



Nā Manu Li'i 
Children's Center

Family Handbook
2019-2020

Revised January 2020



Table of Contents

Welcome to Na Manu Li'i' Children's Center	4
---	---

An Overview

Mission and Vision	5
Philosophy	5
Operations Overview	6
Ethics Policy	
Non-Discrimination Policy	
Program Overview	7
Program Basics	
Hours of Operation	
Teacher-Child Ratios	
Classrooms	
Curriculum	
Guidance and Discipline	
Additional Programs	

The Orientation Process

Starting at the Children's Center	10
Parent Orientation Night	
Child Orientation	
What to Wear	
What to Bring	
Daily Routines	13
Attendance	
Meals	
Signing In and Out	
Late Pick-up	
Extended Hours	

The Program

Foundation Theories of Practice.....	15
Place-Based & Culture Based Learning	



Play-Based Learning	
Relationship-Based Learning	
Common Threads	16
We Take Care of Ourselves	
We Take Care of Each Other	
We Take Care of the Things Around Us	
The Braided Curriculum	17
Child-Guided Activities	
Family	
Community	
Global Cultures	
Hawaiian Culture	
Local Environment/ Ahupua'a	
Wellness	
Creative Arts	
Literacy	
Inquiry	
Principles of Practice	20
Childhood	
Relationships	
Creative Expression	
Play	
Health and Safety	
Wellness	20
Hand Washing	
Toileting	
Sunscreen	
When Children Are Sick	22
When to Keep Your Child Home	
When Your Child Becomes Sick at the Center	
Communicable Diseases	
State Regulations	



Medical Interventions	25
Emergency Contact Form	
Medication	
Allergies/Chronic Conditions	
Medical Emergencies	
Safety Guidelines	27
Safety Guidelines for Children	
Safety Guidelines for Families	
Mandatory Reporting	
Safety During Emergencies	28
Fire	
Lockdown	
Evacuation	
Insurance	

Enrollment, Schedule and Tuition

Enrollment and Fees	30
Attendance	30
Program Schedule.....	31
Tuition and Payment	31
Tuition Assistance	32
Withdrawal and Termination.....	33

Final Thoughts

Summary	33
Contact Information	34
Calendar	35



Welcome

Aloha, E Komo Mai

Aloha Families, we thank you for your interest and support in Na Manu Li'i Children's Center! It is our pleasure to get to know you and your keiki, and we hope to build lasting friendships and memories with your family.

We have created this handbook as a guideline for our Fall 2019 Preschool program. Please use this handbook as a reference and guide to prepare for your child's enrollment at Na Manu Li'i Children's Center for the 2019-2020 school year.

Na Manu Li'i Team

Chrissy Ghiasi

Julie Murcia



An Overview

Mission & Vision

Our mission is to honor children's genuine development through exploratory play, yoga and the arts. At Na Manu Li'i, every child is valued, loved, and honored by celebrating each unique childhood, relationships, creative expression and play.

Our vision is to inspire excitement and passion for learning to last a lifetime and to instill self-awareness and self-care in the lives of our children. By creating a curriculum centered on play, yoga and the arts, keiki learn about themselves, each other, and the world around them with wonder and learn awareness and care in their lives. At Na Manu Li'i, we celebrate and educate children on Hawaiian culture and values, while celebrating diversity and unity of all global cultures.

Philosophy

Children have an infinite and natural capacity to learn. Our philosophy is to celebrate childhood, relationships, creative expression and play, inviting children to express their genuine development. We offer a variety of mediums centered on play, yoga and the arts for children to develop their interests and further their learning.

Our philosophy is present in our four principles of practice:

- **Childhood:** We value the needs and offerings of each individual child as well as their sense of wonder and curiosity.
- **Relationships:** We value the relationship to self, to others, and to our environment.
- **Creative Expression :** We value creative expression and invite creativity through visual arts, music, storytelling, yoga and movement.
- **Play:** We value learning through play.



We guide our program with three universal rules:

- We take care of ourselves.
- We take care of each other.
- We take care of the things around us.

Our philosophy is present in ten interconnected content strands addressing the whole child known as the Braided Curriculum:

- Child Directed Activities
- Family
- Community
- Global Cultures
- Local Culture (Hawaiian)
- Local Environment (Ahupua'a)
- Wellness
- Creative Arts
- Literacy
- Inquiry

Operations Overview

Ethics Policy

Staff members at Na Manu Li'i Children's Center are committed to ethical standards of conduct prescribed by the State of Hawai'i Ethics Guide for Elected Officials, Employees, Members of Boards and Commissions. Na Manu Li'i staff members are also committed to the Code of Ethical Conduct established by the National Association for the Education of Young Children (NAEYC) that describes responsibilities to children, families, colleagues, the community, and society.



Non-Discrimination Policy

Na Manu Li'i Children's Center does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. Na Manu Li'i agrees to comply with all applicable federal and state laws. Na Manu Li'i provides children and parents with disabilities equal opportunity to participate, in compliance with state law and the federal Americans with Disabilities Act.

Program Overview

Program Basics

Na Manu Li'i Children's Center is a high-quality, group child care facility with an environment that increases awareness and confidence in children and where families and friends gather, grow, and learn together.

We seek to meet the social emotional, physical and cognitive development of each child. All teachers have at least a Bachelor's degree with a minimum of 12 credit hours in Early Childhood Education. Two of our teachers hold Masters in Education.

Hours of Operation

Our regular Hours of Operation are 8:00 AM-2:45 PM. Drop off is between 7:30-8:00 am. Pick up is between 2:45- 3:00 pm. Extended day is offered at an additional charge at our Hilo site for Full Time enrolled keiki until 4:30 PM.



Teacher-Child Ratios

We serve children from the ages of 2-5. Class sizes are limited to 14 children in each classroom at our Hilo site (1:7 ratio) and to 16 children at our Kurtistown site (1:8 ratio) . Each class is formed with two-teacher teams who work collaboratively to honor our curriculum.

Classrooms

'I'iwi Classroom- Part Time Program for Children 2-5 years old (Hilo Site)

Pueo Classroom- Full Time Program for Children 3-5 years old (Kurtistown and Hilo site)

Curriculum

Na Manu Li' Children's Center curriculum honors the individual child and seeks to extend interests, skills and concepts that guide each child's genuine development.

Na Manu Li'i addresses the whole child in ten interconnected content strands known as the Braided Curriculum (created by University of Hawaii Manoa in 2010). The Braided Curriculum complies with all state and federal requirements for care and education, accreditation guidelines established by the National Association for the Education of Young Children (NAEYC), and current understandings of developmentally appropriate practice.

Guidance and Discipline

We guide children to make right, positive choices through questioning, modeling, and providing feedback. We help children mediate conflict as members of our community.

Yoga is a central part of our guidance and discipline. Through yoga, we guide children to become self-aware and to develop self-care. Self-awareness is the ability for children to recognize who and how they are being and recognize any imbalances in their emotional, mental and physical body. Self-care is the ability for children to shift who and how they



are being through yoga tools such as breath awareness and reflection. Through these yoga skills, children learn active listening in their own bodies as well as in their relationships with peers and learn how to reflect back on emotionally charged situations. We continuously remind children of our three rules: We take care of ourselves, we take care of each other and we take care of the things around us. We guide and create a deep sense of love for all relationships.

Additional Programs

Open Play at our Hilo Site

The importance of parent- child play is a core value at Na Manu Li'i. Our Open Play sessions offer a fun, safe place for young children and parents to connect with each other and with other families, and to foster creativity and imagination.

Drop in anytime during open play hours to engage and play with your child as they explore and learn to socialize, problem solve, cooperate, share, and express their emotions in a group setting. -

Open Play will be offered **1st and 3rd Saturdays: 10:00 AM-1:00 PM. Hilo Site.**

Yoga Keiki

Na Manu Li'i yoga classes support your children's physical and social emotional development through creative movement and play in yoga poses, sequences, and breathing. Each class focuses on building strength, flexibility, coordination, and self-regulation. Relaxation techniques are explored at the end of each class to help improve children's sense of calm.

Yoga keiki series are 8 week series, and are announced via our website and social media.



Summer Sessions

Na Manu Li'i Children's Center will offer Summer Sessions and will announce these programs via direct communication with our families.

The Orientation Process

Starting at the Children's Center

Parent Orientation Night

We will inform you of a mandatory meeting before the beginning of the school year for all parents/ guardians of children attending Na Manu Li'i Children's Center in Fall 2019.

Child Orientation

There will be two child orientations, one for our returning children and one for our new children. If a returning child needs a phase-in period, we will create a schedule for that child which will allow for a smooth transition.

Please note: Detailed information for the Phase-In process will be given before school begins.

Returning children are children who have previously attended our program. The returning children will re-establish relationships with their peers and teachers, and review classroom procedures and lessons. As they adjust to their new environment and familiar routines, they will model a strong foundation for new children transitioning into the program. They will have opportunities to mentor new children, which gives them the opportunity to develop, demonstrate and reinforce their skills and abilities.



A new child is a child who has not participated in our program at Na Manu Li'i prior to enrollment. New children will "phase-in" to the program allowing for a supportive transition. This "phasing-in" period allows children to experience school in tangible increments, and provides each child opportunities for success. Each day new procedures and routines are introduced and each session is a little longer than the previous one. "Phasing-in" period ends when a complete day has been experienced.

Please note: On the first day of phase-in for a new child, we ask parents to stay as observers to support his/her child throughout the orientation. During this time, we ask that you limit your interaction with your child, simply providing safety assurance for your child by being present in the classroom. Part of the orientation is for your child to experience the necessary separation from you, while feeling safe due to your physical presence in the classroom. Please refrain from engaging or pushing your child into activities. Our goal is for your child to become independent and to gain trust in the new environment, while parents are present as "touchstones." Some children may need additional emotional support from their family beyond the first day. Determining when a child is ready to go "solo" will be done on an individual basis. Please feel free to discuss your child's progress during this separation phase with a teacher if you have any concerns.

What to Wear

Children learn through play and explore their environment through touch. We will have a variety of sensory activities, art mediums, and water play offered regularly at Na Manu Li'i Children's Center. We want all children to be in their element, ready to learn without worrying about getting dirty. Please dress your child in play clothes that you do not mind being stained.



What to Bring

Na Manu Li'i Children's Center will become your child's second home. They will be comfortable and have what they need throughout the day in their cubby. Below is a list of items that your child should bring on or before the first day of school.

- 6 Qt container with lid to fit cubby
- 4 head portrait shots of your child
- Family photo
- 3 Extra sets of clothing including underwear
- Wet bag for soiled clothes sent home
- A small blanket and a small pillow (must be taken home and laundered every week)- *not applicable to Half Time program*
- Disposable diapers and wipes (*if applicable*) stored in a 6 Qt container with lid (this container is kept in bathroom area)
- Water bottle (this will go home daily)
- Slippers - this will be their outside / emergency school footwear and will remain at school
- A comfort item if your child needs one. You may want to choose something your child is not extremely attached to in case something happens to it

Each child has a cubby to store personal belongings. Please label **ALL** items with your child's name. We are not to be held responsible for broken or torn items.



Daily Routines

Each class has a daily schedule throughout the day. We do our best to keep our lunch and nap times routine and hope this stability will align with your home routines. You will be given a copy of this schedule during your child's orientation. The following information will help you understand what is required to ensure a secure environment for your child.

Attendance

Having your child in school consistently will allow you, your child and the teachers to have smooth transitions and meaningful experiences throughout the year. We understand that circumstances may arise such as, illness, emergencies and vacations. As soon as you are aware of any of the above, please inform a staff member at Na Manu Li'i. We appreciate your support and understanding.

Meals

Parents are asked to bring in home lunch and ONE snack for children that are in school 8:00am-3:00pm. Children that attend extended day, parents are asked to bring TWO snacks and ONE lunch. Along with a water bottle filled to the top with water. We will offer ONE afternoon snack.

Signing In and Out

It is important that authorized adults dropping off and picking up your child follow a few guidelines to ensure the safety of all the children at the center. We need all parents to sign in and out on daily attendance sheets, noting the time of arrival and departure. We use this record to review the current status of the class throughout the day and in case of an emergency. It is critical that this information is accurate. Please notify the teacher



when you and your child are departing. Children should never be left alone on the playground or in the classroom. Older siblings under the age of 18 years may never sign children in or out.

Late Pick-up

Life happens! We understand there may be rare occasions where a late pick-up by a couple of minutes may be necessary. We ask all parents to keep in mind that our regular program ends at 2:45pm. **We ask that you pick up your child prior to 3:00pm for our regular school day program. After school program in our Hilo site ends at 4:30 pm.**

If you know you are going to be late due to unforeseen circumstances, please contact us immediately.

Extended Hours

Families in need of additional care may sign-up for our extended day program for an additional fee at our Hilo site. We do not offer care prior to 7:30 am or after 4:30pm.



The Program

Foundational Theories of Practice

Our program is based on a number of educational theories that work together: place-based and culture-based learning, play-based learning, and relationship-based learning. These theories create a framework centered on respect and trust for our staff, for our children, for our families, and for our environment.

Place-Based & Culture Based Learning

Place-based learning and culture-based learning are practices centered on society's relationship and dependence on natural resources and the environment for survival. Place-based and culture-based learning seek to reconnect children to the local environment and its resources, and to the local culture. These theories are present and emphasized in three of our curricular strands: Hawaiian Culture, Local Environment, and Wellness.

Play-Based Learning

Play-based learning is centered on the idea is that children learn from doing and will genuinely develop if given the freedom to play and explore throughout their development. Play-based learning seeks to give children time, space and resources to create their own understanding of concepts, and to develop skills for independent, continuous learning. This theory is present and emphasized in the Child-Guided Activity strand of our curriculum.

Relationship-Based Learning

Relationship based learning is centered on the idea that a “community of learners” allows for children to take on different roles and responsibilities within the learning community.



Relationship-based learning is most present in the Community and Family strands of our curriculum, and is also present in the Hawaiian Culture, Global Culture, and Child-Guided Activities strands.

Common Threads

We are strongly committed to trust and respect for our staff, our children, our families, and our environment and to continuously improve ourselves, our children, our families, and our environment. Our program wide rules reflect this commitment:

We Take Care of Ourselves

Respect for ourselves, focusing on health and safety and creating independence.

Through yoga we educate children to develop self-care and self-awareness.

Self-awareness is the ability for children to recognize who and how they are being and recognize any imbalances in their emotional, mental and physical body. Self-care is the ability for children to shift who and how they are being through yoga tools such as breath awareness and reflection.

We Take Care of Each Other

Respect for other individuals, their culture, viewpoints, talents and passions. Focusing and trusting that everyone works to do “the right thing”, a concept known as Pono in the Hawaiian language. We do “the right thing” by being in balance and harmony with ourselves and each other. We guide children to make right, positive choices through questioning, modeling, and providing feedback.

We Take Care of the Things Around Us

Respect for the environment and other resources needed to sustain all life. We honor and respect everything, from our classroom materials, to our playground, to the Earth



and Sun. We are great stewards of the Earth and have a strong sense of belonging to the land we live on.

The Braided Curriculum

The Braided Curriculum is based on ten mutually supportive strands that focus on fundamental skills, concepts and values that address the whole child.

Child-Guided Activities

This strand ensures that the individual child is always at the core of our program. Play has a strong purpose and place in our program. By guiding the genuine development of a child through play we empower children's own education. This strand encompasses the values of independence, leadership, responsibility and creativity.

Family

Our families are partners in the education of their children and the continuous improvement of our program. This strand explores the role of the child in a family and the role of a family at Na Manu Li'i and our larger society. This strand encompasses the values of acceptance, loyalty, responsibility, ancestry, justice, manners, responsibility, interdependence and environmental responsibility.

Community

We create a classroom community; we focus on social skills, conflict mediation and functional roles. We create community outside our classroom and create a sense of interdependence and responsibility for the place we live on and the people who inhabit this place. This strand encompasses the same values listed under the family strand.



Global Cultures

We celebrate unity and diversity and honor our interdependence. We focus on gaining a larger understanding of how people live and interact in their unique environments and across cultures. This strand encompasses the values of tolerance, justice and adaptability.

Hawaiian Culture

We help children develop experiences that will encourage respect and understanding for the Hawaiian culture. This includes basic language, ways of living, cultural stories, food, music and dance. This strand encompasses the values listed under Global Cultures.

Local Environment/ Ahupua'a

In traditional Hawaiian culture, an ahupua'a provides the resources needed to sustain a population. We educate children on the connection between the way we live and the maintenance of our island resources. This strand encompasses the values of sustainability, environment awareness, responsibility and interdependence.

Wellness

We educate children to develop skills to create balance in mind, body and breath and to create a successful life. Play, yoga and the arts guide our program educating children with a strong foundation of wellness for the rest of their lives. This strand encompasses the values of self-awareness, self-care, self-worth, sustainability and interdependence.

Creative Arts

Creative art expression is a developmentally appropriate and incredibly powerful medium for children to experience interests, knowledge and emotion. It connects the child to



themselves, each other and the world around them and acts as a vehicle for conversation and reflection. This strand encompasses the values of self-expression and acceptance.

Literacy

Literacy provides a mechanism for expanding critical thinking while honing self-expression. Literacy in Early Childhood can take many forms, including word books, books on tape, and sound games. This strand encompasses the values of self-expression, self-worth and acceptance.

Inquiry

Hawai'i has adopted Science, Technology, Engineering, Arts and Math (STEAM) standards. This framework establishes observing, experimenting, creating, and reflecting for continuous lifelong learning. This strand encompasses the values of self-expression, self-worth and acceptance.

Principles of Practice

Childhood

We value the needs and offerings of each individual child as well as their sense of wonder and curiosity. Our program, at its core, is child-centered. This means that we assess the genuine development of each child and respond to them in ways that are meaningful to the individual child and his or her family.



Relationships

We value the relationship to self, to others, and to our environment. Relationship-based education includes the teacher-child relationship, the child-child relationship and the relationship children have with themselves, each other and the world around them.

Creative Expression

We value creative expression and invite creativity through visual arts, music, storytelling, yoga and movement.

Play

We value learning through play. “Play is the highest form of research.”- Albert Einstein

Health and Safety

Wellness

Hand Washing

Our daily routine will include hand washing upon arrival to school in the morning, after using the bathroom, when re-entering the classroom, after outdoor play, and before eating.

Toileting

Na Manu Li'i Children's Center accepts children who may still be in pull-ups. We believe in nurturing each child's unique development, and are willing to help families with potty learning. Families are to provide and label disposable pull-ups, wipes and any diaper cream for their child, and replenish supplies as needed. Teachers take children to the bathroom regularly and for potty learning, or whenever there is suspicion of a wet or



soiled pull-up. We follow the recommended procedures for diapering and hand-washing as recommended by the Hawai'i Department of Health. Because some children may be sensitive to specific products, we do not share wipes and creams. It is therefore very important for families to provide adequate supplies for their children.

Children are learning about their bodies needs and how to self-regulate their bodies. As their educators, we are here to support, nurture and guide them. Toileting accidents are common and to be expected of young children. When an accident occurs, teachers reassure children and assist in changing and bagging soiled clothing. No child is intentionally scolded, demeaned, or punished for having a toileting accident. No child is suspended or expelled from the program for the number of accidents that occur in any given period of time.

Please be sure to check for wet or soiled clothing each day before leaving the premises with your child, and restock your child's clothes at school.

Sunscreen

We spend as much time as we can outdoors, which leaves our young children exposed to sunburns and insect bites. We ask families to send protective hats and to apply sunscreen **before** arriving at school. Please note that at Na Manu Li'i, we encourage safe, non-toxic sunscreen. We recommend sunscreen that provides both UVA and UVB protection and has an SPF 30 or more.



When Children Are Sick

Once your child regularly attends childcare, they will be exposed to immune building viruses and bacteria that are in many cases new to their system. We take preventive action to keep all keiki and staff members as safe and healthy as possible, these measures may not always keep illnesses away due to the tricky nature of germs and the onset of symptoms. We ask for your diligence in monitoring your child's health, and to look for any changes that may indicate your child is getting sick.

When to keep your child home

Sharing is caring, that is not the case when it comes to sickness and germs.

We ask you keep your child home if they are sick in order to rest and return healthy.

Listed below are some guidelines to help you know when to keep your child home:

- Fever (temperature over 100.5 degrees)
- Vomiting or diarrhea
- Red, inflamed eyes
- Discharging in eyes or ears
- Nasal discharge, sneezing and coughing
- Conjunctivitis and pink eye
- Persistent or severe cough or congestion in the chest
- Ukus/ Head lice ("No-nit" policy)
- Discharging of open sores
- Listlessness, or unusual tiredness

Children must be fever-free for 24 hours without any medications after an illness, including over-the-counter medications before returning to the Children's Center.



When Your Child Becomes Sick at the Center

In the event that your child becomes ill at school, you will be notified and an immediate pick-up is required. In the event that a custodial parent or guardian cannot be reached, the people authorized on the child's emergency card will be contacted for pick-up. We will have your child rest in a quiet area in the classroom with supervision to reduce the likelihood of communicating the illness to others.

Communicable Diseases

Communicable diseases in early childhood settings may include head lice (uku), pinworm, ringworm, hand-foot- and- mouth disease, and conjunctivitis (pink eye). When an incident of these types of disease and infestation occur in one classroom, we will provide notification to parents immediately. The information provided in the case of an outbreak will help families understand the steps they can take to minimize exposure, and how to identify early symptoms. Each classroom will then follow environmental sanitation procedures and regularly check each child for infestation or infection. If a child begins to show symptoms of infestation or infection, the child will be moved to a quiet area and given an independent activity while waiting for pick-up by a parent/guardian or by a person authorized on the child's emergency card.

A doctor's note is required before returning to school for all children contracting communicable diseases or conditions, even if the child has been fever-free for 24 hours.

In order to help minimize the number of children contracting communicable illnesses, we ask families to inform us if their child has contracted or been exposed to a contagious disease. We also ask that you keep your child home during the contagious period. By taking preventative measures, we can limit the number of children and adults who are



exposed. In the case of a medical outbreak, if you have a religious or medical exemption for your child's vaccinations, he/she will need to stay home until he/she is cleared by a doctor.

State Regulations

Hawaii's Department of Health (through the School Attendance Law) requires that all children meet certain health requirements, including immunization, before they may attend any school in the state. Children are required to have current immunizations, a physical examination, and tuberculosis clearance before they are able to join our program. These requirements are as follows:

- a. Physical Exam – must have been completed once within the year prior to enrollment at Na Manu Li'i Children's Center.
- b. Immunizations
- c. Tuberculosis (TB) Clearance – to be completed if physician determines the child is at high risk only (change by Dept of Health regulations for the 2019-2020 school year)

There are religious and medical exemptions for immunizations. Please provide a written letter by your doctor (medical) or request a form to be filled by parent/ guardian (religious) to document exceptions. Staff and teacher assistants are also required by licensing to obtain Tuberculosis clearance and physical examination regularly. We follow sanitation procedures established by the Hawai'i Department of Health and the National Center for Disease Control (CDC) for our environment and staff.



Medical Interventions

Emergency Contact Form

All parents/legal guardians upon registration will be required to fill out an Emergency Contact Form with your child's current insurance information, medical history, special conditions, and emergency medical release. All information must be updated if any changes occur. When choosing family members or friends to put on your Emergency Contact Form, please make sure they are 18 years or older, have a valid driver's license, and will be able to pick up your child in the case that they are sick or there is an emergency and we cannot reach you. We require individuals who are not parents or guardians to show ID when picking up a child, and to be notified by the parents/guardians prior to pick-up.

Medication

We will not administer ANY over the counter medications. We will only administer "Rescue medications" such as: Asthma pump and epi pen. If medication is administered, your child will be sent home for the day.

Medication should never be left in a child's backpack, cubby or possession.

Allergies/Chronic Conditions

If your child is known to have an allergy or any other chronic conditions requiring special treatment or intervention, please have your physician complete our Chronic Illness/Allergies Health Record outlining the condition and the kind of care your child requires. Please request a form from one of our staff members. Allergies will be posted in the classroom for all staff members to be aware. We will work with families to ensure the safest environment possible for a child with allergies to our best ability.



Medical Emergencies

All staff is trained in emergency First Aid, CPR, and other health procedures. Minor injuries (cuts, bumps ,discharge, drainage, weeping etc.) are taken care of by teachers and an injury report is sent home. With more serious injuries we will call to advise you of the incident and how we are monitoring the situation. We can also collaborate on a plan of action at that time.

In the case of a medical emergency we will call you or a designated contact on your child's emergency card to come and take your child to a healthcare professional. If immediate attention is required, an ambulance will be called and your child will be taken to the Hilo Medical Center. Staff will use whatever measures are deemed necessary in an emergency, including administering first aid and/or CPR.

In the event that your child must be transported to the hospital, it is understood that authorization has been given in advance of any specific diagnosis, treatment, or hospital care that the administering physician, in the exercise of his/her best judgment, may deem advisable. In the case of an emergency and your child needs to be transported to the hospital, one teaching staff member will accompany your child. Treatment will not be withheld if you cannot be reached. Any emergency hospital treatment and/or ambulance costs will be assumed by the custodial parent or guardian.

Safety Guidelines

We strive to prevent injuries by providing children with a safe environment. Equipment and materials in the center meet safety requirements established by Hawaii' State Licensing, and are regularly reviewed.



Safety Guidelines for Children

Our number one job is to create and maintain an environment where all children are kept safe and healthy while in our care. We have three rules that reflect our core values:

1. We take care of ourselves:
Eating healthy, washing hands, brushing teeth, honoring our feelings and needs.
2. We take care of others:
Respecting and honoring the bodies, feelings and needs of others.
3. We take care of our environment
Taking care of our materials, toys and equipment and the world around us

We strive to have each child understand and learn these three simple rules while at Na Manu Li'i Children's Center. We believe in positive reinforcement and redirection when helping children practice these skills, and support each child's developmental stage and ability to grasp these concepts.

Safety Guidelines for Families

We ask all our families to follow program rules, guidelines and procedures while on site during school hours, Open-Play, Yoga for Children and Teenagers, Date Night, and at special events.

1. Please hold your child's hand when in the parking lot.
2. Never leave your child unattended.
3. Only adults may open and secure doors/gates.
4. Please make sure all doors are secured when entering and leaving the classroom.
5. Please do not allow your child to climb fences or gates.
6. Please make sure your child is appropriately clothed for an active environment.



Mandatory Reporting

Our staff are ethically, morally and legally required to report incidents they have reason to believe represent child abuse or neglect that may have occurred and/or may occur in the reasonably foreseeable future to Child Protective Services or the police.

Safety Emergencies

Unfortunately in life sometimes there are unexpected emergencies. We understand that they can be very traumatic and time consuming. In the event of an emergency at home, we ask that you please communicate with us and inform us of the situation. If your child is with us and you need special arrangements for pick-up, please let us know right away so we can help prepare your child.

In the event that our school has an emergency, we will contact you with information about your child as soon as we are safely able. We understand it can be very scary not knowing where your child is or how to reach your child. Each classroom will distribute their emergency procedures as part of your orientation, and have a copy posted in the classroom. We ask that you not call our classroom phones in emergency situations. We will practice emergency evacuation drills to help both children and staff understand what to do in the case of an emergency, and in doing so gain a sense of confidence in using emergency procedures.

Fire

In the event of a fire, we will receive direction from emergency personnel as to where we can safely wait for your child to be picked up. After we have followed those directions, we will contact you via mobile phone. Do not try to pick-up your child prior to our contact.



You may not know where we will be and you may be putting yourself and others in harm's way.

Lockdown

In the event of a lockdown, all children will shelter-in-place. We will close the building and not let anyone inside until we are cleared by emergency personnel. We will remain in place until notified by the lead teacher that it is safe to exit. We will notify you of the emergency via phone as soon as our building has been secured. Do not come to the Center, you will be putting yourself and others in harm's way. We conduct lockdown drills throughout the year. This helps to ease your child in the event of an actual lockdown event.

Evacuation

In the event of natural disaster, we may need to evacuate the Center. Locations vary depending upon the nature of the emergency. Your classroom emergency sheet provided at orientation will identify these locations. Once in place, we will call you to inform you where to pick up your child. We conduct evacuation drills throughout the year. We will inform you prior to our drills so that you are aware.

Insurance

Our center has liability insurance coverage for child care operations as required by the Department of Human Services. We are covered under United Specialty Insurance Company.



Enrollment, Schedule and Tuition

Enrollment and Fees

A non-refundable registration fee of \$50.00, plus a \$200.00 deposit and a signed contract is required to hold and guarantee your child's spot into our 2019-2020 school year program **no later than June 3rd 2019**. Deposits are applied to the last month's tuition as long as there are no debts owed.

Families will receive and need to turn in Registration Packet with additional forms and information. All medical records indicating that your child has had a physical, required immunizations and TB clearance if applicable will need to be turned in before or on the first day of school.

Attendance

Regular school attendance is an important factor in your child's social emotional and cognitive development. Excellent attendance provides children continuous enriching experiences and opportunities to create relationships with their peers and teachers. We highly recommend that you stick to a routine with your child, creating a weekly rhythm for your entire family. This will help your child feel a sense of comfort and security at school, and will set them up for success at Na Manu Li'i Children's Center.

Please have your child attend the hours based on the enrollment contract that you sign prior to the school year.



Program Schedule

Program Schedule at Na Manu Li'i Children's Center for the 2019-2020 school year is as follows:

- Full Time Monday- Friday 8:00 am-2:45 pm*
- Hilo Site only Part Time 3 Days Monday/ Tuesday/ Thursday 8:00 am-2:45 pm*
- Hilo Site only Part Time 2 Half Days Wednesday/ Friday 8:00am-12:00 pm
(Pick up ends at 12:15 pm)

***Drop-off is between 7:30-8:00 am. Pick-up is between 2:45 -3:00 pm.**

After school care is ONLY available for Full Time program at our Hilo site.

- After school ends at 4:30 PM

Tuition and Payment

Yearly tuition is calculated by the number of school days per year, excluding Holidays and Breaks. Payment plans are offered as follows:

Annual Payment Plan: Year tuition is due by July 1st , 2019.

Half-Year Payment Plan : Two payments due July 1st, 2019 and January 7th, 2020.

Quarterly Payment Plan: Four payments are due July 1st, 2019, October 14th, 2019, January 7th, 2020, March 23rd, 2020. Except for the first payment, all other payments are due at the beginning of the second, third and fourth quarter respectively.

Monthly Payment Plan: Ten consecutive monthly payments. The first monthly payment is due by July 1st, 2019 with the remaining payments to be due on the first business day of each month beginning September 3rd, 2019.

Payments are payable by check only, please make checks payable to Na Manu Li'i Children's Center.

Program	Monthly Payment	Quarterly Payment	Half Year Payment	Full Year Payment
Full Time	\$800	\$2000	\$4000	\$8000
Full Time Extended Day	\$880	\$2200	\$4400	\$8800
3 Days Mon, Tues, Thurs	\$550	\$1375	\$2750	\$5500
2 Half Days Wed, Fri	\$250	\$625	\$1250	\$2500

Tuition Assistance

For families interested in tuition assistance, there are two government subsidy programs available- Child Care Connection Hawaii (CCCH) and the Preschool Open Doors (POD). A sliding fee scale helps families who meet the income eligibility requirements cover some or all of the cost of childcare. The subsidy amount varies based on the family's gross monthly income, family size, and type of childcare. Please visit the Department of Human Services website for more information.

<http://humanservices.hawaii.gov/bessd/child-care-program/ccch-subsidies/>



Withdrawal & Termination

Due to our small class sizes, Na Manu Li'i Children's Center needs to maintain full enrollment to ensure success. It is often difficult to obtain a new child into our program if a family decides to withdraw at some point throughout the year. Therefore, in the event of absence or withdrawal from Na Manu Li'i Children's Center, families are responsible for **TWO** months tuition from the date of withdrawal. *Families may be released from this obligation should we be able to fill the spot immediately.* Additionally, no portion of the registration or deposit fees will be refunded. A withdrawal form is required as notice 30 days prior to a child leaving Na Manu Li'i Children's Center. The only exception to the above conditions are medical emergencies that require a child to be withdrawn from the program. In that case, a doctor's note would need to be submitted to release the family of the remaining tuition.

Final Thoughts

Summary

We are truly excited to have the opportunity to share our vision and mission with our Hilo community, and feel privileged to work with you and your keiki. As educators we strive to inspire and excite a passion for learning that will last a lifetime. We are committed to creating an enriching learning environment that will stimulate each child's physical, emotional, social and cognitive development, while honoring their individual needs. We thank you for becoming part of our Na Manu Li'i Children's Center 'Ohana!



Contact Information

Na Manu Li'i Children's Center
Hilo Site
500 Manono Street, Unit #104
Hilo, Hawaii 96720

Na Manu Li'i Children's Center
Kurtistown Site
17-4021 Kua'aina Rd
Kea'au, HI 96749

Main 808 -933-8585
Administration 808-313-1581
namanuliichildrencenter.com
admin@namanulii.com

Christine Ghiasi, Preschool Director
.....808-430-8043
.....christine@namanulii.com

Julie Murcia, Administrative Director
.....808-313-1581
.....admin@namnulii.com



Na Manu Li'i Children's Calendar 2019-2020

FIRST SEMESTER 2019

First Day of School, August 5

Statehood Holiday, August 16

Labor Day Holiday, September 2

Fall Break, October 7-11

Election Day, November 5

Veteran's Day Holiday, November 11

Thanksgiving Holiday, November 28-29

Winter Break, December 23- January 6

SECOND SEMESTER 2020

First Day of School, January 7

Martin Luther King Jr. Day Holiday, January 20

President's Day Holiday, February 17

Spring Break, March 16-20

Kuhio Day Holiday, March 26

Good Friday Holiday, April 10

Memorial Day Holiday, May 25

Last Day of School, May 28



NML Children's Center Family Handbook

Acknowledgement Form

All Na Manu Li'i Children's Center parents are required to read and sign the statement below and return to administration. This is to acknowledge that I have been informed of and given a copy of the Na Manu Li'i Children's Center Family Handbook and that it is my responsibility to read, understand and abide by the contents of the handbook. I am aware that it is my responsibility to ask for clarification of the information in the handbook. I am also aware that the contents of this Family Handbook may change and that current updates and interpretations may be presented at any time during the school year. I understand that I am to observe and follow all school rules, policies, and procedures presently existing and as may be amended by Na Manu Li'i Children's Center.

_____ Parent Printed Name

_____ Parent Signature

_____ Date

_____ Parent Printed Name

_____ Parent Signature

_____ Date