

To: Hung Wai Ching, Chairman
Palama Settlement Self Survey Commission

From: Elaine K. White

Re: Palama Settlement - Kindergarten and Pre-School

March, 1960

PROBLEM

Obtain a brief description of the organization and administration of the Kindergarten and Pre-School. Ask Mrs. Rose Sabala to be present at the next Commission meeting.

METHODOLOGY

A list of questions was developed to help Mrs. Sabala gain an idea of the questions the Commissioners were asking. (See Appendix A). She prepared a statement and agreed to make an oral report at the next Commission meeting.

DEFINITIONS

Kindergarten vs. Day Care. All children five years old are called "kindergarten". Those below five years are "pre-school". D.P.I. accepts children who are five years or who will be five by December 31. Today the D.P.I. have increased the kindergarten classrooms, making it possible for all children who are five or turning five by December to be acceptable to enter kindergarten.

Day care originated during the war years for mothers who went to work in the defense plant. Program then was strictly custodial care, outdoor play, children grouped together regardless of age. Today, Day Care program follows the Kindergarten program in the D.P.I. The difference is the hours. Kindergarten ends at 2:30 and Day Care at 5:00 P.M.

What is the Kindergarten Program? Mary D. Davis reports in an article entitled: "General Practice in Kindergarten in the United States", National Education Association, Washington, D.C., 1925, that roughly 35% of the time in kindergarten was spent in physical education, and under physical education she listed: play on apparatus, out-of-door play, games, rhythms, rest, and lunch. 33% of the time was given to general arts, which included housekeeping, fine and industrial arts, and dramatic art. 16% of the time was spent in general assemblies such as planning the work, evaluations, hygiene, and nature. 9% was given to literature and language, which included stories told and read, conversation, original poems read and repeated, and finger plays. 6% of the time was spent in music, which

included singing, music appreciation, and rhythm band."

Most kindergarten programs vary a great deal but they do include many of these periods: A Conversation Period which includes roll call, flag salute, and health inspection; an Activity Period that includes the planning, carrying out of the work children choose to do, cleaning up, and evaluation of the work; Health Activities which include a tone drill, new song, review song, and a music appreciation song; Rhythms that include interpretive rhythms, rhythm band, basic rhythms, and story plays; Stories, including pictures, poems, stories told and read, and dramatization; Games, including play on the apparatus, and indoor and out-of-door games.

"Although it is true that kindergarten programs do vary greatly even in the same school building, there are certain underlying facts that most teachers keep pretty well in mind when making out their program such as: Five-year olds not physically able to give attention for too long a time, are noted for their short attention span. For this reason your periods should average between fifteen or twenty minutes in length, with the exception of the work period, which usually runs forty-five minutes to an hour." SOURCE: Hurd, Helen Bartelt; Teaching in the Kindergarten.

HISTORY

"Palama Settlement has conducted a school for children from the ages of three to five and a half since its early days at King and Dillingham Blvd. The pre-School was one of the first units established when the program was started in 1896. During its early history it was a joint venture with the Free Kindergarten and Children's Aid Association. The cost of operation was shared by Palama and the Free Kindergarten. The present

school however is operated solely by Palama Settlement."

SOURCE: Historical Files of Palama Settlement.

MISSION AND OBJECTIVES

1. Change the name Kindergarten & Pre-school to Day Care.
2. Palama Settlement Day Care central location convenient to working Mothers.
3. Greater demand for Day Care due to more working mothers today and in future.
4. Palama Settlement Day Care will be the only Day Care within Area 1.
5. Palama Settlement Day Care will serve Area; future apartment zone, average income family with working mothers.
6. Children from Day Care can go into the Palama Settlement Group Work program as a continued program when they leave the Day Care. This encourages family participation and involvement into various activities with the changing area.

7. Palama Settlement Day Care in the future or within the coming five years must be prepared to care for these children from working mothers and therefore must enlarge and build a new Day Care school.
8. Palama Settlement Day Care must be concerned about the Rehabilitation Program in the city and how best it can serve. The Kindergarten has experimented by accepting some blind, deaf, mentally retarded children. Have they been accepted by normal children? Yes. Growth? Yes, these children have improved emotionally and socially. I would like the Commission to think about this. Children who come from average income homes, from Professional home must have a place to put their children and exposed them among normal healthy children to stimulate them physically and emotionally.

POLICIES

The policy by which the Palama Settlement Kindergarten & Pre-school operates is under the Department of Public Welfare which sets up the standards of all the Private Day Care & Kindergarten on the year to year license. The program is according to the National standard of all Kindergarten throughout the United States.

PROGRAM SCHEDULE (See Appendix B)

BUILDING AND EQUIPMENT

Buildings are temporarily adequate and have met the standards of the Department of Public Welfare for the variance granted 1957. We have been granted a five year variance from 1957 - 1962. We have a year to stay at the present site. If the variance is not renewed, plans must be made for the Day Care program. This is our greatest concern.

A replacements of chairs and tables will have to be considered. We have had the chairs and tables since 1941 and they are beyond repair. However, three years ago, we have started on the replacements of chairs. We have to anticipate these replacements until we have the needed amount. Heavy outdoor equipments and indoors will also be needed. New equipments for new program will have to be considered. We will be needing: piano, shelves, doll corner furnitures, Institutional Gas Stove, freezer, cots, replaceable educational toys, office equipments, books, records, etc.

BUDGET (See Appendix C)

NUMBER AND CHARACTERISTICS OF THE CHILDREN

1. Professional average income homes.
2. Family of one to three children in home.
3. Children are spoiled and emotionally disturbed and in need to be with children of same age level.
4. Palama Settlement Kindergarten is serving the following area:
 - a. Area 1 - 17 children - 5 children - kindergarten hrs. 8 - 2:30 P.M.
 - b. Area 2 - 51 " - 6 children " "
 - c. Area 3 - 26 "
Total 94 children
5. Today's Enrollment: 94
 - Day Care 83
 - Kindergarten hrs. 11

STAFF AND THEIR QUALIFICATIONS (See Appendix D)

STAFF AND THEIR WORK SCHEDULES (See Appendix E)

CHANGES SINCE 1956

I accepted the position as principal of Pre-school in August 1956. These are the statistics and the changes which were made. Statistics taken from the D.P.I. reports which we must report per semester.

Dec. Year	Avg. Enrollment	June Year	Avg. Enrollment
Dec. 1956	61	"	
Dec. 1957	62	June 1957	75
Dec. 1958	77	June 1958	77
Dec. 1959	97	June 1959	97
Dec. 1960	82	June 1960	99

<u>Income:</u>	<u>Actual</u>	<u>Budgeted</u>
December 1956	\$14,645.00	\$14,593.00
December 1957	\$19,594.25	\$19,830.00
December 1958	\$23,912.99	\$22,090.00
December 1959	\$37,682.29	\$33,847.00
December 1960	\$45,155.73	\$42,555.00

Typing and Mimeographing
Courtesy of Staff
Traffic Accident Research
Division of Mental Health

APPENDIX A

Can you give us a brief statement about the history of the Pre-School at Palama Settlement?

As you see it, what is the mission i.e., purpose for existence of the Pre-School and how does it fit in the overall mission of the Settlement?

List the policies under which you operate to carry out your mission. For example:

Enrollment: First preference is given to children living in the primary area.

What are some of your goals and targets for accomplishing your mission? For the past 5 years? For the coming 5 years?

Describe a typical day's activities. Describe in general and in brief terms your year's program. (School year 1959-1960)

Describe the structure of your organization. Briefly describe the number and social-economic characteristics of the children. Briefly describe the job descriptions and qualifications of your staff.

Describe your budget (School year 1959-1960) - both income and expenditure- briefly.

Briefly describe your facilities and equipment.

Are there any other areas of critical concern which in your opinion should be called to the attention of the Commission?

APPENDIX B

PROGRAM SCHEDULE

7:00 - 8:00 a.m.	Inspection - quiet activities.
8:00 - 8:30	Outdoor free play
8:30 - 8:40	Bathroom - slippers & shoes off.
8:40 - 9:00	Assembly, music (learn new songs.)
9:00 - 9:15	Roll Call, Juice, share news time.
9:15 - 10:00	Indoor Activities: Major and minor activities
10:00 - 10:10	Clean up time
10:10 - 10:20	Story time or record music-creative dance
10:20 - 10:30	Cots down.
10:30 - 11:00	Outdoor play group in assigned area
11:00 - 11:15	Clean up for lunch
11:15 - 12:00	Lunch
12:00 - 12:15	Clean up
12:15 - 2:00 p.m.	Nap time
2:00 - 2:30	Put cots away - Kindergarten children dismissed.
2:30 - 3:00	Juice time
3:00 - 4:00	Outdoor play - group in own area
4:00 - 4:30	Clean up
4:30 - 5:00	Children rest - conversation time while waiting for parents, check buildings and close up.

Note: A typical day in the kindergarten - follow the program. The activities may vary with the different holiday and celebration and children may make projects according to the holiday.

APPENDIX C

PALAMA SETTLEMENT
STATEMENT OF OPERATION - INCOME & EXPENSES
PRE-SCHOOL DEPARTMENT

	Budget 1960 <u>Total</u>	Twelve Months Ended <u>Dec. 31, 1960</u>
<u>INCOME</u>		
<u>Membership Fees & Dues</u>		
14 Dues for privileges	\$ 125.00	\$ 255.75 ✓
<u>Operating Income</u>		
24 Activity, Program & Service Fees	42,430.00	44,859.11 ✓
<u>Other Income</u>		
39 Sundries	.	40.87 ✓
Total	<u>\$42,555.00</u>	<u>\$45,155.73</u>
<u>EXPENSES</u>		
<u>Salaries & Wages</u>		
101 Professional	\$31,632.00	\$27,199.01
103 Maintenance & Household	.	5,464.79
Total	<u>\$31,632.00</u>	<u>\$32,663.80 ✓</u>
<u>Office & Bldg. Maintenance</u>		
113 Maintenance & Household Supplies	\$ 325.00	\$ 253.51 ✓
114 Repairs & Replacement - Equipment	1,150.00	1,916.28 ✓
115 Repairs to Bldg.	200.00	624.59 ✓
116 New equipment	300.00	403.99 ✓
Total	<u>\$ 1,975.00</u>	<u>\$ 3,198.37</u>
<u>Administration Expense</u>		
119 Telephone & Telegraph	\$ 260.00	\$ 305.00
120 Postage	30.00	5.00
121 Printing	125.00	27.95
122 Office Supplies	60.00	47.71
125 Auto Upkeep	90.00	23.88
129 Staff & Volunteer Training	20.00	7.75
130 Publicity & Promotion	100.00	36.25
131 Publications & Subscriptions	15.00	9.10
Total	\$ 700.00	\$ 462.64 ✓
<u>Activities & Service Exp.</u>		
137 Food	\$ 3,500.00	\$ 3,602.65
144 Club & Class Supplies	600.00	741.33
Total	<u>\$ 4,100.00</u>	<u>\$ 4,343.98 ✓</u>
TOTAL EXPENSES	<u>\$38,407.00</u>	<u>\$40,668.79</u>
Excess income over expenses	<u>\$ 4,148.00</u>	<u>\$ 4,486.94</u>

884.30 110.00
 4,082.67
 15.87 112
 4098.54
 110.70
 misc.

APPENDIX C

PALAMA SETTLEMENT
STATEMENT OF OPERATION - INCOME & EXPENSES
PRE-SCHOOL DEPARTMENT
SELECTED ACCOUNT EXPENDITURES

Acct. #114 Repairs & Replacement - Equipment

<u>Date</u>		<u>Charges</u>	<u>Total</u>
1/30/60	Oahu Hard Ware - Carriage bolts & Washers	\$ 11.04	\$
1/22/60	Dohrman Hotel & Supply - Soup Dishes (24)	32.40	
1/14/60	" " " " - 48 Tumblers, 144 Bouilons	39.54	
	" " " " - 24 Coupe Soup	11.92	
	" " " " - Dishes, Teaspoons	43.16	
2/ 1/60	" " " " - 7 Salad Bowls	21.47	
	" " " " - 12 Rim Soup	16.20	
2/11/60	City Mill - 5 Gal. Enamel Paint	34.33	
	Theo. H. Davies - 12 yds. Canvas	18.01	
6/29/60	" " " - Refrigerator	915.98	
7/1/60	American Factors - Lumber	47.73	
7/1/60	Story & Pullen - 25 Chairs, 25 Cot	<u>724.50</u>	1,916.28

Account #115 Repairs to Building

2/11/60	City Mill - 1 Sht. Canec	4.07	
	Fujishima Plumbing - Install Toilet	150.00	
5/17/60	Dan's Lumber Yard - 150 Ft. T & G	9.32	
6/ 8/60	Fujishima Plumbing - Water Fountain Basin	198.35	
	" " - 2 Toilet Seats	12.00	
7/16/60	Ralph Koizuka - Install 2 wooden jalousie	100.00	
	Koba's Awning Shop - Canvas	110.00	
9/ 1/60	Fujishima Plumbing - Repair 3 Toilet	<u>40.85</u>	624.59

Account #116 New Equipment

1/14/60	Dohrman Hotel Supply - Seale	9.32	
2/ 3/60	Athletic Supply - 2 Wagons	17.99	
2/ 9/60	Richard Tomita - Lumber	35.75	
2/31/60	Athletic Supply - Doll Sink	40.87	
	Fujishima Plumbing - Tents	55.00	
8/ 8/60	Story & Pullen - Comm. Playthings	<u>245.06</u>	403.99

APPENDIX C

PALAMA SETTLEMENT STATEMENT OF OPERATION - INCOME & EXPENSES PRE-SCHOOL DEPARTMENT SELECTED ACCOUNT EXPENDITURES

	17% <u>Electricity</u>	40% <u>Gas</u>	8% <u>Water</u>
<u>Acct. #110 - Utilities</u>			
Total For Year 1960	<u>\$4,470.92</u>	<u>\$ 355.08</u>	<u>\$1,375.74</u>
Total Pre-School Share	<u>\$ 760.05</u>	<u>\$ 14.20</u>	<u>\$ 110.05</u>

Acct. \$112 - Fire Insurance

Total Insurance For Year 1960	<u>\$2,645.73</u>
Pre-School Share at .6%	<u>\$ 15.87</u>

760.05
14.20
110.05
884.30

975.00
812.00
157.30

APPENDIX D

STAFF AND THEIR QUALIFICATIONS

<u>Name</u>	<u>Educ.</u>	<u>Service</u>	<u>Experience</u>
Director			
Sabala, Rosario	B. Ed.	21	1 yr. Clerk 2 yrs. Music teacher 7 yrs. Kdgn. teacher 11 yrs. Kdgn. director
Teachers			
Tsukamoto, Mildred	12 Inservice Training*	15 P.S.	29 yrs. Kdgn. teacher
Sision, Christina	10 *	4 P.S.	18 yrs. Kdgn. teacher
Fisher, Winifred	2 yrs. C	5 P.S.	35 yrs. Kdgn. teacher
Hom, Mary	12	2 P.S.	6 yrs. Kdgn. teacher 1 yr. 3rd. grade teacher
Wada, Shigeko	9	9 P.S.	13 yrs. Kdgn. teacher
Look, Helen	Normal	10 P.S.	14 yrs. Kdgn. teacher
Saiki, Amy	U.H. T.C. 1 yr.	1 P.S.	4 yrs. Kdgn. teacher
Dangaran, Priscilla	12	1 P.S.	2 Saleswoman
Cooks			
Padilla, Mary	9	4 P.S.	3 yrs. Shriner's Hosp. Nurses Aid 5 yrs. Parks Board 4 yrs. Asst. Cook
Leong, Betty	7	1 P.S.	20 yrs. Pineapple Cannery

Note: Mrs. Leong is
our vacation sub. for
our cooks.

APPENDIX E

STAFF AND THEIR WORK SCHEDULES

WORK TIME SCHEDULES - 7 Hours per Day

DAYS	Early Shift 7:00 - 2:00 p.m.	Regular Shift 7:30 - 2:30 p.m.	Late Shift Off 12:00-2:30
Monday	Wada	Sison Tsukamoto Fisher Hom	Tsukamoto (Look)
Tuesday	Fisher	Tsukamoto Sison Hom Wada	Wada (Look)
Wednesday	Sison	Tsukamoto Fisher Hom Wada	Hom (Look)
Thursday	Tsukamoto	Sison Wada Fisher Hom	Fisher (Look)
Friday	Hom	Tsukamoto Sison Fisher Wada	Sison (Look)

AFTERNOON SHIFT FOR PART TIME STAFF

Mrs. Helen Look	12:00 - 5:00 (5 hrs.)	3 yr. olds
Mrs. Amy Saiki	2:00 - 5:00 (3 hrs.)	4 yr. olds
Mrs. Priscilla Dangan	2:00 - 5:00 (3 hrs.)	4 yr. olds
Mate Shift teachers	2:30 - 5:00 (2½ hrs.)	5 yr. olds

Classes:

5 classes in the mornings
4 classes in the afternoon