PALAMA PRE-SCHOOL

11/5/58

PROGRAM SCHEDULE

1958 - 1959

7:00	-	8:00 A.M.	Inspection - quiet activity for D.C. Children.
8:00	-	8:30	Out-door free play
8:30	-	8:40	Bathroom- slippers, shoes off
8:40	-	9:00	Assembly, music (learn new songs,), rules.
9:00	-	9:15	Roll call, juice, share news time
9:15	-	10:00	Indoor activities
10:00	-	10:10	Clean up time
10:10	-	10:20	Story time or record music
10:20	-	10:30	Cots down (either at 11:00 or 10:20)
10:30	-	11:00	Out-door play - group in area assign.
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	D.C. Juice time
3:00	-	4:00	Out-door play - Jungle gym, Slide.
4:00	-	4:30	Children in enclosed area - Clean up
4:30	-	5.00	Clean up all area- Closing time. Lock Buildings.

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WORKING TIME SCHEDULES FOR PRE-SCHOOL

	EARLY SHIFT-7:00-1:00	8:00 -2:30	8:30 -5:00 (12:30-2:30 Time Off)
MOND.	WADA	FISHER LOOK- C SISON	TSUKAMOTO
TUES.	FISHER	LOOK TSUKAMOTO SISON-c	WADA
WED.	SISON	TSUKAMOTO-c WADA FISHER	LOOK
THURS.	TSUKAMOTO	FISHER LOOK WADA- c	FISHER
FRI.	LOOK	TSUKAMOTO FISHER-c WADA	SISON
	ALL STAFF MEETING 12:30 -1:30 P.M.		

P.M. HELPER: 2:00 - 5:00 Monday - Friday

1. Prepare juice, put cots away for early shift teacher, serve juice wash glasses and clean up.
2. Assistant helper to teacher out in play area, help care of children and assist in duties concerning children.
3. Take one group in main building during rainy weather.

PRINCIPAL: Working hours: 8:00 - 2:30 Regular
7:00 - 3:00 Registration Week, Opening of School, parent conference(irregular hours).

One late shift per week. For observation and parent contacts. Help put cots away for Time Off teacher, check off children and assist in any emergency.

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DUTIES OF TEACHERS

ROOM:

Keep room neat, dust shelves, care of all educational equipment.
Put all chairs, toys on tables and shelves - everything off floor.
Train children the care of all equipment, pick papers off floor.
Keep room in order before going out-door.
Put children's painting, crayon work, finger-painting etc. on display.

LUNCH TABLES:

Be prompt in serving lunch. Clean tables, floor. Use children as helpers. Train children to eat properly. Encourage new children to try new food.

BATHROOM:

Train children the use of bathroom. Wash hands with soap and water.
Children allowed the use of bathroom at any time.
Train children to use newspaper in case of accidents to clean up any accidents.

NAP TIME:

Sit with restless children. Be sure that your children are resting quietly and most of them sleeping before leaving during your early shift and late shift. New children may rest on cots and not put to sleep if child is unhappy. Crying is permissable.

OUT-DOOR:

Group stay in own play area. In the P.M. children have free play.
Children are encouraged to put out-door equipments away. Supervised play area.

CHECK-OUT & IN:

All children must be checked in and out daily. Inspection daily.
Parents must call for child in building or out in play area.

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Cooks & Assistant:

1. Head Cook is responsible for school's menu (approved by principal)
2. In charge of purchasing all food and kitchen supplies.
3. Keep within monthly budget.
4. Care of kitchen.
5. In charge of main cooking.

Assistant:

1. Assist Cook in preparing food.
2. Set dishes for room & collecting them.
3. Preparation of milk and juice.
4. Wash dishes & dry.
5. Assist in care of kitchen.

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PRINCIPAL'S DUTIES:

1. Responsible for school program, schedules, working hours of staff.

2. Hiring of school staff.

3. Pre-school budget. Must operate in a balance budget.

4. In charge of surplus foods.

5. Purchasing of school equipments.

6. Personal interviews with parents and staff.

7. Attend meetings civic, staff, Palama, P.T.A.

8. Work one late shift.

9. Working hours of principal 8:00 - 2:30 P.M. However, she must from time to time work earlier or later, A principal must consider her parents, children, business associates, and staff if an interview is necessary. Parents come in for a personal conferences on any time therefore, principal devotes her time to them.
During registration week, principal must be in. Principal interview all new parents and children. No children are accepted by telephone.

Visitation of school is open to parents interested in enrolling child.

10. Friday is staff meeting from 12:30 - 1:30 P.M.

11. Principal must help staff in case of emergency such as take over a group, put cots away, check in and out of children, serve juice. and in any accidents, take children emergency hospitol or doctor. She is responsible of all the welfare of her entire staff and children.

12. The Palama Settlement Kindergarten & Pre-school have more Day Care children enroll. There will be an increase as more mothers are having to go to work. This one way of serving our community. There must be provisions made for children, therefore, Palama Settlement Kindergarten is doing just this. More and more principal must work earlier or later when the need arises.

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STAFF:

There are five teachers in Palama Kindergarten & Pre-school.

One P.M. teacher or helper from 2:00 - 5:00 .

Each teacher has a group of given age level.

Each teacher has a pupil-teacher ratio as instructed in the Department of Public Welfare.

Classes:

1. Miss Wada.....2½ year olds.....10
2. Mrs. Look.....3 year olds.....15
3. Mrs. Sison.....4 year olds.....20
4. Mrs. Fisher.....4 year olds.....20
5. Mrs. Tsukamoto.....5 year olds.....25

All classes have their own educational equipment.

Program in each group geared to children's age level.

All teachers are in complete charge of own group and program in conjunction to the D.P.I. standards.
Conformance

Teachers are required to work one day a week the late shift. 2:30 - 5:00
Teachers go on rotation for early morning shift -7:00 - 1:00
Teachers are given time off during late shift,-12:30 - 2:30

Teachers must have a complete physical examination once a year.

Teachers have 24 days vacation(working days) granted during March -August.
No vacation from months of September to February.
Sick leave granted 30 days.

Teachers must have activities geared to children's age level.
No teacher work is displayed in room uless for decoration purpose but very little as possible. Children's work is prefered for decoration .
Elaborate programs are discouraged. Grouped participation only.

Teachers are discouraged to stay after school other than to prepare children's work.

Elaborate decorations and costumes are discouraged

Teachers have conferences with parents regarding the children.
No written evaluation of child's progress.

Teachers have an evaluation from principal to year's work.

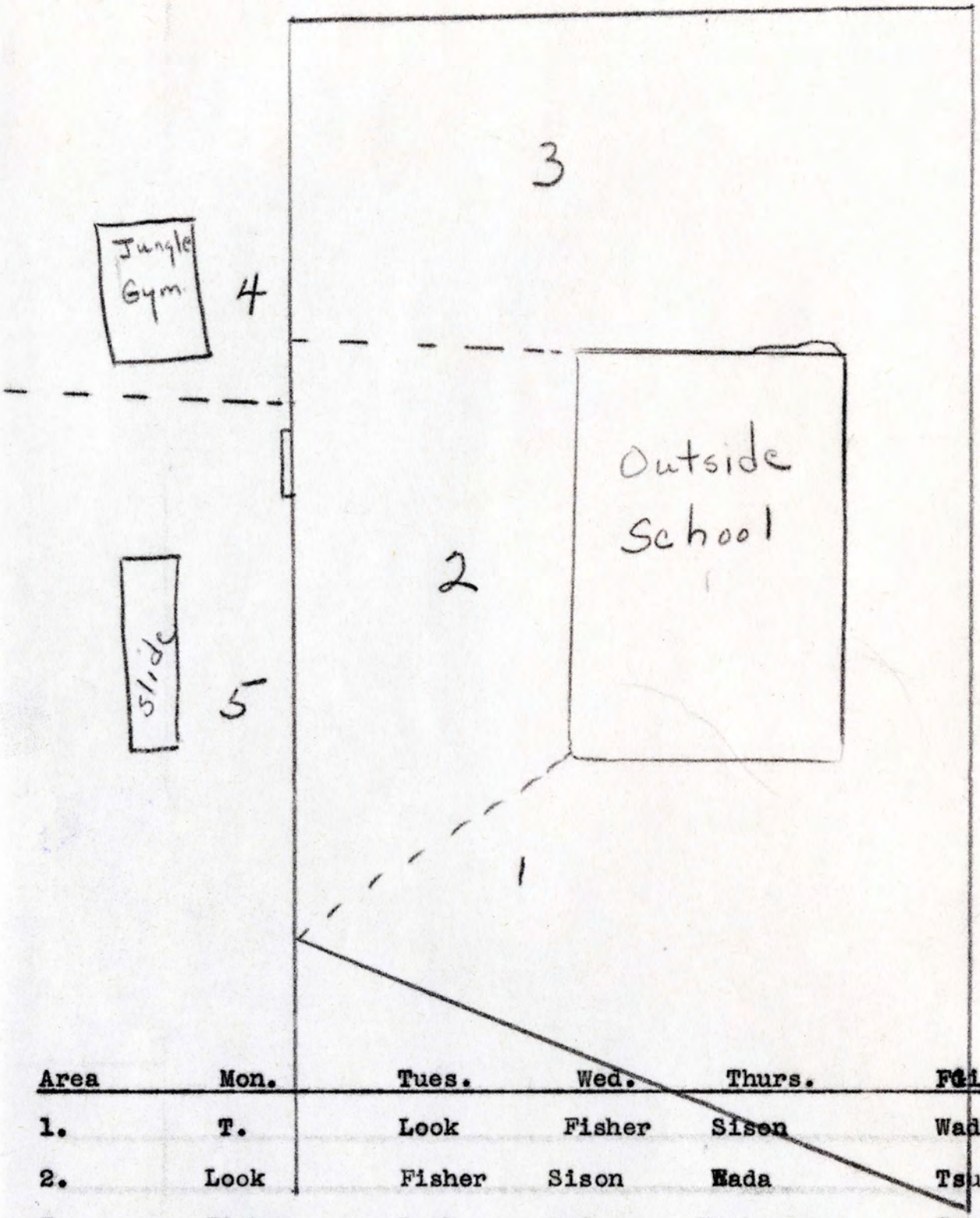
Teachers plan their program with principal.

Teachers have own creative music in own room.

Teachers are assign to own play area daily with own group for out-door pl

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Play area



Area	Mon.	Tues.	Wed.	Thurs.	Fri.
1.	T.	Look	Fisher	Sison	Wada
2.	Look	Fisher	Sison	Wada	Tsukamoto
3.	Fisher	Look	Wada	Tsukamoto	Sison
4.	Sison	Wada	T.	Look	Fisher
5.	Wada	T	Look	Fisher	Sison

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Principals

2. COMMUNITY PARTICIPATIONS:

1. Principal attend meetings concerning welfare of the total Palama Settlement program.
2. Queen's Hospital studen nurses observe once a week .
3. University students obersavation practice per semester. One or two students participate.
4. Sight Conservation test children yearly.
5. Hearing Aid test children yearly.
6. Tuberculine Test to all children yearly.
7. Acceptance of blind, deaf, speech, polio children in school.
8. Visit other children's institutions.