

Makiki Christian Church Preschool

Visitation and Orientation for NEW STUDENTS

New preschool surroundings, routines, and people may be overwhelming for young children; however, they will gradually adapt to their new environment and happily settle in. To ease the transition from home to school and help with the child's adjustment, we ask families to observe the following:

On your child's first day of school, parents/guardians are required to attend a two-hour VISITATION session from 8:00 a.m. – 10:00 a.m. with the enrolling child. This is the only day you will be required to stay with your child at school.

The purpose of the visitation day is to encourage your child to observe and participate in typical activities for the purpose of becoming familiar with the staff, program and facilities. The accompanying adult is responsible to supervise their child and also have the opportunity to ask the teacher any questions. Other children are not allowed at this time. We will also check that all documents required for admission are completed and turned in to the Office.

After the VISITATION day, there is a 5-day ORIENTATION schedule. At the sound of the bell (8:00 a.m.), parents leave their child with our staff and return later to pick them up. Only authorized adult(s) listed on the Authorization for Pickup Form can drop off or pick up the child. We strongly encourage a regular routine to drop off and pick up your children. Consistent routines help our staff. It is a good way to get acquainted with our staff and essential in maintaining the well-being and safety of your children.

VISITATION & ORIENTATION SCHEDULE

Visitation Day: 8:00 a.m. to 10:00 a.m. - Two hour visit with child

Day 1 & 2: 8:00 a.m. to 11:30 a.m. (lunch included)

Day 3 & 4: 8:00 a.m. to 2:30 p. m. (naptime included)

Day 5: 8:00 a.m. to 5:30 p.m. (first full day)

Please pick up your child before the times indicated to prevent late pick-up fees.

Only authorized adult(s) who are listed on the Authorization for Pickup Form can drop off or pick up the child. **Please note: pick-up times during the orientation session are subject to late pick-up fee.**

For every 5 minutes of delay, a fee of \$10 will be assessed per child. There is no grace period, i.e., if your child is picked up at 11:31 a.m., you will be assessed a fee of \$10; if your child is picked up at 2:31 p.m., you will be assessed a fee of \$10. To avoid such fees, please be on time.