

CLOTHING

See that your child comes to school dressed in clean, comfortable clothing and that his clothing is marked -- especially shoes, sweaters and jackets.

ADMISSION REQUIREMENTS

1. Physical examination by own private physician on (DPI Health Card, Form 14)
2. Re-admission card signed by your doctor is necessary after an absence due to illness from communicable diseases.

REPORT

A summary report of the child is made at the end of the school year. This will help you to see the progress made by your child at school. Please refrain from discussing the report in front of your child. The report may be presented to the teacher who will have your child the next school term.

Parents may have conferences with the staff whenever they feel the need for one.

P.T.A. meetings are held once a month.

S T A F F

Miss Esther So.....Director, Pre-School
Mr. Walter H. Ehlers.....EXECUTIVE DIRECTOR, PALAMA SETTLEMENT

Palama Settlement Pre-School 810 N. Vineyard Street

Telephone - 837325

PALAMA

PRESCHOOL

FOR CHILDREN 3 - 5½ YRS. OLD

REGISTRATION
INFORMATION

PALAMA SETTLEMENT
810 N. VINEYARD ST.
PHONE 837325

CALENDAR

Fall semester September - January

Spring semester January - June

Summer session June - July (6 weeks)

REGISTRATION FOR PRE-SCHOOL

Registration for pre-school is conducted in the spring and fall of each year. In January we also register those who wish to enroll for the second semester whenever there is an opening. In June the pre-school opens registration to all children for the 6-weeks summer session.

Parents should register their children for the full semester. This is necessary if we are to keep the rates low. Also, it is necessary for the full development of the child.

Parents should, if possible, register their children in the spring for the following Fall term.

In the event space is limited, consideration is given to those who are already enrolled in school and who wish to continue.

ENROLLMENT

A child may be registered at all times of the year provided enrollment is not filled.

REGISTRATION FEE

When a child is registered in May or June for the Fall session - a registration fee of \$5.00 is charged. This is credited to the bill later. If notification of withdrawal is not received within 30 days prior to opening of school, the fee is not refundable.

FEES and TUITION

1. \$5.00 down payment at time of registration (applies to first month's fees)

2. \$1.25 additional required for annual one-year Palama membership.
3. \$20.00 a month tuition - 8:00 am to 2:30 pm
4. \$30.00 a month for the 7:30 am to 5:00 pm schedule

CHARGES FOR EXTRA CARE (Other than regular hours)

1. On weekly basis - \$4.00
 2. On hourly basis - \$.50 per hour
 3. \$5.00 per month extra charge for 2½ yr. old child (until 2:30 pm)
 4. \$7.00 per month extra charge for 2½ yr. old child (until 5:00 pm)
- (If other children of same family are in school, no extra charge will be made for the 2½ year old)

BILLING and FEES

1. ALL FEES ARE ON A SEMESTER BASIS BUT MAY BE PAID MONTHLY.
2. Fees are payable in advance on the first of the month and should be paid not later than the 15th.
3. All bills are payable at the business office. Telephone 83948 of Palama Settlement.

CREDIT AND REFUNDS WILL BE MADE ONLY FOR THE FOLLOWING REASONS:

1. Serious illness.
2. Departure from Honolulu.
3. Moved to another area distant from school.
4. Financial hardship on family.
5. Drop due to recommendation of the staff.

SUMMER SESSION:

A summer session of six weeks is held. The tuition for the 6 weeks is \$30.00 from 8:00 am to 2:30 pm. For Day Care it will be \$45.00 from 7:30 am to 5:00 pm. (This is a good orientation period for pupils who will be coming to school in September.) We would particularly like to encourage parents to send children who are coming for the first time.