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265 Lunalilo Home Rd., Honolulu, HI 96825 Tel: (808) 395-7854 Fax: (808) 395-9492
Email: jray@hawaiichurch.org Website: www.hawaiichurch.org

HAWAII KAI CHURCH EARLY LEARNING CENTER

265 Lunalilo Home Rd., Honolulu, HI 96825

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Dear Parents,

Welcome to Hawaii Kai Church Early Learning Center. Since our beginning in 1968, our purpose has been to serve families in our community by providing the best in child care. Please take the time to read our *State-ment of Philosophy and Goals* written below. Our prayer is that your family will experience God's love through our Church and Early Learning Center. We look forward to a wonderful fun-filled year together.

Statement of Philosophy & Goals

As a vital ministry of Hawaii Kai Church, we believe the Bible is our authority in all matters of faith, truth, and practice. (John 17:17) We believe Christ died and rose again for our salvation and that "He is patient, not wanting any to perish" (2 Peter 3:9). We also believe God greatly loves and cares for children and families and it is our desire to share that love.

Therefore, it is our purpose to be of service to families and children of the community by providing a loving, learning environment where Christian values are the guiding principles and families are always welcome.

It is our goal to offer a safe and healthy place where children can grow and develop physically, intellectually, socially, creatively, and spiritually. By involving families and providing a developmentally appropriate, balanced setting, it is our desire to help each child achieve success while working at his/her own pace. Understanding that children learn most effectively through hands on activities and play, we strive to encourage learning through interaction with materials and other people.

Most importantly, we recognize that each child is precious and unique in God's eyes and, therefore, is valued as such in our program.

HAWAII KAI CHURCH EARLY LEARNING CENTER

265 Lunalilo Home Rd., Honolulu, HI 96825

Directory

Early Learning Center

Director: Kathleen McDaniel

Assistant Director: Julie Ray

School Office Telephone: 395-7854

Email: jray@hawaiichurch.org



Hawaii Kai Church
EARLY LEARNING CENTER

265 Lunalilo Home Rd., Honolulu, HI 96825 (808) 395-7854

Note: For information, to leave an individual teacher or classroom a message, or to inform the school that your child will be out of school that day, call the Early Learning Center office at 395-7854.

Hawaii Kai Church

Pastor: Duane McDaniel

Administrative Assistant: Patty Martin

Church Information: 395-9494

Fax: 395-9492

Email: Hawaii Kai Church: info@hawaiichurch.org

Church Web Site: www.hawaiichurch.org



*"Growing People
for Life"*

HAWAII KAI CHURCH

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What Is Preschool?

Preschool is a wonderful place where a child is always learning and developing. Each day brings opportunities to play, to investigate, and to express ideas through:

- GROUP LIVING** Planning, working and playing in an organized experience so that desirable habits and attitudes, independence and responsibility are established.
- CREATIVITY** Self expression through the use of paints, clay, crayons, manual tools, and other materials.
- EXCURSIONS** Visiting points of interest on the island to help the child establish appreciation of people who contribute to his/her life.
- LANGUAGE** Enjoying stories, verse, conversation, and drama.
- MUSIC** Responding rhythmically to songs, singing, and listening to music.
- HEALTH & SAFETY** Learning good health habits and acquiring an intelligent understanding of safety rules.
- RELAXATION** Indoor and outdoor play and rest.
- READINESS** Offering basic fundamentals of learning.



3.

Our School Objectives

SPIRITUAL: To help the child...

Develop an awareness of God's presence in His world and of God's love.

Develop a desire and a way to thank God. Relate the love of God and His world with love toward all people of God's world.

Think of the church as a special place to learn about God, Jesus, and worship.

MENTAL: To help the child...

Be alert to the world of people, places and things.

Develop readiness skills such as basics for numbers, art, Reading, and writing skills (employment of left to right techniques, number recognition, etc.).

Develop language powers.

Develop 'Bridge to Reading', a readiness approach to reading through the use of phonetic skills (for our 4's only).

PHYSICAL: To help the child...

Develop growing muscles through healthful play; strengthen fingers and hands toward developing writing skills through use of appropriate supplies.

SOCIAL: To help the child...

Learn through group experiences the art of sharing, appreciating, following instructions, and learning to be helpful.

Accept appropriate individual and social responsibility in age group.

Love and appreciate ethnic backgrounds.

EMOTIONAL: To help the child...

Develop poise, imagination, and individual personality.

Develop emotional control in meeting situations with a reasonable amount of stability, accept responsibilities, respect the property of others, and show friendliness and politeness to others through fairness in play and conversation.

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Our Preschool Day

GOOD MORNING!

Children are signed in by parent/guardian upon arrival by marking the appropriate space with an initial and the time of arrival. For the safety of the child and to allow preparation time for the teachers, we request that your child not be dropped off earlier than the scheduled hours for which enrolled.

Please call our office between 7:15 -7:45AM each day if your child will be arriving late or not attending at all.

HEALTH INSPECTION

The teacher will inspect all children upon arrival. Children are to be kept at home when they show any of the following symptoms: colds, sore throat, earache, swollen glands, runny nose, fever or rash.

A child who has been absent because of a contagious disease must be examined by a doctor.

Note: A written statement from the doctor must be brought to the teacher upon the child's return to school stating the child is past the contagious stage and is well enough to attend school.

WORKING/PLAYING/LEARNING

Each child has opportunity throughout the day to choose from various centers such as role playing in the home living center, working puzzles, building blocks, arts and crafts, reading books, etc. Participating in structured experiences help prepare your child to advance towards their next academic year.

WORSHIP TRAINING

A special time is held Mon-Fri (except Wed) in our chapel at 8:30 a.m. for all classes. It is a time of sharing Bible stories, singing, praying, special recognitions, etc. Recitals of the Pledge of Allegiance and birthday recognitions are also part of this daily experience.

Note: If you are arriving late at school, please walk your child quietly into chapel and be sure to sign them in with their teacher. Parents are always welcome to join us for chapel.



CLEANING UP

There is a specific place for all materials and equipment in the preschool. After their use they are put back in their places. Each child assumes responsibility for putting away the materials he/she has used as well as cleaning up the area in which he/she is working.

DEVELOPING PHYSICALLY

Using playground equipment and playing games aids in physical development. Classroom music and movement activities can also help in developing coordination.

EATING TOGETHER

Eating together gives each child an opportunity to learn desirable table manners, good food habits, and the give and take of conversation. Snacks and hot lunches are provided and included within the cost of tuition. Those remaining after 2:30pm are served an afternoon snack as well. Foods are prepared and served in accordance with **USDA** childcare food guidelines. Non-school provided food is not allowed without doctor's written direction.

RESTING

Rest time is a time for relaxation and quiet. The children rest on cots after lunch.

GROUP EXPERIENCES

Singing, listening to music, responding to rhythms, taking nature walks, going on excursions, listening to stories and poems, talking together, and acting out stories all contribute to making preschool a happy place.

DISMISSAL

Notify the teacher before taking your child home. Sign out on the sign out sheet. If the parent is not coming for the child, please call the office and notify us that someone else is coming. Please also notify us should you find that you will be late in picking up your child.

Note: At pickup time, please **PARK** and pick up your child at his/her classroom. You are required by state law to sign your child in and out each day. This will be strictly enforced. Only the parent or guardian and other **ADULTS** authorized by the parent or guardian will be allowed to sign a child in/out.

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Admission Requirements

CURRENT AGE REQUIREMENTS:

3's - Children who are toilet trained and have, or will have, reached their 3rd birthday by December 31st of the year they enter the program.

4's - Children who are toilet trained and have, or will have, reached their 4th birthday by December 31st of the year they enter the program.

Pre-K - Children who are toilet trained and have, or will have, reached their 5th birthday between August 1st and December 31st of the year they enter the program.

Classes are dependent upon enrollment.

MAXIMUM ENROLLMENT:

The maximum enrollment for which Hawaii Kai Church Early Learning Center/Preschool Program is licensed to provide care is 80 children. Children shall be over two (2) years of age and under eight (8) years of age.

Enrollment preference may be given to Hawaii Kai Church members, parents with siblings who have attended within the past five years, or are attending presently, and employee/staff's children. Otherwise all applications are reviewed based on the date of application to the program. Generally, spaces are offered on a first come, first served basis.

Families who are invited into the fall/spring program, will be notified in writing by the end of March. Further information concerning enrollment procedures will be enclosed with the notification letter to better help and guide you through the school entry process.

Parents must submit the child's Health Form 14 from a licensed physician as proof of physical examination within the last year, update of immunizations, descriptions of any allergies, and T.B. clearance PRIOR to the 1st day of school.



5.



School Tuition, Payment Plans, and Other Costs

TUITION

Tuition covers the fall to spring school year (August - May) and may be made with easy payment plans available for monthly or semester remittance. Semester payments should be made within the first week of school for each semester. Monthly payments should be made on or before the first school day of each month, and are considered delinquent if not received. **There is no proration for monthly tuition.** A service fee of 10% of the balance due will be charged on late accounts. If you are unable to make a payment on time, please contact the office immediately so that mutually satisfactory arrangements can be made for payment. Following are the *current tuition rates for 2009-2010*:

TIME	MONTHLY	SEMESTER (1% discount)
8am to Noon	\$550	\$2722.50
7am – 2:30pm	\$625	\$3093.75
7am – 5:30pm	\$750	\$3712.50

There are NO refunds for temporary absences or illnesses. Summer months of June and July are not included in the school year tuition rates.

APPLICATION FEE \$50.

Payable at time of Registration (non-refundable).

SPIRIT PACK - COMPREHENSIVE FEE \$200.

A one-time fee, payable at the start of the school year, for school excursions, a school t-shirt and student insurance. Submit with 'Child's Acceptance Confirmation Reply' Form (non-refundable).

SUMMER FUN PROGRAM - June/July

Families may choose to participate in this optional program for June and July. All students need to be separately registered for the summer program, and if continuing on, for the following school year as well. Our school is also licensed to accept children up to age 8. Pending enrollment and staffing, we may offer a program to children up to 8 years of age for June and July *only* to allow for siblings. Summer Fun Program information, calendar, schedule, & fees are available separately upon request.

LATE PICKUP CHARGES:

With a 24 hour notice, there will be a charge of \$3 every 15-minutes, or \$30 for the afternoon. Arrangements can be made 24 hours or more in advance for temporary changes of schedule with the Director, in which case you will be charged according to your regular tuition fee. The minimum charge will be \$3. This is intended to be on rare occasions. Should your requests become regular in nature you will be asked to change the enrolled time of your child and pay the higher enrollment fee. **THIS DOES NOT INCLUDE THE 5:30PM PICKUP.**

If no notice is given, the charge for late pick up will be \$5.00 for each 15-minute increment or any fraction thereof beyond the registered time for pickup. For the 5:30pm pickup time, however, the charge is \$5.00 for each 5 minute increment or fraction thereof, and should be paid at the office the following day. **All late charges are to be paid at the time they are incurred.**

TIME CHANGES:

Very Important, Please Note: There will be a \$15 charge for all enrollment time changes (dependent on space available). Time changes will be permitted only on a full month (1st to end of month) basis. **There will be NO proration of monthly tuition.**

WITHDRAWAL:

Since the Early Learning Center operates on a monthly budget, TWO WEEKS written notice must be given before withdrawing a child from school, otherwise, tuition will be due for the two weeks following the date of withdrawal. No provisions are made regarding tuition when your child is away from school because of vacations, trips, etc. **TUITION IS REQUIRED for any time the child is away.** **When your child enrolls, it is for the entire Semester I or II.**

PAYMENTS:

Tuition and fees can be paid via check, credit card, cash, or US money order. Please make checks/US money orders payable to **Hawaii Kai Church Early Learning Center** or **HKCELC**. All monies received are deposited on the day received. **A \$25 service fee will be applied to all returned checks.**

Hawaii Kai Church Early Learning Center is a non-profit organization.

2009-2010 Schedule

2009

August 3-4

August 21

September 7

October 8-9

October 12

October 31

November 11

November 26-27

December 17

December 18-January 1

Semester 1 begins (50% of children on Aug 4th & 50% of children on Aug 5th)

Hawaii Statehood Day/Admissions Day - school closed

Labor Day – school closed

HAEYC Conference for teachers - school closed

Columbus Day - school closed

Hawaii Kai Church Fall Fun Fest - school closes at 4pm

Observed for Veterans' Day - school closed

Thanksgiving Holiday - school closed

ELC Christmas Program at 10:30am - school closes following program

Christmas Break - school closed

2010

January 4

January 18

February 15

March 15-19**

March 26

April 2

May 20

Semester 2 begins

Martin Luther King, Jr. Day - school closed

Presidents' Day - school closed

Spring Break - school closed

Kuhio Day - school closed

Good Friday - school closed

**Last Day of School: Graduation Ceremonies at 10:30am
-school closes following program**



June 8 - July 16

Summer Fun Program - separate from school year; not part of Semester 1 or Semester 2

***Spring Break to be confirmed with the State of Hawaii Department of Education.*

Important Information

ARRIVALS & ABSENCES:

Please have your child in the classroom **no later than 8AM**. This minimizes disruptions and starts the children off in a more relaxed atmosphere. **It is extremely important and necessary that you sign your child in and out each day.** If your child will be absent from school for any reason, you must call our office at 395-7854 between **7:15 - 7:45AM** on each day of absence.

PICK-UP AUTHORIZATION:

Only authorized adults may pick-up your child from our center. If a staff member does not recognize an adult who is picking up a child, that person(s) will be asked to produce their photo ID, which will be checked against your child's registration form which includes those authorized to pick-up. Please be patient, if you or a family member is asked for ID, while our staff is getting to know you. Please call the office or send a note if someone other than the parents will be picking up your child.

BIRTHDAYS:

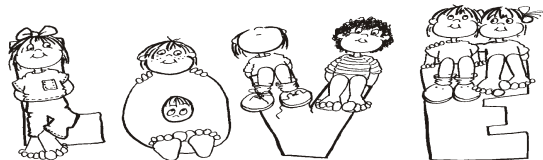
Children's birthdays are special times that are recognized in class. If you wish to add to what we do, you may. We encourage nutritious snacks or inexpensive items for your child's classmates such as special pencils or stickers. You may choose to purchase a book for our library that will be read to the class as part of the birthday celebration. Please let your child's teacher know in advance if you wish to bring goodies.

CLOTHING GUIDELINES:

Your child should wear washable, comfortable play clothes to school. Elastic waistbands are easier for children to manage themselves, than those with zippers. Soft footwear, such as sandals or sneakers are much safer during playtime than slippers. Shoes with velcro closures allow your child to be more independent. Avoid muumuus and high heel shoes as they hamper running and climbing.

SCHOOL T-SHIRTS:

You will receive a preschool t-Shirt which **must be worn on all excursions**. No slippers are to be worn on excursions.



GUIDANCE:

When children come to preschool, there will be many times when teachers will need to guide them in their behavior. Children of this age are in the process of learning self control and self direction. With the help of their teachers, the children will be learning how to behave in a social setting, and gain self confidence by showing positive and acceptable behaviors.

When a child's behavior needs to be corrected or modified, the teachers will keep the following guidelines in mind...

- Each child has different characteristics and may benefit from different methods of guidance.
- Positive behaviors will be encouraged and accentuated.
- Undesirable behaviors can sometimes be re-directed by offering alternative activity choices.
- Rules and limits will be set only according to the appropriate developmental stage and abilities of the children.
- In order for guidance to be a positive learning experience, children will be encouraged to express their feelings verbally when they are upset, and talk with teachers about appropriate solutions.
- Consequences for undesirable behavior will be related to that behavior.
- For example, using toys in an unsafe manner might result in a child being told that he must choose something else instead.
- Our policy is never to use any kind of physical force on a child to control behavior. Should an undesirable behavior continue after all other methods have been tried, we will consult with the parents to work out an acceptable plan for helping their child.

DISMISSAL OF A CHILD:

If a behavior, such as biting, hitting, or otherwise hurting another child persists that causes disruption to the classroom, the following plan will be put into effect by Hawaii Kai Church Early Learning Center, to ensure the safety and well-being of the entire class.

- 1st offense** - parent informed in writing.
- 2nd offense** - parent conference required.
- 3rd offense** - child suspended from school for that day. In the event the incident occurs after 2:30p.m., the child will be asked to stay home the following day.
- 4th offense** - same as 3rd offense, and then upon return the child is placed on probation. If incident re-occurs the child will be dismissed from school for 30-days, and then returns on probation.

We also reserve the right to dismiss a child if the family is unwilling to support the school's philosophy and policies. Chronic un-excused absences and tardiness are also cause for dismissal. The school reserves the right to dismiss any child delinquent in payment of fees.

INFORMATION DISCLOSURE:

Information pertaining to an individual child or parents or guardians of the child will not be disclosed to persons other than HKC/HKCELC unless the child's parents or guardians grant written permission for the disclosure, or an emergency arises. A 'Release of Information' Form is available for signature in the school office.

INSURANCE COVERAGE:

Hawaii Kai Church Early Learning Center has liability insurance coverage with Occidental Insurance for each student according to the rules governing licensing of group day care centers in Hawaii.

NEWSLETTER:

Our monthly newsletter will be sent home with your child. It will keep you informed of activities and special plans for the month. PLEASE READ YOUR NEWSLETTER CAREFULLY and put it in a conspicuous place so you will not forget something special. Note: Excursion times, dates and other calendar events are included. HKCELC T-Shirts and shoes (no slippers please) must be worn on all excursions.

PARENT PARTICIPATION:

Being part of your child's preschool experience will enrich this time for both you and your child. Parents are invited to be involved in their child's school experience. There will be many opportunities to assist with programs, to chaperone excursions, to visit the classroom as a resource person, or to assist the teacher during a special event. If interested in chaperoning, please fill out a 'Parent Excursion' form which can be requested from the ELC office. (Please note, excursions are for enrolled students and chaperones only.) In addition, you will receive an annual school evaluation form in May. These questionnaires will help the quality of our school, by giving us input as to which areas we may need to work on for improvement.

REPORTING OF CHILD ABUSE AND NEGLECT:

According to Hawaii State Laws, teachers (and other health professionals) are required to report any suspected cases of abuse or neglect to the appropriate agencies. We do not take this responsibility lightly, but with much prayer and consideration. Our primary concern must be for the welfare of the child first. **Jesus said: "Let the little children come to me, and do not hinder them, for the Kingdom of Heaven belongs to such as these."** ...Matthew 19:14 If you have any questions concerning child abuse please feel free to ask for further information available at the office.

FUND-RAISING:

Children and teachers are required to participate in any fund-raising activities. Fund-raising does help the school to purchase new equipment, while keeping tuition costs as low as possible.

TRANSPORTATION:

Transportation for excursions and outside activities will be on chartered buses driven by charter company's drivers. Parental permission for all excursions is required and is provided for by signature on each Registration Form.

MAXIMUM ENROLLMENT:

The maximum enrollment for which the Hawaii Kai Church Early Learning Center/Preschool Program is licensed to provide care, is **80** children. Children shall be over two (2) years of age and under eight (8) years of age.

SUPPLIES NEEDED:

An extensive supply list will be given with an acceptance letter. All supplies should be brought on the first day of school.

TOYS AND THINGS BROUGHT FROM HOME:

It is very upsetting for a child to have a new or favorite play thing lost or broken. To prevent this, we ask that toys and personal items be left at home except on specified "**Show and Tell**" days. On these days all items will be collected upon the child's arrival, brought out at the sharing time, and then put away until the child goes home.

NON-DISCRIMINATION:

We welcome children and families from all ethnic, racial, religious, and national backgrounds. We try to maintain a balanced ratio between boys and girls in each classroom.

SPECIAL NEEDS:

Children with allergies and those with special diets may be asked to bring snack and lunch from home. Parents will be asked to furnish a doctor's note when a child requires a special diet.

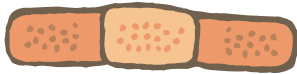
It is our Center's policy to operate our State and Federal law to follow the ADA law, and accept children with disabilities within reasonable boundaries by considering whether the acceptance would result in undue hardship to Hawaii Kai Church Early Learning Center.



Health Concerns...

SICKNESS:

Please help us keep illness from spreading to others. **Children are to be kept at home when they show signs of any communicable disease** such as measles, mumps, chicken pox, pink eye, impetigo, sore throat or fever. (Please ...If your child is out of school because of a communicable disease, a physician's release is needed to re-enter school.) If your child becomes ill at school (fever of 99.5, listlessness, etc.) you will be called and asked to take him/her home.



ACCIDENT:

Should an accident occur, first aid care will be administered by a staff member and the preschool will immediately fill out an "Accident/Incident" form, and notify one of the parents. If a parent is not available, an emergency contact person provided by the parents will be notified. Instructions given by parents/contact person will be followed in care of child. As authorized on the current registration form, if the preschool is unable to contact parents or emergency contact, and emergency medical attention deemed necessary, the child will be taken to Kapiolani Children's Hospital, or the nearest medical facility by ambulance. The school will NOT be responsible for any fees related to emergency medical care.

HEALTH CONCERN FORMS:

In the event a child exhibits physical symptoms that suggest he/she is not well enough to be attending preschool, the teacher and/or Director may send home a "Health Concern" form to the parent to suggest a doctor's check. They may also ask that the child remain at home for a day or two. Symptoms exhibited will be indicated on this form.



PLEASE NOTE: OVER THE COUNTER MEDICATIONS SUCH AS COUGH AND COLD SYRUPS WILL NOT BE ADMINISTERED AND SHOULD NOT BE SENT TO PRESCHOOL. All medications shall be kept in the original container bearing the physician's directions for use, and the child's name. Medications will be kept in the school office, in a secure place away from children. IF YOU NEED US TO ADMINISTER PRESCRIPTION MEDICATIONS, WE HAVE A SCHOOL MEDICATION REQUEST FORM WHICH MUST BE COMPLETED.

Get Involved!

1. Help your child anticipate happy experiences in pre-school.
2. Teach your child self-reliance by encouraging the child to do things for himself, and allow plenty of time.
3. If you have a concern about your child, please refrain from discussing the situation in front of your child. Your teacher will be happy to step outside for a brief moment to discuss your concerns. The teacher cannot accept verbal messages brought by children. Send a note instead.
4. Please either write a note or call and speak with the teacher should there be any situations that might affect your child's behavior.
5. Show interest in your child's school and whatever is brought home.
6. Take time to listen to your child's daily experiences and discuss them with real interest.
7. Help your child dress comfortably in clothing that is durable, washable and appropriate for school and weather conditions.
8. Help your child attend regularly unless ill.
9. It is a policy of our school for a parent or other authorized ADULT to sign their child in and out upon arrival and departure. This is to insure the safety and well-being of our children at all times while they are on our premises.
10. Please MARK your child's name on shoes, jackets, extra change of clothes and other items that may be easily lost.
11. Make every effort to attend parent teacher conferences and parent meetings. Feel free to ask for a conference any time you feel it is needed. Arrangements may be made to observe class sessions.

Emergency School Plans

Fire Drills:

Will be held periodically. Children will leave their classroom in an orderly fashion, under the supervision of teachers, and will rapidly (not running) walk to the place designated in our posted evacuation plan. In the event of a real fire you will be called and asked to pick up your child as soon as possible.

Tsunami Warning:

A tsunami is a series of waves generally caused by earthquakes on or near the ocean floor, anywhere in the Pacific Basin. A tsunami WARNING means that waves have been confirmed and all coastal areas of Oahu that are identified on the maps in the front of your telephone book, must be evacuated. The following procedures have been adopted in the event of a TSUNAMI WARNING:

A. If a WARNING is issued while school is in session, our teachers will remain with the children, feed and take care of them, until you can safely pick them up. You need not leave work or rush to the school. If you are in or can get to a safe area close to where you work, it is recommended you remain in the safe area until the "all clear" is announced in order to avoid contributing to unnecessary traffic.

B. If a WARNING is issued before school begins, classes will be canceled and the school will be closed.

Tsunami warnings are announced over radio and television, and will be accompanied by the sounding of the Civil Defense sirens (steady tone), or by Police, Fire or Civil Defense volunteers using mobile sirens and public address systems. When you hear the sirens, immediately turn on your radio and/or television, and listen for Civil Defense Instructions.

HURRICANE/TROPICAL STORM:

Hurricane or Tropical storm WATCHES are issued by the National Weather Service 36 hours prior to the arrival of storm effects. Hurricane or Tropical Storm WARNINGS are issued when one of these storms could affect Oahu in 24 hours or less. When a WATCH is issued, we will monitor the storm and make decisions to close the school before the issuance of a WARNING. The timing of the closure will generally coincide with the end of a normal school day and should not inconvenience you if you are at work.

EARTHQUAKE:

Should an earthquake of significant magnitude occur on Oahu, we could anticipate possible damage to our facilities, the loss of electrical power, telephones and water, and considerable disruption to our road networks. If we are indoors when an earthquake occurs we will stay indoors and immediately take cover under desks, tables, in supported doorways, etc. If we are outdoors and move away from electrical lines, tall buildings and trees. If our facility is damaged or could sustain damage as a result of an aftershock, we will attempt to move to Koko Head Elementary School or an open area in the neighborhood. Public evacuation shelters will not be opened until they have been inspected for structural integrity. Although such inspections have a high priority, delays because of damaged road systems or other hazards can be expected. If your children are at school, you may not be able to get to them even though you live close by. Please be assured that we will take care of the children until you can safely pick them up. As recommended by Oahu Civil defense, we have made preparations to survive for up to 72 hours without outside assistance.

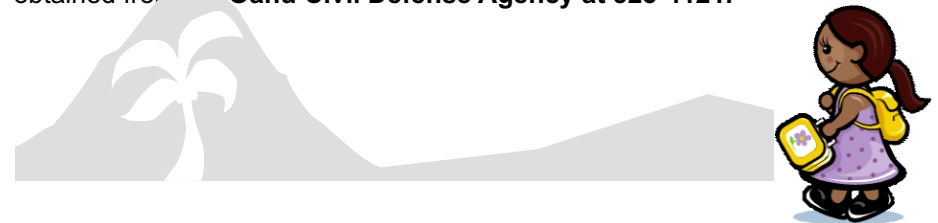
IN SUMMARY:

Please be assured that we will take good care of our children during any emergency or disaster. Further, we will rely on Police, Fire, Ambulance or other Civil Defense support in accomplishing any evacuations deemed necessary by the Oahu Civil Defense. Several suggestions are appropriate:

A good rule of thumb for school closures: if it is announced over radio or television that the public schools are closing, we will also be closing. Under no circumstance, however, will we close until all children have been picked up by their parents or designee.

Do not call us during emergencies. Keep the telephone lines open and available for those who have urgent needs.

It is essential that you establish individual and family plans for a tsunami, hurricane, earthquake, or flood. These plans should identify what preparatory actions should be taken for each hazard. They should include where shelters are located and how you will travel to them if evacuation advisories are issued, what you plan to do if the family is separated, what type of survival supplies you will need, etc. Such information can be obtained from **Oahu Civil Defense Agency at 523-4121.**





"Growing People
for Life"

HAWAII KAI CHURCH

265 Lunalilo Home Rd., Honolulu, Hawaii 96825 Web www.hawaiikaichurch.org



A Message from our Pastor...

"Ame Kealoha Pumehana" in Hawaiian means "with warmest Aloha", and that is what you will discover as you worship and fellowship with us.

One of the real joys of my life and ministry is to be the Pastor of a very warm and loving fellowship called Hawaii Kai Church. We have been serving the Hawaii Kai community for thirty years and have a vital connection to its residents.

Our purpose is to grow as a committed community whose passion is to worship God, to minister to His love to others, to bring them to Jesus and to disciple every member toward maturity in Christ.

We want to strengthen families and we have a commitment to minister the love of Jesus to you and your family. If we can be of service to you, please call on us. We are here because we care. We reach out in love because God first loved us.

We would love for you to be a part of our *ohana*, to experience the support of a Christian family, and to join us in sharing the life-changing gospel of Jesus.

Pastor Duane Pastor Duane McDaniel

Hawaii Kai Church Early Learning Center is operated by Hawaii Kai Church and is an extension of the church's ministry in Christian Education.

Our teachers are Christians with a heart for young children, and have the necessary qualifications to guide children in all areas of their development.

GRIEVANCE PROCEDURE:

In the event parents have a grievance or concern in relation to the care being given to their child; the following procedure is outlined to assist you in communicating appropriately and rectifying the issue.

Please be aware that for issues to be resolved in a manner that is satisfactory to all parties, an attitude of openness to varying points of view is important. Your concerns are important to us and we will endeavor to ensure you receive maximum satisfaction in all aspects of your involvement with Hawaii Kai Church Early Learning Center.

Care being given to your child:

1. If you feel comfortable in so doing, please speak directly with the person concerned or the Teacher(s) of your child's class.
2. If you feel this is inappropriate, or that your concern would not be given due consideration, then request time to address the issue with the Early Learning Center Director.
3. If you still feel dissatisfied with the outcome you may refer the matter to the Senior Pastor of Hawaii Kai Church & Early Learning Center.
4. If you feel you would like advice concerning the issue from specialists in the field of childcare then you may call The Parent Line at (808) 526-1222.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age and disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W Whitten Building, 14th and Independence Ave., SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice & TDD).

In addition to sponsoring the Early Learning Center, our church also sponsors:

AWANA Clubs, Friday 6:15 - 8:30 p.m. (Sept. - May)

Awana's goal is to reach boys and girls with the Gospel of Christ and to train them to serve Him. There are separate clubs with age appropriate materials and fun activities.

HAWAII KAI CHURCH provides Sunday School for all age groups at the church, and Worship Services on Sunday mornings at 8:45AM & 10:30AM. Nursery and child care are provided for children under four. Children between four and ten are invited to "Keiki Time".

We are delighted to be able to offer a variety of ministries, small groups, and special events where your whole family can be involved. Please call us at 395-7854 if you have any questions or need additional information about our church ministries.