (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\**

### Enrollment Fee.....\$125

This fee is due upon acceptance and is *non-refundable*. It is a one time fee to enroll and process documents prior to admittance.

### Tuition

#### -Half day.....\$700 (+ tax)

#### -Stay-n-play.....\$825 (+ tax)

Monthly tuition fees are due on or before the 1<sup>st</sup> 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 6<sup>th</sup> 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 1<sup>st</sup> 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 degree F or more
- He/she is suffering from diarrhea (2 or more loose stools within a 8 hour period)
- He/she is vomiting (2 or more occasions within a 24 hour period)
- 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  
OR
- 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

## COVID19 Operational Policies/Procedures

### **Cleaning and Sanitizing**

- Prior to reopening, a thorough and detailed cleaning of entire facility, with focus on high-contact areas that would be touched by both employees and children will be completed (e.g., desks, equipment, toys, outdoor play structures).
- Hand sanitizer is readily available to adults throughout the facility and securely stored out of reach of children
- Frequent hand washing for children will take place, in conjunction with use of hand sanitizers if/when there is no access to running water.
- Use of hand sanitizer will be monitored by an adult/staff member to ensure children do not swallow alcohol.
- Require staff will frequently sanitize high-touch surfaces and shared resources (e.g., door handles, light switches, etc.).
- Deep cleaning of tables, chairs, etc. will take place daily after hours with [EPA-registered disinfectant products](#).
- Restrooms will be sanitized after bathroom breaks and deep cleaned will take place daily after hours
- Tables will be disinfected and wiped down after each use

- Outdoor areas and high touch outdoor surfaces will be disinfected daily
- Use of items that are not easily cleaned, sanitized, or disinfected will be avoided
- Playdough and similar materials will be kept in separate bags labeled for each child's individual use.
- Areas used by any person exhibiting COVID-19 symptoms will be closed off and not used until they have been cleaned. A wait period (preferably 24 hours) or as long as possible will be observed before cleaning and disinfecting takes place in order to reduce risk to individuals cleaning the area.
- Safe and correct application of disinfectants will be ensured and disinfectant products will be kept away from children and stored in a secured area.
- Children's belongings will be separated during the day in individually labeled storage containers, cubbies, or areas. Consider having families take home their children's belongings each day to be cleaned.
- Bins will be used to separate toys that have been handled by children and disinfected before their next use.
- School supplies will be assigned to and used by the single child
- Staff-child ratios are in accordance with the DHS rules (1:12) and will not exceed the maximum group sizes of 13 people total
- Groups of students will remain with the same teacher on a daily basis
- There will not be cross-deployment of staff within the facility and/or limited as needed
- Separate facility areas, room dividers, multiple rooms will be used to keep groups distanced
- Outdoor recesses will be separated by groups
- Students will eat their snacks/meals in assigned areas with their small group
- Student lunches and utensils are provided by their own family
- Staggered drop off and pick up times will be assigned to limit the number of families at the facility at a time. (Parents will remain in cars and wear masks during these times)
- Individual mats for naptime will be used, spaced out, and positioned head-to-toe
- Large group and communal activities will not take place until state restrictions allow for them (i.e. facility-wide events, field trips, and parades)
- Activities that require close contact (e.g. circle time), sharing of materials, and waiting in line will be minimized.

### **Physical Distancing**



- Unnecessary time at facility and classroom before or after care will be avoided by all students, staff, and families
- If food is offered at any event, pre-packaged boxes or bags for each attendee will be available, instead of a buffet or family-style meal. Sharing of food and utensils will be avoided.

### **Health and Safety**

- Daily temperature checks and visual well checks will be conducted for all children, staff and visitors upon arrival to the facility. A log of temperature checks will be kept if/when a person should have a fever of 100.4°F or higher.
- Health check screenings (e.g., temperature checks and symptom screening) will be implemented safely and respectfully, with measures in place to ensure confidentiality as well as in accordance with any applicable privacy laws or regulations.  
[CDC Guidance for Screening Children Upon Arrival will be followed.](#)
- All employees will wear face masks or face shields as much as possible throughout the day within regulations of State Requirements.
- Visitors (including parents) will be kept to a minimal, but must wear masks when on site, including drop-off and pick-up of their children, and practice six-foot distancing from others who are not their children.
- A verification (e.g., through having families and staff sign a written form) that employees and children returning to facility have not experienced COVID-19 symptoms for 14 days prior to return. For children in care, staff will need to verify any symptoms of the child with parents.
- Student's will not be required to wear masks. Wearing of masks is appropriate only if the child can safely and reliably wear, remove, and handle the masks following CDC guidance throughout the day.
- Per CDC guidelines, children under 2 and anyone with trouble breathing should **not** wear a cloth face covering.
- Masks will not be worn by children while they are sleeping.
- Visitors and volunteers will be limited to individuals required to perform a professional service or function (e.g., speech therapists, health providers, Child Welfare Services workers, licensing) and follow the requirements for wearing masks or face shields and practicing six-foot distancing if not required to provide direct services to children in care.
- All employees and children (as appropriate for their age) will be trained on the importance of frequent handwashing, proper sneezing/cough etiquette, the use of hand sanitizers with at least 60% alcohol content, and give clear instructions to avoid touching hands to face.

- Routine handwashing breaks and ensuring hands are washed before and after meals, indoor play, and outdoor play, and after using the restroom will be enforced.
- All employees will be trained on [COVID-19 symptom detection, common modes of COVID-19 transmission](#) (e.g., close exposure to a person infected, respiratory droplets, touching contaminated surfaces and then touching face), and [how to prevent COVID-19](#).
- Employees, parents, and children will be required not to enter the facility and must quarantine per Hawai'i public health guidelines if exposed to COVID-19.
- Each parent will sign off that they understand the amended sick policy which includes COVID-19.

### **Facility Safety**

- All visitors (including parents) entering the facility will be required to sign in for purposes of supporting contact tracing by the Hawai'i Department of Health.
- Ventilation systems will be inspected to ensure they operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods.
- All water systems and features (e.g., drinking fountains, sinks, toilets) will be inspected and

deemed safe to use after a prolonged facility shutdown (i.e. flushing of water distribution systems)

- Children are required to bring their own water bottles each day
- Back-up staff is trained in order to maintain sufficient staffing levels or reduce the number of children in care if there is insufficient staffing.
- Prior to reopening and throughout operations, adequate supply and storage of necessary materials to meet PPE (face masks, gloves, etc.) and cleaning requirements will be ensured.
- Proper procedures will be in place if/when a child needs to be sent home with any flu-like symptoms or high temperatures. Child will be kept separate from other children (in the office classroom) until they can be picked up. Parents/emergency contacts will be called for immediate pick-up. If it is an emergency, 911 will be called for immediate treatment.
- Office (classroom) will be the designated area to separate anyone who exhibits flu-like symptoms during hours of operation until they are picked-up. Affected child will not be left without adult supervision.
- Local health officials, staff, and families will be notified immediately (via group email or text) of any possible child, visitor or staff case of COVID-19 while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).

## **Parent and Child Expectations**

- Signs will be posted throughout the facility and via newsletters, handbook, and website for employees, children, and parents on shared responsibilities (including proper hygiene and sanitization, face coverings, physical distancing, and information for reporting concerns).
- Safety protocols will be made publicly available for employees and parents.
- Communication methods (e.g., email, video conference, text, notices) will be used to educate all families on the new protocols and what to expect when at the facility if a parent orientation night is not allowed.
- Family emergency contact information must be current and up to date.
- COVID-19 related program policies will be shared with families, and families MUST notify designated staff member immediately, if they have had contact with COVID-19 patients.
- Resources and updates will be made available to families to address social, emotional, and other needs.
- Safety protocols will be communicated to all employees, including appropriate points of contact (e.g., local officials) to report violations of protocols.

## **Employee support**

- Regular communication with employees and employee feedback will take place on an ongoing basis.
- Training will be reviewed regularly and ongoing methods of additional training will take place to reinforce messaging and changes to policies or procedures.
- Debbie Fox will be the designated staff member responsible for responding to COVID-19 concerns. Reference with medical advisor, John Nagamine M.D., will take place as needed.
- Adequate sanitizing supplies and PPE equipment will be accessible to all staff.
- Daily checklist of cleaning and sanitizing responsibilities will be used by employees.
- All employees will be trained on leave benefit options and policies.