

September 23, 1965

Mr. Yukio Gotanda  
Community Action Program  
1040 Richards Street  
Honolulu, Hawaii

Dear Mr. Gotanda:

It has come to my attention that the Palama Community Pre-School is honored with many visitors on various occasions and for varied reasons. I am especially disturbed about visits by Federal and other governmental agencies. Their visits have a common pattern, to wit:

- 1) Visits are generally unannounced and unscheduled,
- 2) Visitors leave the impression that they have influence in OEO and CAP programs,
- 3) Visitors are presumably experts in every phase of Pre-School programming and child development,
- 4) Visitors invariably leave the staff, social worker and coordinator puzzled or a bit worried.

Common courtesy and good sense call for an immediate policy on such visits, as follows:

- (a) Administrative concerns must be clarified with the Pre-School coordinator, Rev. Estrada.
- (b) Any "official" visitor must clear schedules and visiting hours with the coordinator. Except in extremely urgent matters, the coordinator should notify the other Pre-School staff of the visit prior to arrival.
- (c) All staff, if their participation is desired during the visitor's stay, should be given details, such as the visitor's name, position, and purpose of the visit.
- (d) Inquiries or discussion about the Pre-School curriculum, if of an official nature, should be taken up with staff or the Pre-School Advisory group after

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the visit, rather than to engage in an on-the-spot interrogation.

Until a clearcut policy along the lines recommended above are agreed upon by all parties involved, the Pre-School staff should not allow themselves to be imposed upon by any visitor.

Sincerely,

Shungo Okubo  
Community Organization Supervisor

SO/lm

copies to:

Rev. Estrada, Pre-School Coordinator  
Mr. Tom Gill, OEO Director  
Pre-School Advisory Board  
c/o Rev. Bonsey