



2207 Oahu Avenue \* Honolulu, HI 96822 \* (808) 973-4340  
E-mail: [preschool@honoluluchristian.org](mailto:preschool@honoluluchristian.org)

Dear Prospective Preschool Parent:

Thank you for taking an interest in our preschool. We are a small, private preschool located in lower Manoa by the University of Hawai'i. We have been in operation, serving the children and their families in our community since 1985. Please find enclosed our brochure and application form.

We have two enrollment periods: the **School Year** which starts in early August; and the **Summer Session** which starts in June. We suggest applying to our school well in advance of the enrollment periods. Starting as early as one year before the enrollment date, we will accept applications on a first-come, first-served basis. Should there be any openings, we will continue to accept applications and children for enrollment throughout the year until all vacancies are filled.

Directions on how to apply are outlined below. Upon receiving this packet, please review the information carefully. In the mean time, we highly encourage you to come visit our school with your child. *Visitations are with appointments only* and may be made through the office at any time with a 24 hour advance notice.

We hope we may be of service to you and your child in the future. If you have any questions, or need additional information, please don't hesitate to call 973-4340 or e-mail [preschool@honoluluchristian.org](mailto:preschool@honoluluchristian.org).

In His Service,

*Suzanne Herder*

Suzanne Herder  
Preschool Director

#### **How to Apply to the Honolulu Christian Preschool**

1. Fill out the application form completely and accurately.
2. Mail or hand in the application form with the **application fee of \$25.00** (Applications without accompanying fee will not be processed. Application fee is non-refundable).
3. *Visitation are with appointments only* and may be made through the office at any time with a 24 hour advance notice.
4. The application is reviewed and your child's name will be placed on our **wait list** of eligible applicants for acceptance. You will be notified by mail as to your child's status. Students are accepted in the order of the list on a first-come, first-served basis based on the number of available openings in each age group.
5. If you receive an **acceptance letter**, you must secure your child's enrollment by sending in **registration fee of \$50.00**. Only upon the receipt of this payment will your child be officially enrolled. Failure to make this payment by the deadline will automatically remove your child's name from our list. The registration fee is non-applicable to the tuition and non-refundable.
6. A **deposit (advanced tuition payment)** of one increment (1/10<sup>th</sup> of SY tuition) will be assessed one month prior to each enrollment session. The deposit is applicable to the last increment of the enrolled session.
7. As the first day of school approaches, a registration packet with forms and a handbook containing the policies and procedures will be issued to you. Your child's enrollment will be complete upon meeting the stated requirements, all forms filled, signed and returned; & all fees paid.



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## WHY WE ARE HERE

The philosophy of The Honolulu Christian Preschool is based on the fact that God is the center of the universe and that all life revolves around Him.

As a ministry of the Honolulu Christian Church, our preschool aims:

- ❖ to bring honor and glory to God and to serve our Lord Jesus Christ
- ❖ to lead each child to worship, fellowship, service, and commitment to God
- ❖ to establish a balanced program that will promote the academic, social, emotional, physical, and spiritual development of the child
- ❖ to guide parents in child-rearing and parenthood
- ❖ to use the Statement of Faith of the Oriental Missionary Society Holiness Church of North America as a guideline for all teaching in the Christian faith.



As a vital ministry of the church, The Honolulu Christian Preschool provides quality care in a safe, inviting, and pleasant environment.

The goal of our ministry is to provide quality Christian training for young children by encouraging them to respond to God's love and to apply God's Word to their lives.

The Honolulu Christian Preschool is an essential ministry to young children and parents within the church and an important outreach into our community.



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### **PROGRAM AND TUITION**

The Honolulu Christian Preschool offers a School Year and a Summer Session program for three through five year olds. Each child is accepted with the understanding that he/she will be enrolled for the entire School Year and/or the Summer Session. Tuition is determined by the number of days in the program, and may be paid in full or divided into incremental payments due every month. Refer to "Tuition Rates" for actual dates for the school year and summer session as well as corresponding tuition rates. No prorating of tuition or refunds for absences, illness, vacations and/or early withdrawals. No refunds once payments are made.

### **SCHOOL HOURS**

School is open Monday through Fridays from 7:00 am until 5:30 pm except for holidays and school closure days. A sample school calendar may be provided upon request. An optional Summer Session is also available from June to July. Your child's tuition is based on your selection of program hours which is determined by your child's pick up time. When making your selection of program hours, please select the program hours that will best meet your needs. Pick up time for **HALF DAY PROGRAM** is **12:30 PM**; **SCHOOL DAY PROGRAM** is **3:00 PM** and **FULL DAY PROGRAM** is **5:30 PM**. Please see "tuition rates."

### **WITHDRAWAL**

One month written notice of withdrawal from school is required in addition to the incremental payment of the tuition due during that month. For withdrawals before the first day of school, please notify school by phone or in writing.

### **LUNCH AND SNACKS**

Morning snacks and lunch is included for the **School Year** and **Summer Session**. Afternoon snacks are provided for our full day students. A sample menu is available upon request.

### **APPLICATION & REGISTRATION**

Registration begins for the upcoming Summer Session & School Year in January and we will continue to accept application forms until vacancies are filled. A one time **\$25.00** non-refundable **application fee** will be assessed. Your child's completed application form with fee must be received before he/she will be placed on our wait list and is considered eligible for acceptance into our Preschool program. We will review your child's application and upon meeting all eligibility requirements, you will be notified through mail as to your child's status.

### **ACCEPTANCE**

Acceptance of students is based on School Year / Summer Session open enrollment periods and space availability on a first come, first served basis. To secure your child's enrollment, a registration fee of **\$50.00** must be received by the deadline specified in the acceptance letter. This fee will secure your child's space for enrollment. The fee is non-refundable. If the fee is not received by the deadline, your child's name will be removed from the list of students eligible for enrollment. As the first day of school approaches, a registration packet with forms and a Parent Handbook will be issued to you.

### **COMPREHENSIVE FEE**

For the School Year, a comprehensive fee of **\$200.00** will be assessed annually to cover in-class cooking activities, computer, art projects, activity sheets, excursions and an excursion shirt. For the Summer Session, the comprehensive is \$100.00.



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### **ELIGIBILITY**

Children who are toilet trained, do not require extra special care, and will reach their third birthday by December 31st of the enrollment year are eligible. Child must be at least 2 years and 6 months at the time of enrollment. Usage of diapers or pull-ups are not allowed at school.

### **HEALTH REQUIREMENTS**

A Health Examination Record (Form 14) is required before enrollment is completed. The Form 14 may be obtained from your child's physician and should include records of your child's annual physical examination; current immunization records and a TB skin test clearance.

### **PERSONAL BELONGINGS**

All personal items should be labeled. A complete list of supplies needed in school will be provided upon enrollment. Children are discouraged from bringing any candies (chocolates), sodas or toys to school.

### **BIRTHDAYS and HOLIDAYS**

Birthdays and holidays are important occasions at school. However, in lieu of cakes and sugary treats, may we suggest a donation of a book or other resource material to commemorate your child's birthday or a healthy snack to share with friends at school.

### **EXCURSIONS & ACTIVITIES**

Excursions and in-school activities are arranged one or two times per month (weekly for the Summer Session) to broaden the child's learning environment. An excursion/activity permission form is to be signed for each child who will participate. Parental participation is encouraged. Excursion and activity fees are included in the comprehensive fee for the school year but are additional and assessed separately for the summer session. An excursion list will be provided.

### **PARENT-TEACHER COMMUNICATION**

Parent-teacher conferences will be scheduled during the School Year. Parents may arrange private conferences with teachers through the Preschool office. Parents will be kept abreast of school activities via parent memos and posted notices at school.

### **DROP-OFFS AND PICK-UPS**

Children may be dropped off as early as 7:00 AM. A teacher will be on duty from 7:00 AM for early arrivals. An overtime fee will be charged for late pick-ups at a rate of \$5.00 for every fifteen minutes or fraction thereof after 12:30 PM (Half Day); 3:00 PM (School Day); or 5:30 PM (Full Day). Parents are required to sign their children in and out each day. Be sure that a staff member is made aware of your arrival and departure. Only authorized persons will be allowed to pick up your child. For your child's safety, any person picking up your child, may be asked for identification and await verification.

### **VISITATIONS**

If you have not yet done so, we highly encourage you to visit our school. Visitations are with appointments only. Please call or e-mail to make your appointment.



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## Tuition Rates

- ◆ Please designate clearly on your application form which term(s) you are interested in applying for.
- ◆ For mid-term enrollment, designate month/date/year you are considering on your application.

### **2018-2019 School Year** **August 6, 2018 ~ May 27, 2019**

Tentative, dates subject to change

The Honolulu Christian Preschool is designed to provide early learning opportunities within a Christian setting. We have a balanced program for the **Development of the Total Child** - socially, emotionally, spiritually, physically and intellectually. Our School Year curriculum is based on Unit of Studies with integrated program of language arts, pre-reading readiness, music and creative movement, art, math and science, and motor/visual perception.

**Registration fee: \$50.00**

**Comprehensive fee: \$200.00**

**Lunch is included in the tuition.**

#### TUITION RATES\*

HALF DAY:	12:30 PM	\$8600
SCHOOL DAY:	3:00 PM	\$9300
FULL DAY:	5:30 PM	\$10250

*\* Tuition rates are based on the specific dates set above. Payment options include payment in full or in increments equal to the total amount due. Incremental payments based on the annual tuition quoted to you by phone, may or may not reflect your actual payments. Tuition rates are for full time, Monday-Friday during the dates set above except holidays and school breaks. Temporary or Part time care may be available for the Summer Session only. Different rates apply. Please inquire.*



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## Tuition Rates

- ◆ Please designate clearly on your application form which term(s) you are interested in applying for.
- ◆ For mid-term enrollment, designate month/date/year you are considering on your application.

### 2018 Summer Session

**June 4, 2018 ~ July 13, 2018**

Tentative, dates subject to change

Expose your child to a vast number of adventurous, hands-on experiences! Our program includes excursions, swimming at Manoa pool, and various in-class cooking and art projects. Our curriculum includes cultural studies and academic reinforcement and enrichment.

**Registration fee: \$50.00**

**Comprehensive fee: \$100.00**

**Lunch is included in the tuition.**

#### TUITION RATES \*

HALF DAY:	12:30 PM	\$1310
SCHOOL DAY:	3:00 PM	\$1420
FULL DAY:	5:30 PM	\$1560

*Tuition rates are for full time, Monday-Friday during the dates set above except holidays.*

*Temporary or Part time care may be available for the Summer Session only. Different rates apply.*

*Please inquire.*

*\* Tuition rates are based on the specific dates set above. Payment options include payment in full or in increments equal to the total amount due. Incremental payments based on the annual tuition quoted to you by phone, may or may not reflect your actual payments. Tuition rates are for full time, Monday-Friday during the dates set above except holidays and school breaks. Temporary or Part time care may be available for the Summer Session only. Different rates apply. Please inquire.*