

# MAUNA LOA PRESCHOOL

*HOME OF THE HONEYBEES*

## '23-'24 PARENT HANDBOOK



### Mauna Loa Preschool

172 Kapiolani Street

Hilo, Hawaii 96720

(808) 935-1545

Fax: (808) 769-5079

Email: [directorj@maunaloaschool.org](mailto:directorj@maunaloaschool.org)

Accredited by the National Council for  
Private School Accreditation

Licensed by State of Hawaii, Dept. Of Human Services





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*Train up a child in the way he  
should go, and when he is old  
he will not depart from it.*

Proverbs 22:6



## History

The educational work of the Seventh-Day Adventists in Hilo was first started in 1897 by H. Brand, who, with his wife, established the Hilo Chinese Mission School as a branch of the Anglo-Chinese Academy, which they began in Honolulu in 1894.

In 1926 E.H. Giddings, pastor of the Hilo Seventh-day Adventist Church, started a one-room school with 18 students. Mrs. Mildred Avery-Jared arrived in October 1926 as the first teacher and remained until 1930.

The school was known as the Kinoole Street Private School or Hilo Church School and was located on the present site of the Hilo Farmer's exchange. Over the next few years, the school was enlarged with two new classrooms to accommodate a growing enrollment. By 1938 enrollment necessitated another expansion, and the Kinoole property was traded for the property at 172 Kapiolani Street on June 20 of that year. The schoolhouse and church moved into their new quarters, where they continue today.

The present site on Kapiolani Street overlooks the city and commands a beautiful view of Hilo Bay. The Nawahi property, as it was known, is of historic interest in the history of Hilo. Joseph Kaho'oluhi Nawahi, educated at Hilo Boarding School, became a legislator after serving as Minister of Foreign Affairs in one of Queen Lili'uokalani's five Cabinets. Emma Nawahi, the daughter of Kahaole-au and Tong Yee, was one of the few surviving members of the old monarchical order of Hawaii. Tong Yee was a Chinese businessman and one of Hawaii's first prominent figures in the sugar industry.



In 1948 the school complex was enlarged with the completion of the gymnasium, which also housed classrooms, a kitchen, and dining facilities. That same year, the publication of the school's official newspaper, "Mauna Loa Rumbblings," commenced.

Mauna Loa School was given its name by Clifford Hansen, a pastor-teacher in Hilo from 1942-1944. Pastor Hansen loved the gently sloping, beautiful Mauna Loa, which erupted during his ministry in Hilo, and thus he named the school after it. In 1956 plans were laid, and construction began to bring about a complete transformation of the Nawahi Property, paving the way for Mauna Loa School's present facilities. That renovation saw four new classrooms with storage and office space added to the campus.

In 2009 a small group of visionary educators committed through prayer to develop and open a preschool. The over-arching desire was to introduce the concepts of Christian education to the early childhood demographic while simultaneously providing a feeder program for the K-8 Mauna Loa School program. Janie Bumanglag was hired as the first Teacher and Director. With the school board, Mrs. Bumanglag led the effort through the arduous task of licensing the campus for a 24-student Early Childhood Education Center. In order to bring the Preschool vision to its fullness, Mrs. Bumanglag facilitated the accreditation of the Mauna Loa Preschool ECEC as the first accredited preschool in the North American Division of SDA, and it continues to be the only accredited SDA preschool ECEC in the Hawaii conference of SDA.



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This handbook approved for use beginning January 23, 2023

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## Welcome

Dear Parents and Guardians,

We want to personally welcome you and your family to our Ohana and thank you for choosing Mauna Loa Preschool (MLP) for your child's Christian education.

Early childhood is such an important time in your child's life. Small children are eager learners, soaking up everything they see and hear. MLP gives your child the opportunity for a head-start on academics and a unique chance to learn about the God who created them and loves them. Wise parents from all faiths and backgrounds choose to invest in their child's irreplaceable early years by putting them in a safe and nurturing Christian environment. In addition to stimulating individualized instruction, at MLP, your child will benefit from our teachers who will comfort with hugs, Band-aids, and prayers. Our pre-elementary school is a non-judgmental learning environment where Jesus is portrayed daily as a caring friend. We believe that the home and school must work together, hand-in-hand, for the best environment and happiest child. By communicating daily, we can work together to ensure that we meet your child's needs.

This Parent Handbook contains important information giving you a clear understanding of what you can expect from us. Please carefully review all materials and contact the Director with any questions you may have.

Sincerely,  
Jennifer Tomita, Director/Teacher



## ***CONTACT & LICENSING***

Phone: (808) 935-1545 Ext 1

Fax: (808) 769-5079

Email: [directorj@maunaloaschool.org](mailto:directorj@maunaloaschool.org)

Website: [www.maunaloaschool.org/mlps](http://www.maunaloaschool.org/mlps)

Mauna Loa Preschool

172 Kapiolani Street

Hilo, HI 96720

School Office: 808-935-1535 ext. 1

Licensed by the State of Hawaii Department of Human Service

Please keep the below information for tax purposes

Federal ID # 99-0082407

State ID # GE 157-589-7088-01







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## ***PHILOSOPHY, MISSION & VISION***

### **Mission Statement**

The mission of Mauna Loa Preschool is to provide opportunities for children to learn about God and Jesus Christ as their Savior in a loving, caring, and intellectually stimulating environment.

The Staff and Board of MLP believe the promise of Proverbs 22:6, *“Train up a child in the way he should go and when he is old, he will not depart from it.”*

Scripture is our roadmap and MLP is committed to a wonderful journey with your child. Our school will provide a fun, safe, educational environment where children can develop socially, emotionally, physically, intellectually, and spiritually in a Bible-based program run by dedicated, professionally qualified staff.

### **Vision**

At MLP, our vision is for every child to excel in faith and learning, blending biblical truth and academic achievement to honor God and bless others, embarking on an ongoing Journey with Jesus.

### **Educational Philosophy**

Mauna Loa Preschool's existence is based on the concept of Christian education, designed to foster the development of the mental, physical, social, and spiritual aspects of human character. We hold the Bible as the ultimate rule of faith and conscience and therefore utilize its principles in establishing the educational environment at MLP.

Mauna Loa Preschool provides a stimulating learning environment for growing pre-elementary children in a warm and loving Christian atmosphere. Our program is designed to help children become cap-



tivated with learning by cultivating their natural abilities. We teach early concepts with educational materials in a supportive, hands-on environment. Individual and group development takes place by exploring and working together in a multi-age classroom where collaboration between your home and our school is encouraged. Our lesson plans and activities are developmentally appropriate with the intention of bringing the child closer to Christ, and to fully prepare them academically, laying the groundwork for the next steps in their education.

## **Purpose**

Mauna Loa Preschool is a member of the worldwide educational system of Seventh-Day Adventists. It is operated by the Hilo Seventh-day Adventist Church to provide a balanced Christian education wherein each student experiences opportunities that promote development of character.

## **Goals**

- ◆ MLP promote an environment that focuses on the development of the whole child by:
- ◆ Creating an awareness and love of God and a respect for creation.
- ◆ Creating an awareness of individuality and personal self-identity and encouraging positive self-esteem.
- ◆ Encouraging an enthusiasm for exploration, learning and creativity.
- ◆ Encouraging self-control and self-discipline.
- ◆ Providing freedom of choice and decision-making within reasonable limits and encourage problem-solving.
- ◆ Providing developmentally appropriate activities that will in-



roduce children to language, literacy, math, science, large and small motor skills.

- ◆ Encouraging good health habits and manners

## **Sponsoring Organization**

MLP is licensed by the State of Hawaii Department of Human Services as a facility providing a full-time preschool program. We are a non-profit corporation in the State of Hawaii whose support comes from the tuition and fees collected. MLP is owned and operated by the Hawaii Conference of Seventh-day Adventist on the campus of the Hilo SDA church.

## **Staff Qualifications**

All ECE teachers meet or exceed the Department of Human Services preschool education criteria for licensing in the State of Hawaii. The teachers hold a Child Development Associate Credential or equivalent, along with other required Early Childhood Education courses. The director(s), teacher(s) and teacher's aide(s) are required to complete professional growth activities each year. All the staff have experience working with children in a supervised program and are aware of the goals and mission of MLP and the beliefs of the Seventh-day Adventist Church.

## **Liability Insurance**

MLP is covered by liability insurance from Adventist Risk Management through the Hawaii Conference of Seventh-day Adventists.

## **Objectives**

1. *To develop in each student the desire and reality of knowing God as a personal Friend and Redeemer.*
2. *To challenge and inspire each student to develop a unique per-*



*sonality while forming a noble Christian character that emulates the values of Christ.*

- 3. To develop in each student the academic, social, and physical skills necessary for success in today's society.*

## **Accreditation**

Mauna Loa Preschool is licensed, accredited, and administered by the Pacific Union of Seventh-Day Adventists, with offices located in Thousand Oaks, California.

## **Policies Subject to Change**

Policies adopted or amended during the year by the Mauna Loa Preschool board, but not printed in this handbook, will be announced and subsequently printed for school families. These policies will have the same force as if printed in this handbook.

# ***ENROLLMENT POLICIES & PROCEDURES***

## **Admission**

An admission packet, student handbook, tuition rates and scholarship applications may be obtained online or at:

Mauna Loa Preschool,  
172 Kapiolani Street  
Hilo, Hawaii 96720

The packet may also be obtained by calling 808-935-1545. Revised and current registration packets for the subsequent school year will be available by February of the current school year.



## Admission Policy

To create the best fit for your child and family, MLP reserves the right to place children in classes by age and developmental level where their needs can best be met by the program. MLP reserve the right to refuse admission based on age, available space, or inability to provide adequately for the needs of the child.

MLP is licensed for children 3 years thru 5 years of age.

## Items Required for Admission

- ◆ Birth Certificate
- ◆ All registration materials submitted
- ◆ Registration & enrollment fees
- ◆ All tuition payments will be paid through SMARTuition webtool.
- ◆ No outstanding debts with MLP

## Health Requirements

A current physical examination, and TB clearance signed by the child's medical practitioner, must be submitted at the time of enrollment. This must include current immunizations from a health care summary and name and address of the doctor. Updated reports of immunizations must be submitted annually.

For immunization exemption, a signed statement of parental objection to the immunization or a medical exemption, signed by a medical practitioner, must be submitted. For additional information consult your local Department of Health.



## **Non-Discriminatory Policy**

It is the policy of the Seventh-day Adventist Church and the MLP Early Childhood Education and Care program to admit students of any race, color or ethnic origin to all rights, privileges, programs and activities generally accorded and available to students in its schools. No discrimination is made on the basis of race in the administration of school policies, admission requirements, or other school-administered programs.

It is this center's policy to provide children with disabilities and parents an equal opportunity to participate in the center's programs and services, in compliance with state law and the federal Americans with Disabilities Act.

Consideration of a child's special needs may demonstrate equipment or staff that MLP may not have. That level of special education may negate MLP's ability to accept children who have exceptional mental, physical, or social needs that would necessitate qualified special needs staff or equipment.

If your child has special needs that the preschool is equipped to handle, parents should make these needs known to the director. The methods to deal with the child's special needs must be discussed and agreed upon before the child is enrolled.

## **Photo Release Policy**

MLP will be using pictures of the children, families, and staff for bulletin boards and social media posts. For this reason, a Photo Release form is included in the center's enrollment packet to safeguard privacy rights and/or for parent's choice to opt out.

## **Transportation & Field Trip Policy**

During our school year, MLP may plan to have classroom excursions off campus, which may be communicated to parents well in ad-



vance. A Parental signature will be needed when a child/(ren) go on excursions off campus.

## **Withdrawal Policy**

A child may be asked to withdraw from the program under the following conditions:

- A. The child has a consistent problem of aggressive or disruptive behavior that continues after the following steps:
  1. Parent/Teacher Conference
  2. Time for improvement
  3. Re-evaluation
  4. Parent/Director meeting to discuss additional options
  5. Expulsion
- B. The child has special needs which the school is unable to meet
- C. The child's parents fail to meet their financial responsibility.

## **Termination Notice**

We make all reasonable efforts to help children and parents succeed in our program. However, when it is determined that this is not possible; we reserve the right to terminate the enrollment and collect all payments due.

## ***SCHEDULE & ACADEMICS***

Mauna Loa Preschool follows an academic school year calendar. The 35 week academic year begins in August and ends May. The Summer Program begins in June and ends in July.

**Please Note:** There is a late fee of \$1.00 per minute after 5:00pm. Fees are to be paid upon pick-up!



## **Hours and Attendance**

### **Hours of Operation August to May**

Monday to Friday 7:30am – 4:00pm

### **Hours of Operation June and July**

Monday through Friday 7:30am – 4:00pm

## **Holidays Observed**

MLP observes all State and Federal Holidays. (Calendar enclosed with registration packet.)

Admissions day: 3rd Friday of August

Labor Day: 1<sup>st</sup> Monday of September

Veteran's Day: November 11

Thanksgiving Break: 4<sup>th</sup> Thursday, Friday of November

Martin Luther King Jr. Day: 3<sup>rd</sup> Monday of January

President's Day: 3<sup>rd</sup> Monday of February

Prince Kuhio Day: last Monday of March

Good Friday: TBA

Memorial Day: last Monday of May

Independence Day: July 4<sup>th</sup>

## **Vacation**

We know families plan for vacations, however there is no tuition discount or reduced tuition for time away from school. Please inform your school's director in the event of a planned vacation in which your child will be out of school.

## **Daily Arrivals**

The morning program begins at 7:30am. For your child to participate in all the morning activities, please plan to arrive no later than 8:30am. This is when we introduce the day's activities and worship.





## **Late Arrivals**

Arrivals after 8:30am are disruptive to the classroom and we find that when a child arrives late in the morning, they have missed out on important learning experiences and drop-offs become more difficult. Please notify the director/teacher if your child has an appointment and that they will be arriving later than normal.

## **Absences**

If your child will be absent for the day or longer, we ask that you call the school, so that the teacher can be informed. If a child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school.

## **Sign-In/Out Procedure**

To ensure the safety and accuracy of your child's enrollment, we require you to sign your child in and out of the classroom. MLP assumes responsibility for your child after they have been signed in by a parent or guardian and retains responsibility until the child is signed out by a parent, guardian, or designated representative of the child's parents or guardians.

Unfamiliar persons will be asked to show a picture ID that will be checked against your authorized pick-up list.

For liability reasons, siblings 17 years of age or younger and school employees will not be allowed to sign-in or sign-out any child(ren). Liability issues also prohibit minors and employees from becoming actively and/or directly involved in arranging for the transportation of any child(ren) to and from the school.

## **Attendance**

Preschool helps children prepare for conventional education by ac-



quainting them with routines and schedules. Students are expected to attend preschool regularly and on time. Parents should notify the school if child will be absent or overly tardy.

Whenever possible, please schedule any doctor or dentist visits after preschool hours or during holidays and breaks. Disrupting the student's class schedule is not beneficial to his/her learning.

## Arrival and Pick-Up

Teachers need time to prepare the classroom for the day and are not free to supervise children. All students should arrive after 7:30AM. School begins at 8:00AM.

If you know you are going to be detained, please notify the school immediately so that we can reassure the child and make arrangements. There will be an **overtime fee** charge for late pick up at **\$1.00 a minute** after 5:00 p.m. The fee will be charged through Smart Tuition.

## Withdrawals

Please give us at least three weeks' notice prior to withdrawing your child from the program. This will allow us time to contact another family whose child is on the waitlist to prepare for admission.

## Uniforms & Dress Code

Seventh-day Adventist educational philosophy teaches that we should honor the Creator in all things, including dress and personal grooming. School standards require modesty, neatness, and cleanliness to promote character building.

- ◆ Each child will receive 3 school uniform T-Shirts at registration.
- ◆ Additional T-shirts are available for purchase for \$15.00 each.



- ◆ shorts or pants of your choice
- ◆ Closed-toe Velcro-fastened shoes
- ◆ Uniforms are required Monday thru Thursday
- ◆ Aloha Wear or free dress is allowed on Friday's ONLY
- ◆ School T-Shirts and closed toes shoes must be worn on all excursions
- ◆ For safety and to prevent loss or damage, no jewelry of any kind is to be worn or brought to school.

**In addition, please provide:**

- ◆ Change of clothes labeled, in a plastic bag.
- ◆ Labeled blanket or sheet for rest time (taken home every Friday for cleaning).
- ◆ Labeled water bottle (taken home daily to be washed).

**Please Note:** We discourage bringing or wearing items with unwholesome characters or images or anything depicting or suggesting violence (NO guns, knives, or swords).

Furthermore, we ask that no other toys from home be brought to school, to prevent the possibility of them being damaged/broken, stolen, or lost in the classroom/playground.

## Personal Items

Other than “Show-n-Tell” items, please leave your child’s toys at home or in the car. If an item is brought to school, we cannot be responsible for it.

No gum, candy, money, and toys of destruction (guns or war toys) should be brought to school.



## **School Supplies & Meals/Snacks**

All necessary school supplies will be provided by MLP.

### **Snack**

Students are to bring a mid-morning snack that will be eaten at 9:30am with the mid-afternoon snack at 2:45pm. A healthy snack can consist of fruits, vegetables, crackers, nut butter, cheese, yogurt, or any other healthy light food fare.

### **Lunch**

Lunch will start at 11:30am. Children are to bring their own lunch from home. MLP encourages parents to help promote good eating habits by sending nutritious items for lunch. Please do not send any candy or other sugary items, and no more than one small dessert.

## **Rest Time**

**All children are required to participate in Rest time.** Rest time is from 12:30 – 2:30. If a child does not rest for the entire rest period, they will be given a quiet activity to do at an appropriate time.

## **Special Occasions**

### **Birthday Parties, Treats, and Holiday Celebrations**

A child's life should be filled with celebrations for special occasions or achievements. When they occur, the parents are welcome to come in and read your child's favorite book, share an activity with his/her class or provide lunch. A nice alternative to cake and ice cream, which can be high in sugar, are natural popsicles. Please keep sugary treats at a minimum and notify the Director or the Teacher at least three school-days in advance of your intentions.



## Graduation

Graduation Day is exciting not only for the children, but for parents, grandparents, caretakers, aunts and uncles as well. MLP will inform families of graduation ceremony and further details in advance in order to plan accordingly.

## Curriculum

Our curriculum is specially designed to stimulate, nurture, and educate young children. We explore early literacy and language skills, math concepts, building social skills, manners, listening, taking turns, self-help skills, self-esteem, and other important skills of early childhood. We use the Creative Curriculum guidelines, Abeka Workbooks, and a variety of other educational resources along with our Adventist Curriculum Creation Kids.

### Some of our activities include:

- ◆ Worship and Praise
- ◆ Exercise/Fitness
- ◆ Circle and Share time
- ◆ Songs and Poems
- ◆ Story Time and Imagination
- ◆ Science and Discovery
- ◆ Writing/Journaling
- ◆ Social Skills and Language
- ◆ Intro to Music and Rhythm
- ◆ Art, Craft and Special Projects
- ◆ Water Play



- ◆ Outside Play
- ◆ Field Trips

Parent-Child Interaction Activities are encouraged. Some of our projects may involve parent's help at home.

## **Assessments**

Teachers gather useful assessment information based on the achievement of the child during daily activities. Through observations, collected samples of the children's drawings and writings, photographs of their constructions, anecdotal notes, one-on-one time, and records of conversations. Teachers measure each child's progress as they reach the educational goals and objectives.

## **Communication**

We are committed to working with parents to provide a supportive environment for children. Our school provides a variety of written and electronic communications to keep parents advised of current class activities. Please take the time to read and check your child's backpacks or packages for weekly information. See below for items of importance.

- ◆ Parent Bulletin Board/Monthly Newsletters/Weekly Lesson Plans
- ◆ File for homework, important notices, and dirty clothes.

## **Developmental Progress Reports**

- ◆ Parent/teacher conferences will be held twice a year.
- ◆ The first conference will be in October and the second will be in April (See Calendar)
- ◆ You may also call for an appointment anytime during the year to discuss any concerns you have.



## Parental Involvement

We like to have our parents involved with us at school. This gives an opportunity for you to help with needed activities. To accomplish these goals, we need the total involvement of the parents, teachers, and church members working together in the following areas:

- ◆ Fund-raising activities
- ◆ Assisting with fieldtrips and school activities
- ◆ Supporting and attending the various school programs

## ***HEALTH AND SAFETY***

### Hygiene Policy

The goal of the MLP cleanliness guidelines is to maintain an environment that minimizes risk of contraction or spread of illness. Group settings bring children together for long periods of time, where they may be exposed to many different germs. Although the environment cannot be made germ-free, keeping their numbers at low levels can lessen germ exposure. The most important thing to prevent the spread of illness is for staff and children to wash their hands thoroughly and often. Hands should be washed upon arrival and prior to departure, before and after any food handling, restroom use, or medication administration including sun block. We are also committed to daily cleaning and sanitizing of all common areas, including restrooms.

### Health Policies

A child is considered ill if he/she has a fever of 100.4°F accompanied by a change in behavior, lack of energy, flushed or pale complexion, undiagnosed rash, vomiting, diarrhea, complains of ab-



dominal or head pain, or any combination of the above. Often children are most contagious before or immediately at the time when symptoms appear. For this reason, we ask that you take conservative measures when your child displays symptoms of illness or has a condition that prevents him/her from participating comfortably in the classroom.

## Illness Exclusion Guidelines

Germs spread quickly in a preschool environment. All other children and staff stay healthier when a child or staff member stays home when ill. Please keep your child home if one or more of the following symptoms is present in your child. If your child shows any of the below symptoms while at school, we will notify you as soon as possible to pick-up your child.

### Fevers

Children who have an oral temperature of 100.4° or higher; especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, respiratory symptoms, headache and stiff neck or undiagnosed rash will be excluded from the classroom. The child may return, if the child no longer has a fever for 24 hours, which has NOT been influenced by antipyretic medication (Tylenol, etc.). **A note from a healthcare provider is required for the child to return if they have been absence for more than three days.**

### Eye Infections (Conjunctivitis) or Pink Eye

May return to school 24 hours after treatment applies. Viral cases require a doctors note for return to school.

### Diarrhea

Diarrhea is defined as two or more loose stools in a four-hour period. Any diarrhea lasting more than one week MUST have a stool culture done to determine the cause and its communicability.





## **Vomiting**

One or more occasions of vomiting within the past 24 hours. The child may return when free of vomiting for 24 hours.

## **Undiagnosed Rash/Blisters**

After parent/teacher/director discussion, the child may stay at the school or be asked to see a health care provider for further evaluation.

## **Head Lice (Ukus)**

The child will be excluded from the classroom and may return after the treatment for head lice is complete and the child is nit-free.

# **Immunization Policy**

Parents are asked to notify the program within 24 hours if their child has been exposed to any communicable disease. The program will notify all parents in writing when the children in the program have been exposed to a communicable disease.

If a case of measles, mumps, rubella, pertussis (whooping cough), polio, or COVID-19 occurs, those children who are inadequately or incompletely immunized will be excluded for the communicable period of the disease. This exclusion is necessary because these children may become infected and contribute to further spread of disease. This exclusion also applies to children who have not been immunized for religious reasons.

# **Medication Distribution & Documentation**

In accordance with state licensing requirements, parents or guardians are required to complete a Medication Form before medication can be given to their child. Based on State regulations, we must follow the procedures listed:



- ◆ Only current, dated medications prescribed by a licensed physician may be administered.
- ◆ It must be given to the school in its original prescription bottle, showing child's name and date filled.
- ◆ The child's parent/guardian must complete and sign an authorization form specifying time and amount/dosage of medication to be given.
- ◆ Parents are asked to notify the teacher if the child's behavior can be affected by medication or if medication and/or instructions have changed.

## **Emergency Medical Treatment**

If child becomes ill after arrival, separate care will be provided until parent or guardian arrives. The school may administer minimal first aid if required. If emergency transport is necessary, a teacher/aide will accompany child to hospital and stay with child until parent or guardian arrives.

Parents, guardians and/or doctors, clinics or hospital listed on signed consent to treat form will be contacted.

## **Incident & Accident Reports**

MLP operates in a manner which minimizes accidents and injuries to children and staff. The potential for injury causing incidents in a pre-school setting, necessitates accurate contact information for the parents/guardians of each child enrolled.

### **Please keep your contact information current.**

In the event of an injury, if it is superficial, or an accident appears to be minor in nature and damage, the responsible staff will fill out an "accident" report for the parent's information. If it appears that an accident may lead to future medical complications, or is serious, the parent will be notified, and the child will be medically examined.



## Mandated Reporting

Every state has laws requiring the reporting to the Department of Human Services or police if there is any suspected child abuse or neglect. MLP is mandated to report suspected abuse and neglect. Failure to do so may be an offense punishable by fine or imprisonment.

Every state's definition of abuse may include the following: elements of non-accidental physical injury, neglect, sexual abuse, and emotional abuse. **Suspected abuse will be reported.**

## Emergency & Closing Procedures

Occasionally we find ourselves facing an emergency that questions whether school will be in session. A good rule-of-thumb for determining if the school is opened or closed is if it is announced over the radio or television that public schools in the Hilo area are closing for a disaster/weather-related event, we would most likely be closing as well. Families will be notified in the event a school closure at the earliest possibility.

Should a disaster/weather-related event occur while your child is at school, plan to pick your child up immediately. Under no circumstances will the Teacher/Director leave school before the last child has been picked-up. Please stay tuned to local broadcasts for up-to-date information.

In the case of building evacuation, an evacuation route has been established and approved.

All will meet at the farthest distance from the site, in the parking lot near/at the fence along the cemetery road. Evacuation routes are practiced at regular intervals and posted.

## Behavioral Guidelines

Classroom guidelines and disciplinary actions are required for the



protection of your child and their classmates. Should a child become disruptive, or their behavior is deemed harmful to self, others, and staff, the following guidelines will be implemented:

- a. Redirect the child to another activity
- b. Speak to the child and explain why his/her behavior is not acceptable.
- c. Occasionally, the calling of parents may be required to discuss the child's behavior.
- d. The director will ask for the parent's help in reinforcing school rules.
- e. If the behavior continues and becomes a threat to self/other children/teacher, your child will be sent home for the remainder of the day.
- f. The director/teachers will schedule a mandatory parent conference if the behavior continues to disrupt the classroom environment.

## ***FINANCIAL POLICIES***

### **Enrollment & Registration Fee**

#### **Registration Fee**

- ◆ Due with the completed registration packet: \$250. Includes registration fee, three uniform T- Shirts, curriculum materials for each child, classroom supplies (markers crayons, pencils etc.), and excursions/special activities and events.
- ◆ Fees can be paid by personal check to MLP. Payments can be given to MLP Director or Office Staff.
- ◆ These fees are non-refundable.



## Tuition

- ◆ When paid monthly: \$725 due on the 20th of each month. First installment is due July 20th.
- ◆ When Paid at beginning of school year: \$6,887.50 due July 1st.
- ◆ Tuition rates and actual monthly amount for which the parent is responsible can vary depending on qualification for subsidies.
- ◆ Tuition is payable through Smart Tuition. A tuition statement will be emailed or mailed directly to you. Debit or credit cards are acceptable methods for online payments through Smart Tuition. A check or cash payment can be submitted directly to the school's Office Staff.
- ◆ Monthly tuition is the same regardless of holidays and student absences.
- ◆ Smart Tuition Fee: \$50 due when you enroll online.
- ◆ All tuition concerns may be directed to the preschool Director.

## Financial Assistance

Financial assistance may be available through subsidies from local agencies for qualifying families. See list of agencies below.

Seventh-day Adventist Church members may be eligible for church sponsored tuition assistance. Please see the director for guidelines, policies, and application forms.

### Available Subsidies

- ◆ **SDA Church member sponsorship.** Please see the director for guidelines, policies, and application forms.
- ◆ **Pauahi Keiki Scholars,** Subsidies from PKS are paid in 12



monthly installments, August thru July.

- ◆ **Department of Human Service** (*Preschool Open Doors* or *Child Care Connection*). Subsidies from DHS are paid in 12 monthly installments, July thru June.

## **Payment Plans & FACTs Webtool**

***MLP is transitioning from SMARTuition to FACTs for tuition management. The process may render some of this section to be outdated. Please check with the office staff for the latest details.***

Full year tuition payments are to be paid directly to MLP with a personal check. A 5% discount will apply to those making a full tuition payment.

Monthly payments are to be paid through the FACTs webtool. The purpose of FACTs is to set up an automatic payment plan for all families paying the school year's tuition in monthly installments. Payments must be made through an automatic bank withdrawal from a savings account, checking account, or credit card. All families must sign up with FACTs before the child is admitted. FACTs may charge a \$40 late fee and a \$40 overdraft fee.

The first payment whether in full or monthly is due by August 1st.

Monthly tuition is non-refundable. Exceptions may be considered but are subject to MLP board approval. In the event of an early withdrawal, a full year tuition payment can be prorated for a refund. A One-month (30 days) written notice is required for early withdrawal. Please remember, we have planned for your child to be enrolled with us for the full school year.



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## **Non-Payment/Past Due & Delinquent Accounts**

- ◆ Tuition commitments must be honored for our School to continue offering the educational programs that every parent expects and that every student deserves, and for our school to remain financially responsible.
- ◆ Students with accounts past due may be subject to suspension until accounts are brought up to date.
- ◆ Any accounts more than 30 days past due will be brought to the attention of the School Board and delinquent accounts may be forwarded to a third-party collection agency and/or a legal firm. Any cost or fees related to this process will be the responsibility of the child's parent or guardian.
- ◆ A delinquent fee of \$30 will be charged monthly, until the account is paid in full.
- ◆ Lack of payment will prevent re-enrollment for the following year.



***NOTES***







## Mauna Loa Preschool 2023-2024 SCHOOL CALENDAR

### 4 Independence Day

14 Last day of Summer session

17-31 School Clean-Up/Prep  
No School

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### JANUARY '24

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 Happy New Year

2 Welcome Back

12 Teachers In Service Day  
No School

15 M.L. King Day No School

1-4 Teacher Prep (No School)

18 Family Picnic (Place TBA)  
Noon Dismissal

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### FEBRUARY '24

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19 Presidents' Day  
No School

4 Labor Day (No School)

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### MARCH '24

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Girl's Day (Observed)

18-22 Spring Break  
No School

26 Prince Kuhio Day No School

29 Good Friday No School

9-13 Fall Break (No School)

16-19 Parent Teacher  
Conference

23-27 Spirit Week

31 Fun Dress Day

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### APRIL '24

S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

22-25 Parent/Teacher  
Conference Week

10 Veterans Day (No School)

22 Noon Dismissal

23-24 Thanksgiving Break  
No School

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### MAY '24

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	12	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6 Boy's Day Observed

22 Graduation Day  
Noon Dismissal

23-31 Summer Break  
No School

15 Last Day of School

18-29 Winter Break (No  
School)

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### JUNE '24

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3 First Day of Summer Program

7 Kamehameha Day  
No School



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# ***ACKNOWLEDGEMENT AND VERIFICATION OF HANDBOOK***

I, \_\_\_\_\_, have received a copy of the parent handbook. I acknowledge that it is my responsibility to read, understand, and comply with Mauna Loa Preschool policies and procedures. I further acknowledge that these policies and procedures may be subject to change by the Mauna Loa Preschool board.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child(ren)'s Name



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