Waipahu – Pearl City – Newtown

Dear Parents/Guardians,

Alphabetland Preschool LLC is now accepting registration for the 2024 summer session which starts on June 3rd, 2024 and for the 2024-25 school year which starts on August 1st, 2024.

Alphabetland is not only a day care center but a school as well. All teachers and aides are highly qualified and licensed to teach and work with young children. We believe that children at this age are ready and eager to learn and can be taught basic developmental concepts. We offer a child development curriculum that includes not only academics, but music, singing, rhythms, art, games, creative movement, creative drama, dancing, physical coordination, and field trips (when allowed by state licensing).

The students are exposed to multi-sensory instruction (auditory, visual, kinesthetic, tactile, etc.), hands-on learning (manipulating objects), critical thinking (learning to think for themselves), co-operative learning (working in small groups) and differentiated instructions (meeting students' needs through flexible grouping, learning styles and academic strengths).

We strive to offer a well-rounded program that helps your child in his or her social, emotional, intellectual, and physical development so that they will become well-rounded, self-directed life-long learners. In addition, Alphabetland instills basic core values within our curriculum such as love, respect, and self-esteem for others and yourself. Overall, parents can feel confident that their child is developing a solid foundation with good core values and the education that is needed for a bright future in a safe and nurturing environment.

## **Pre-Kindergarten (4 Year Olds)**

The Pre-Kindergarten (4 year old) classes will continue to use Alphaphonics as their main language arts program with Open Court and the SRA Beginning to Learn Kit as a supplement. In the area of mathematics, we will be using a variety of math materials including worksheets, learning games, and other math manipulatives.

The 4 year olds will also participate in learning centers which include games and puzzles that help strengthen reading and math skills. Some of these include Tangrams, memory games, and Smart Games which is an award-winning brain game company that promotes spatial insight and logical reasoning.

The 4 year olds will be introduced to smart tablets. They will be using the personalized learning on the IXL which is an on-line math program that motivates students through interactive games and exercises.

Lastly, at the Pre-Kindergarten level, we have planned trips to the fire station, Waikiki Aquarium, Honolulu Zoo, and the Planetarium. We also feature several puppet and in-house shows during the year. It is a program that is both enjoyable and educational. Our children are well prepared when they enter kindergarten.

In addition, for those who are late born or academically ready, the teachers are prepared to implement differentiated teaching. Alphabetland will offer those that are ready a <u>kindergarten curriculum supplement</u>.

### 3 Year Olds

The 3 year old classes will receive a basic reading readiness program in addition to Alpha Phonics. This program teaches number and alphabet concepts with pictures, stories, and oral classroom discussions led by the teacher. The 3 year olds will also be learning math skills such as counting by ones, fives and tens, number recognition, measurement, geometry, sorting, and patterns. They will be using various math manipulatives to help develop conceptual understanding in math.

Social development is emphasized the first semester. Other features of the program are the development of small and large muscle coordination, art, music, dramatic play and creative movement. Field trips will be offered primarily during the second semester.

## **Nursery (2 Year Olds)**

Our 2 year old program uses the "Just for Two" program which is specifically planned to meet their developmental needs. We will also emphasize social development and verbal skills. Children will have the opportunity to develop large as well as small muscle coordination through music, art, and outside/indoor playtime. The 2 year old program is offered at the Waipahu and Pearl City branches only.

If you wish to take advantage of Alphabetland's excellent preschool and child care program for your child, please fill out the registration form and mail it to our Waipahu office at 94-069 Waipahu Street, Waipahu, Hawaii, 96797 or drop it off at any of our branches with the \$100.00 registration fee. Checks or money order should be made payable to Alphabetland Preschool LLC. **Cash will NOT be accepted except at the Waipahu office.** Please return your registration form by 5:00 PM on Friday, January 26th, 2024. After January 26th, registration will be on a first come, first served basis. <u>Please read the "Registration Procedures" very, very carefully so that there will be no misunderstanding or disappointments later.</u>

If you have any questions regarding registration, please call the main office at (808) 677-8009. We will be more than happy to assist you.

Waipahu – Pearl City – Newtown

#### **REGISTRATION PROCEDURES**

1. Tuition and Child Care Fees:\* (Effective 08/01/24) MONTHLY FEES

A. Full Day 6:00 AM – 5:30 PM
(Waipahu & Pearl City Locations)
(Newtown Location)

Cone child
(Newtown Location)

Each additional child

Ages 3 & 4\*
\$1090.00
\$1125.00

Tuition includes breakfast snack, lunch & afternoon snack.

NOTE: Second child rate does not apply to those receiving tuition assistance.

- B. Late Charges \$3.00 per minute (based on school's clock) is charged for any child left beyond 5:30 PM. There will be no grace period. Late pickups after 6:00 PM will be charged \$6.00 per minute. Late pickup is discouraged for health and safety reasons. This charge is payable when incurred. Repeated late pickups will necessitate disenrollment of the student to protect the school and its employees from liability.
- \* This schedule of fees is subject to periodic change due to increases in Alphabetland Preschool LLC's costs.
- \*\* Alphabetland Preschool LLC accepts 2 year olds only at our Waipahu and Pearl City branches.
- 2. The <u>registration fee of \$100.00 per child must be paid with every registration form.</u> This fee is not refundable.

NOTE: When enrollment is full and there are no immediate openings expected in the near future, the applicant may be placed on the waiting list without paying the registration fee.

- 3. Bring the completed application and the \$100.00 registration fee to any of our branches or mail it to Alphabetland Preschool LLC, 94-069 Waipahu Street, Waipahu, Hawaii 96797.
- 4. Shortly after your application has been received, you will be notified of your child's acceptance. At this time, a \$250.00 comprehensive fee will be due. The comprehensive fee is for all books, paper, paste, crayons, scissors, etc. that Alphabetland Preschool LLC will provide throughout the school year. Please pay this comprehensive fee within two (2) weeks from the date of notification. If the comprehensive fee is not paid, the applicant will be placed on the waiting list.

Initial

- 5. Registration fees and comprehensive fees, once accepted are considered to be earned and will not be refunded.
- 6. A. Although registration is for the full calendar year, Alphabetland Preschool LLC's tuition fees will be paid on a monthly basis. Tuition and child care payments are due and payable on the 1<sup>st</sup> day of each month in full. Accounts unpaid by the 5<sup>th</sup> day of each month are delinquent. Late payments made after the 10<sup>th</sup> day will be assessed a late fee of \$50.00 and must be paid in cash or money order. Delinquent accounts after the 15<sup>th</sup> of the month will result in the student's disenrollment. Re-enrollment is then on a space available basis provided past due balances are paid.
  - B. Registration to Alphabetland Preschool LLC holds your child's spot for the full calendar year according to the State of Hawaii licensing. Thus, monthly tuition is due unless 30 day written notice is given to Alphabetland Preschool LLC for withdrawal from school.
  - C. A \$20.00 charge will be assessed on all returned checks. Dishonored (bounced) checks may not be redeposited. Customers are asked to redeem bounced checks in cash or money order as soon as possible. If a dishonored check is not redeemed by the 10<sup>th</sup> of the month, an additional \$50 late payment fee will be assessed.
  - D. For the 2024-25 school year, the following per day rate will be used to calculate prorated tuition:

(Waipahu & Pearl City): (3 & 4 Yr Olds) - \$55.00 / day & (2 Yr Olds) -\$57.00 / day (Newtown Location): (3 & 4 Yr Olds) - \$60.00/ day

- E. NO REFUNDS OR PRORATIONS WILL BE GIVEN FOR ABSENCES FROM ALPHABETLAND PRESCHOOL LLC. NO REFUNDS OR CREDITS WILL BE GIVEN FOR WITHDRAWALS UNLESS 30 DAYS WRITTEN NOTICE IS GIVEN. MAXIMUM REFUND OR CREDITS WILL BE AT THE RATE OF ½ THE MONTHLY CHARGE. NO REFUNDS OR CREDITS WILL BE GIVEN FOR SCHOOL HOLIDAYS OR VACATION PERIODS INCLUDING CHRISTMAS VACATION AND SPRING VACATION.
- F. Students entering at times after the fifth (5th) of the month may have their initial month's tuition prorated. However, if the student's space is reserved or held, the full tuition will be due from the date the space is reserved.
- G. The summer session may be prorated with a proper 30 day written notice of a withdrawal date.
- 7. There will be no request for teachers. Children will be placed into classes by lottery in order to be fair to everyone.

to ensure the protection of the health, we staff. Furthermore, Alphabetland Prescl to terminate the privilege of attendance family associate engages in or exhibits a intimidating, annoying or harassing beh	iabilities and confrontational disagreements. This is elfare, and safety of the other children and school hool LLC's shall have the right in its sole discretion of any student if the student, parent, guardian or other abusive, rude, hostile, disruptive, aggressive, avior. Any decision by Alphabetland Preschool LLC al and non-appealable. Dismissal means immediate
9. Person(s) responsible for the tuition payr NOTE: If person(s) responsible for the sign and date below.	ment: tuition payment is not the parent or guardian, please
Signature	Date
Print Name  10. I have read the foregoing and hereby sig signature below:	gnify my acceptance of these policies by my
Parent's or Guardian's Signature	Date
Print Name of Parent or Guardian	

8. Alphabetland Preschool LLC reserves the right to deny admission or to dismiss a

child for any reason that we feel is in the best interest of the school including conflicts of

Sign and initial both copies. Attach 1 copy to your registration. Keep 1 copy for your information and records. Alphabetland Preschool LLC thanks you for your interest in our child care business.

interest, unresolved disputes, potential liabilities at to ensure the protection of the health, welfare, and staff. Furthermore, Alphabetland Preschool LLC to terminate the privilege of attendance of any stufamily associate engages in or exhibits abusive, ruintimidating, annoying or harassing behavior. And to dismiss a student shall be deemed final and not separation from the school.	d safety of the other children and school 's shall have the right in its sole discretion ident if the student, parent, guardian or other ude, hostile, disruptive, aggressive, by decision by Alphabetland Preschool LLC
<ol> <li>Person(s) responsible for the tuition payment:         NOTE: If person(s) responsible for the tuition pasign and date below.     </li> </ol>	yment is not the parent or guardian, please
Signature	Date
Print Name  10. I have read the foregoing and hereby signify my a	acceptance of these policies by my
signature below:	
Parent's or Guardian's Signature	Date
Print Name of Parent or Guardian	

8. Alphabetland Preschool LLC reserves the right to deny admission or to dismiss a

child for any reason that we feel is in the best interest of the school including conflicts of

Sign and initial both copies. Attach 1 copy to your registration. Keep 1 copy for your information and records. Alphabetland Preschool LLC thanks you for your interest in our child care business.



For Office Use
Reg. Fee

# 94-069 Waipahu Street Waipahu, HI 96797

## REGISTRATION FORM 2024-25

Child's Name:	•			Nickname:	Boy	Girl
	La	ast	First			
Address:					Phone:	
	No.	Street	City	Zip Code		
Mailing Addro	ess: (If diff	ferent from above	e)			
Date of Birth:			Place	of Birth:		
ate		ate also also also also also also also also	ale	*******	ate	le ale ale ale ale ale ale ale
Parent's Name	e:			Cell Number:		
Home Addres	s:			Home Number:_		
Employer/Occ	cupation: _			Bus. Number:		
				Working Hrs: _		
				Cell Number:_		
Home Addres	s:			Home Number	:	
Employer/Occ	cupation: _			Bus. Number:_		
				Working Hrs:		
				aratedWidowed_		
If divorced, se	eparated or	single, who does	the child live	with?		
Who has legal	l custody?			(Ple	ease provide leg	al docume

Other schools attended:		
Other sibling(s) who attended Al	phabetland:	
Other sibling(s) in the family:		
Name	Age	School
1		
3		
********	*********	************
Who will bring the child?	Expecte	ed time of arrival each day:
Who will pick up the child?	Expecte	ed time of pick up each day:
** If either parent is not author	orized to pick up, the school m	ust be notified in writing **
Persons authorized to pick up ch	ild other than parents: (Must be	e at least 18 years old)
Name	Address	Phone
1		
2		
*********	*********	*************
Starting date: (example: Summer	r 6/03 or Fall 8/01)	
Preferred location: (example: 1st	choice, 2nd choice)	
Waipahu NOTE: Newtown Lease is curre	Pearl City	Newtown
		************
I am applying to Alphabetland Pand registration form by my sign		y my acceptance of the registration procedure
Parent's or Guardian's	Signature	Date
Print Name of Parent of	or Guardian	Revised 1/24

# ALPHABETLAND PRESCHOOL LLC 94-069 Waipahu Street Waipahu, HI 96797

## **EMERGENCY FORM 2024-25**

Stu	ident's Name:	
Ad	Last	FirstTelephone:
Em		nds or neighbors who will assume temporary responsibility and
1.	Name:	Cell#:
		Bus.#:
	Relationship:	Home#:
2.	Name:	Cell#:
	Address:	Bus.#:
	Relationship:	Home#:
**	************	*****************
Faı	mily Doctor:	
	ldress:	
Of	fice Telephone:	Physician's Exchange:
		**************************************
	bes your child have any special medical problem child is receiving special medication(s).	lems? If "yes", please write a brief description and indicate if
me	In case of accident or serious illness, I r	**************************************
	Signature of Parent or Guardian	Date

# 94-069 Waipahu Street Waipahu, HI 96797

Waipahu \*\*\* Pearl City \*\*\* Newtown

# CHECKLIST FOR SCHOOL

Name:	Date
_	Alphabetland Registration Sheet
_	Emergency Information
_	Health Form #14 - Available at your child's doctor's office. Your child will not be able to attend without this form.
_	Form DHS 908 - Early Childhood Pre-K Health Record Supplement - Form available at the school
_	2 sets of extra change of clothing (including underwear) in a container (shoebox size) marked with your child's full name
_	Painting smock
_	Sleeping mat (blanket or towel acceptable). No slumber bags or bulky folding mats.  Mats must be able to fit in cubby hole.
Please mark all c	lothing and child's belongings with full name.
If there are any cl	hanges in address or telephone numbers, please inform the office immediately.
Medical Care" fo	to fill out the "Permission to Participate in Program Activities and Receive Emergency rm and the field trip permission slip as soon as your child starts school. Forms are available in can ask your child's teacher.
When all items of	n this checklist have been brought to school, please return this form to the office for filing.
_	e school, be sure to take all of your child's personal belongings with you. The health form may ne office. We will not be responsible for any items left.

# Department of Education STUDENT'S HEALTH RECORD

Name					(Middle Initial)  (Father/Legal Gua					Male 🔲			Elen Inter High			Entry [ e: Entry [	Entry Date/ / Entry Date/ / Entry Date/ / Entry Date/ /					Student Address Label											
i icase comp	note	110 10	iio wii ić	<i>3</i> 300	.10113	OHE		ILS	"								MED	ICA	L S	TATUS													
Allergy (type)																																	
						Рн	IYSIC	CIAN'	s Ex	KAMI	INATI	ON (	Сог	DE:	N-N	<b>l</b> ori	ΛAL;	A	-Ав	NORMA	_; C	-Corri	ECTED	; R-Re	CEIVI	NG C	ARE						
Date	Grade	Height	Weight	BMI	Blood Pressure	Vision	n He	٠,	Eyes	Ears	Throat	Teeth	Heart	Lungs	Nervous	Skin	Scoliosis	Extremities	Nutrition	Vario Immu Second Disease	ella ınity lary to (DATE	Reviewed Immunization Record (Check if Yes)	Completed PPD Screening (Check if Yes)	See Hesuits Below	Provid	er's Sig	gnature	Э			vider's S Printed N		
/																				/	/												
																				,													
	Τι	JBE <u>R</u>	CULC	SIŞ	EVA	LUAT	ΓΙΟΝ												Ім	MUNIZA	TIONS	(VACCIN	es, Dat	ES GIVEN:	Мом	ITH/DA	\Υ <b>/Υ</b> Ε/	AR)					
TUBERCULOSIS EVALUATION  Check one box below, complete date assessment, test or x-ray was administered.  Physician, APRN, PA, Clinic  Date:  D								$\vdash$	Type Date	_		1	$\perp$	/ /		/ /		/		/		/	$\perp$	/	/								

assessment, test or x-ray was		APRN, PA,Clinic										
Negative	Date:											
TB Risk Assessment	/ /											
Negative test for	Date:											
TB infection	/ /											
Positive test, and	Date:											
negative chest x-ray												

DENTAL E	XAMINATION
Dental Check-Up	Date: / /
Dental Check-Up	Date: / /

		Імі	MUNIZ	ZATIC	NS (Vac	CCINES, D	ATES GIV	EN: Mor	NTH/DAY/	YEAR)				
DTaP, DTP, DT,	Type													
Tdap or Td	Date	/	/		/	/	/	/	/	/	/	/	/	/
Polio	Type													
(IPV or OPV)	Date	/	/		/	/	/	/	/	/	/	/	/	/
Hib (Haemophilus	Type													
influenzae type b )	Date	/	/		/	/	/	/	/	/	/	/	/	/
Pneumococcal	Type													
Conjugate	Date	/	/		/	/	/	/	/	/	/	/	/	/
Hepatitis B	Type													
Hopatilo B	Date	/	/		/	/	/	/	/	/	/	/	/	/
Hepatitis A	Type													
Hopatilo A	Date	/	/		/	/	/	/	/	/	/	/	/	/
MMR	Type								,	Varicella				
	Date	/	/		/	/	/	/		Date	/	/	/	/
HPV	Type									ococcal				
	Date	/			/	/	/	/	Co	onjugate Date	/	/	/	/
Other	Type													
	Date	/	/		/	/	/	/	/	/	/	/	/	/

Physician, APRN, PA or Clinic \_\_\_\_\_

**Health History Comments:** Include Referrals and Reports. Recommendation for significant findings. (Please Print)

Date	Signature & Title	Date	Signature & Title

The registration deadline for all branches of Alphabetland Preschool LLCs will be Friday, **January 26th**, **2024**. All registration with the \$100.00 registration fee must be in by January 26th to be considered for acceptance. We are no longer on a "first come, first served" basis. You may either mail your application to our Waipahu office at 94-069 Waipahu Street, Waipahu, Hawaii 96797 or drop it off at any of our branches. Walk in registration must be in by 5:00 PM on January 26th, 2024. Check or money order should be made payable to Alphabetland Preschool LLC. <u>Cash will not be accepted.</u>

Applications received by 5:00 PM Friday, January 26th, 2024, will be accepted using the following priority list.

#### **Priority List:**

- 1) Transfer Students Students who are currently attending Alphabetland, but would like to transfer to another branch for the new school year.
- 2) Siblings who currently attend or attended in the past.

	Names	Date(s) attended	Branch			
3)	Alphabetland Preschool LLC (Newtown location only) Children must reside in Newtown to get prioity. Parents of Newtown applicants must be members of the Newtown Estates Community Association					
	Name of Parent					
4)	Alumni – Parent(s) who	o attended Alphabetland				
	Name					
	Date(s) attended					
	Alphabetland	Branch_				
able s y effo	spaces. We will then infort will be made to proce	s are accepted, a lottery will be lorm you by mail if you have been ss your application in a timely n	en accepted or not. nanner. If we are			
		registration fee will be refund				
-	pnabelland Preschool LL y errors or disputes.	LC reserves the right to exercise	sole discretion to			
ve an						

IMPORTANT: Please return this page with your application if applicable.